



9 Scheduling Appointments, Meetings, and Events

This chapter explains how to...

- Create an appointment, meeting or event
- Use QuickAdd to quickly create an appointment
- Create recurring appointments or meetings
- Change an appointment or meeting
- Turn a message or a contact into a meeting request
- Respond to an invitation

Activities you schedule on a calendar are either appointments, meetings, or events.

- **Appointments.** An appointment is an activity without other people. When you schedule an appointment, no email is sent to confirm the appointment. You can set recurring appointments. **QuickAdd** can be used to quickly create an appointment.
- **Meetings.** Meetings are appointments that include other people. When you create a meeting, you select attendees and send an email invitation to them. You can reschedule meetings and set up recurring meetings.
- **Events.** An event is an activity that lasts all day. Events do not display as time on the calendar—they appear as banner at the top of the calendar schedule.

All three types of activities can be entered in several ways. You can schedule an appointment from any calendar view.

Creating an Appointment or Meeting

There are several ways to create an appointment in the ZWC:

- Using the QuickAdd Appointment dialog.
- Using the Appointment Details tab.
- Dragging and dropping a message from the Inbox to the mini-calendar.

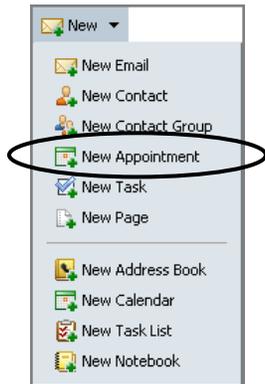


A meeting includes other attendees. An appointment is scheduled for yourself only. The steps to create appointments and meetings are the same with the exception of scheduling attendees—this step is not performed for appointments. Therefore, follow the steps in this Participant Guide for both creating appointments and creating meetings.

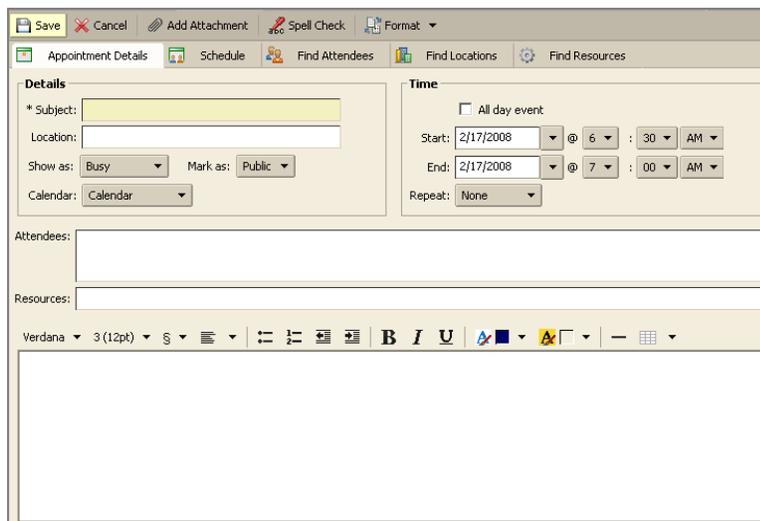
Opening the Appointment Details Tab

To use the **Appointment Details** tab to create an appointment:

- On the toolbar, click the arrow on  and select **New Appointment**. This option is available from the **New** menu in any view, except the Preferences view.



This action opens the **Appointment Details** tab.



