o [icon] Indicates a resource.
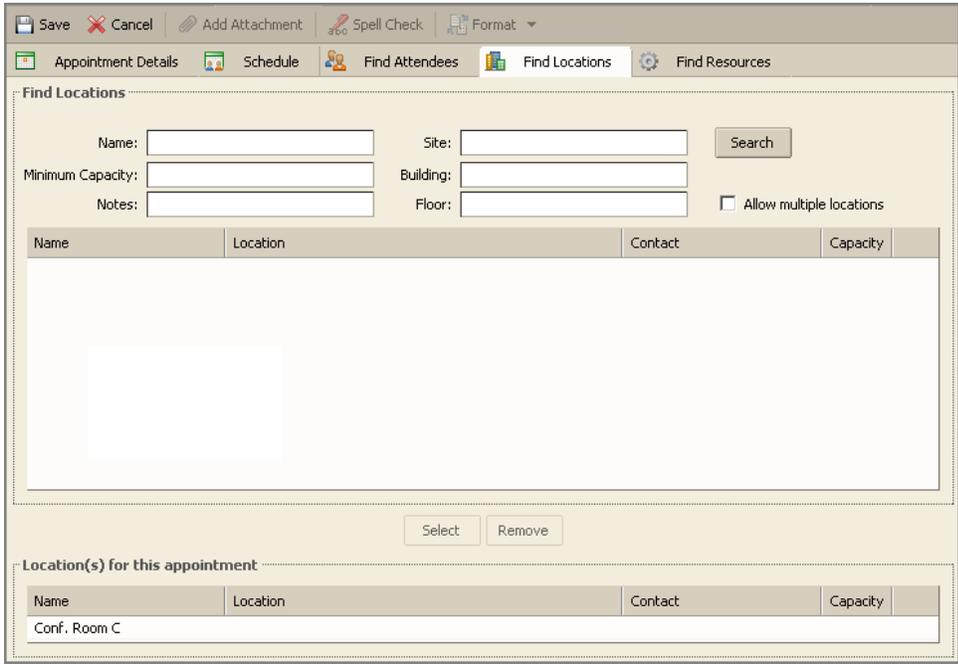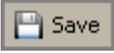
Scheduling a Location: The Find Locations Tab

When creating an appointment from the **Appointment Details** tab, you can use the **Find Locations** tab to search for locations using your address books and the GAL (if the GAL is linked to your Zimbra account).

To use the Find Locations tab:

1. Click [Find Locations] in the Calendar view. The **Find Locations** tab appears.

2. Type a search value into one of the fields. For example, type a location name into the **Name** field or type a site name into the **Site** field.

3. Click **Search**. Locations matching your search are displayed.

4. Select a location displayed.

5. Click **Select**. The location appears in the **Location(s) for this appointment** area.
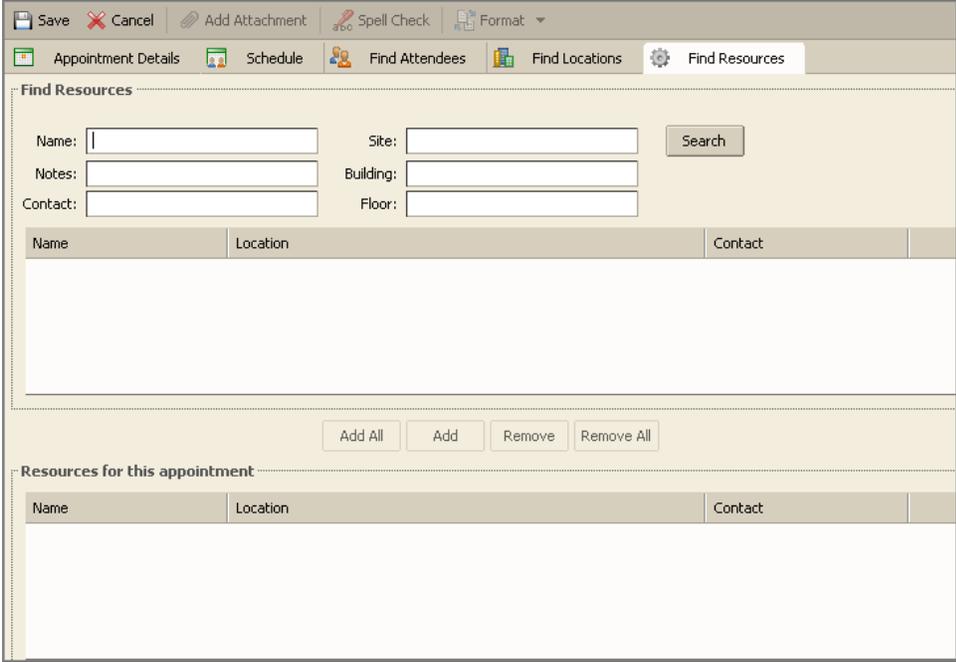
6. When complete, click [Save].

Scheduling Resources: The Find Resources Tab

When creating an appointment from the **Appointment Details** tab, you can use the **Find Resources** tab to search for resources using your address books and your company GAL. Examples of resources include projectors and other electronic equipment.

To use the Find Resources tab:

1. Click [Find Resources] in the Calendar view. The **Find Resources** tab appears.

2. Type a search value into one of the fields. For example, type a resource name into the **Name** field or type a site name into the **Site** field.

3. Click **Search**. Resources matching your search are displayed.

4. Select the resource(s) displayed.

5. Click either **Add All** or **Add**. Names are displayed in the **Resources for this Appointment** area.

6. When complete, click [Save].
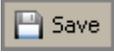
If you are adding an appointment to a shared calendar, you may need to refresh the screen to see the appointment.

Scheduling an All Day Event

To schedule an all day appointment, which is called an event in the ZWC, use the **Appointment Details** tab.

To schedule an all day appointment:

1. Select the All day event option on the Appointment Details tab.
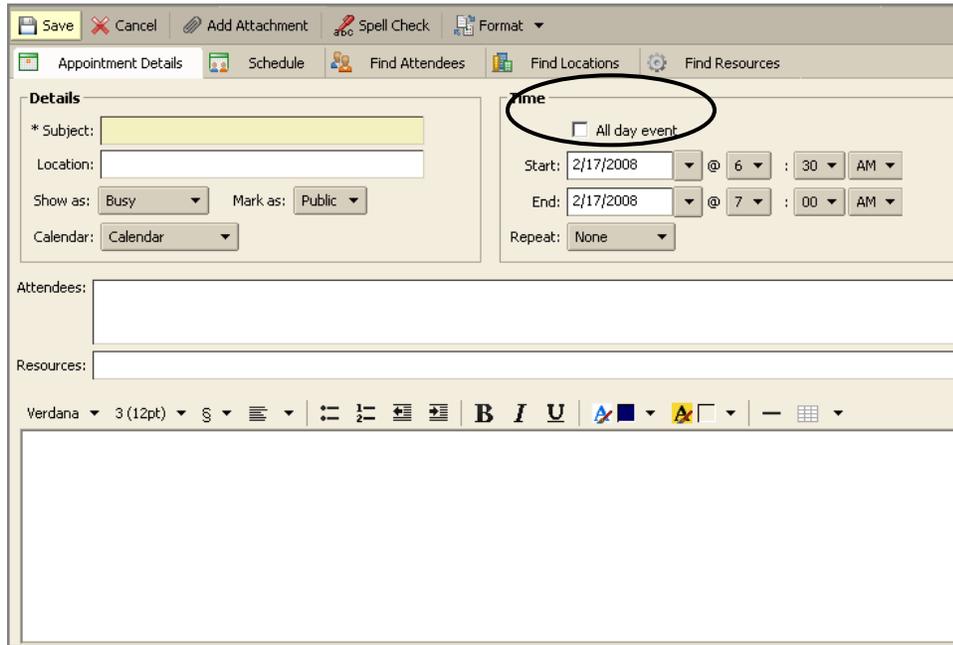
If you are using the **QuickAdd Appointment** dialog, click the **More Details** button. This will open the **Appointment Details** tab from which you can select the **All day event** option.

Creating a Recurring Appointment

Recurring appointments are appointments that repeat on some sort of schedule. You can schedule recurring meetings to repeat daily, weekly, monthly, or yearly. In addition, you can customize recurring appointment schedules.

To create a recurring appointment:

1. Select an option from the **Repeat** drop-down menu on either the **QuickAdd Appointment** dialog or the **Appointment Details** tab.
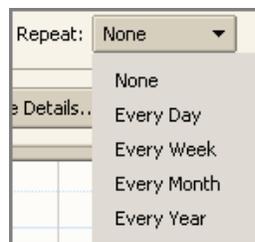
The ⬚Customize link appears.

2. Click ⬚Customize to display the **Custom Repeat** dialog.

3. Select options from the **Custom Repeat** dialog as necessary.

    o **Repeat**. Use this drop-down to specify the frequency of the meeting: daily, weekly, monthly, or yearly. The remaining fields in this dialog change based on the repeat frequency selected.

    o **Daily**. Customize daily repeats.

    o **Weekly**. Customize weekly repeats.

    o **Monthly**. Customize monthly repeats.

o **Yearly**. Customize yearly repeats.

o **End**. Specify the end date and other information.