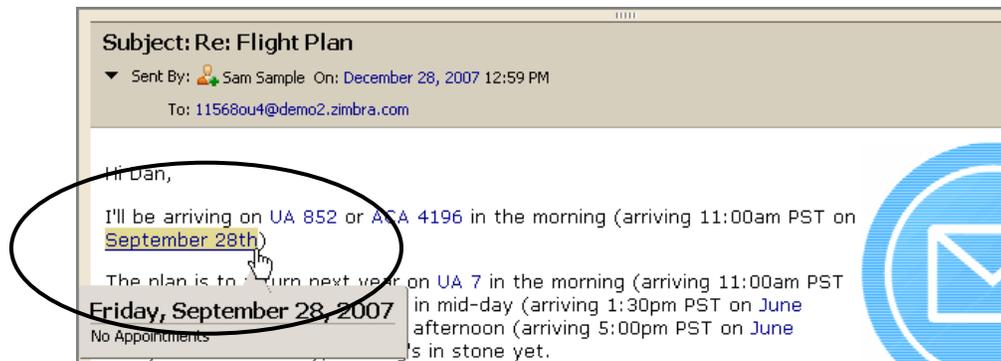
Opening the QuickAdd Appointment Dialog

The following three methods open the **QuickAdd Appointment** dialog.

- Right-click on either the mini-calendar or the start time in one of the calendar views. You can select to create a **New Appointment** or a **New All Day Appointment**.



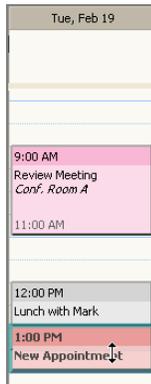
- Within an email message, certain text is interpreted as a date and triggers the ability to right-click to create an appointment. Text such as today, tomorrow, a day of the week, or an exact date are highlighted in messages.
 - Hover the mouse over this type of text to see if you have an appointment scheduled.
 - Click on the highlighted text to open your calendar.



- Enter appointments directly on the calendar. In any calendar view, except Month, either:

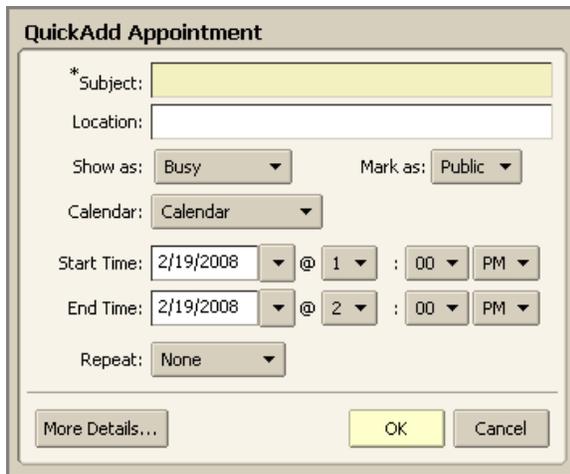


- Click on the start time and drag through the end time.



- Double-click the start time.

The QuickAdd Appointment dialog opens.



Creating a QuickAdd Appointment

All of the options previously described open the **QuickAdd Appointment** dialog.



To create an appointment using the QuickAdd Appointment dialog:

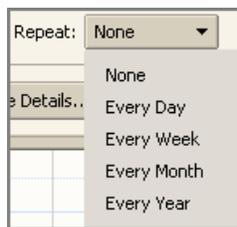
1. Specify the following information:
 - **Subject.** Brief description of the meeting. The text added here becomes the description in the calendar.
 - **Location.** Where is the meeting? If the location is in the company directory, when you start to type, locations that match are listed. You can also go to the **Find Locations** tab to search.
 - **Show As.** Determine your Free/Busy options for this appointment. This information displays on the Schedule Attendees page.

- **Calendar.** Show all calendars in your Calendar List. The first calendar displayed is your original Calendar.

- **Mark as.** Mark an appointment as private or public. Details about events that are marked private do not display in a grantee's shared calendar. Only the start and end time, duration, reoccurrence information, and the organizer's identity are shown in the shared calendar.



- **Start Time and End Time.** Define the start and end day and time.
- **Repeat.** Define how often this appointment occurs.



- **More Details.** Opens the **Appointment Details** tab if you want to specify additional appointment information, such as Attendees and Resources. This is optional. Use of the **Appointment Details** tab is described next.

2. Click .

Creating a Meeting Using the Appointment Details Tab

This section describes how to schedule a meeting using the **Appointment Details** tab, including using the following:

- **Details** area
- **Time** area
- **Find Attendees** tab
- **Schedule** tab
- **Find Locations** tab
- **Find Resources** tab