4. Click [OK] .

Changing an Appointment or Meeting

You can change any meeting or appointment, including the date, time, attendees, frequency (if repeating), at any time. If you created a recurring meeting, you can change one occurrence or the series of meetings. An email is sent to attendees to update the meeting details.

There are two ways to change an appointment:

1. Double-click on the meeting you want to change.

2. Right-click the meeting you want to change and select **Open**.
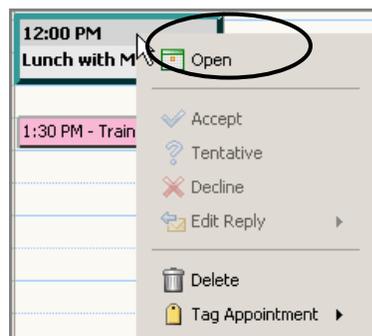
If you are opening a recurring meeting, the **Open Recurring Item** dialog opens.
Use this dialog to either change this single instance of a recurring meeting or to change the entire series.

Open Recurring Item

"Training Revew" is a recurring appointment. Would you
like to open only this instance or the series?

⊙ Open this instance
○ Open the series

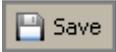[OK] [Cancel]

3. The **Appointment Detail** tab appears. Change any information necessary and click
    💾 Save .

4. Select whether to open only the selected date or to open the series. The
    Appointment page opens.

5. Make your changes. You can change the schedule, the attendees, add an
    explanation in the **Text** field and add an attachment.

6. Click **OK**. An email is sent to the attendees.

Deleting an Appointment or Meeting

If you created a meeting, you can cancel or delete it. If you created a recurring meeting, you
can delete one occurrence or the entire series of meetings. An email is sent to attendees to
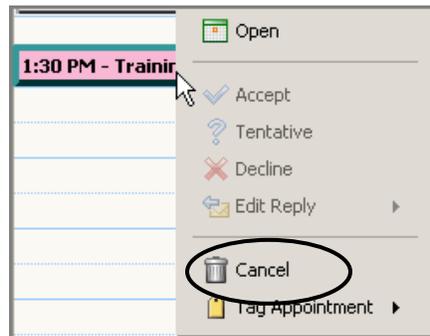inform them of the cancelled meeting.

> Only the originator of an appointment can cancel the appointment. Attendees
> can cancel the appointment on their own calendars, but attendees cannot cancel
> the entire appointment.

Deleting a Meeting

You can delete a meeting in two ways:

1. Right-click on the meeting in any calendar view and select **Cancel**.

2. Click a meeting in a calendar and click in the toolbar.

   If you are canceling an appointment, a confirmation dialog appears.

3. Click **Yes** to cancel or delete the appointment. The appointment is immediately removed from your calendar. You cannot undo the delete.

   If you are canceling a meeting, a different confirmation dialog appears.
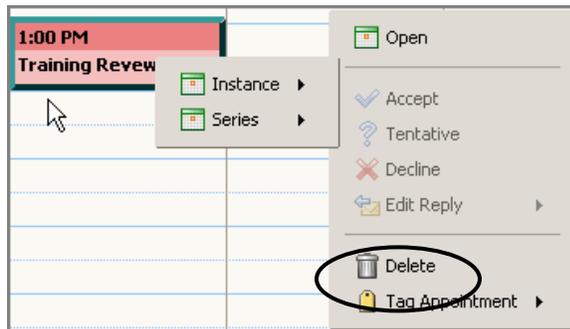

4. Click **Yes** to edit the email sent to attendees. Edit the email as necessary, and click **Send** to send the cancellation message.

   The appointment is immediately removed from your calendar. An email is sent to the attendees, and the appointment is deleted from their calendars. You cannot undo a delete.

Deleting a Recurring Meeting

There are two ways to delete a recurring meeting:

1. Right-click on the meeting in any calendar view, select **Instance** or **Series**, and select **Delete**.

2. Click a meeting in a calendar and click ⬚ Delete in the toolbar. A dialog appears where you can specify the instance or the series.

3. Select whether to delete the instance or to delete the series, and click OK . A confirmation dialog appears.

4. Click **Yes** to delete the meeting instance or series. The appointment is immediately removed from your calendar. An email is sent to the attendees, and the appointment is deleted from their calendars. You cannot undo a delete.

Printing an Appointment or Meeting

To print appointment and/or meeting information, refer to **Printing a Calendar** in Chapter 8.