

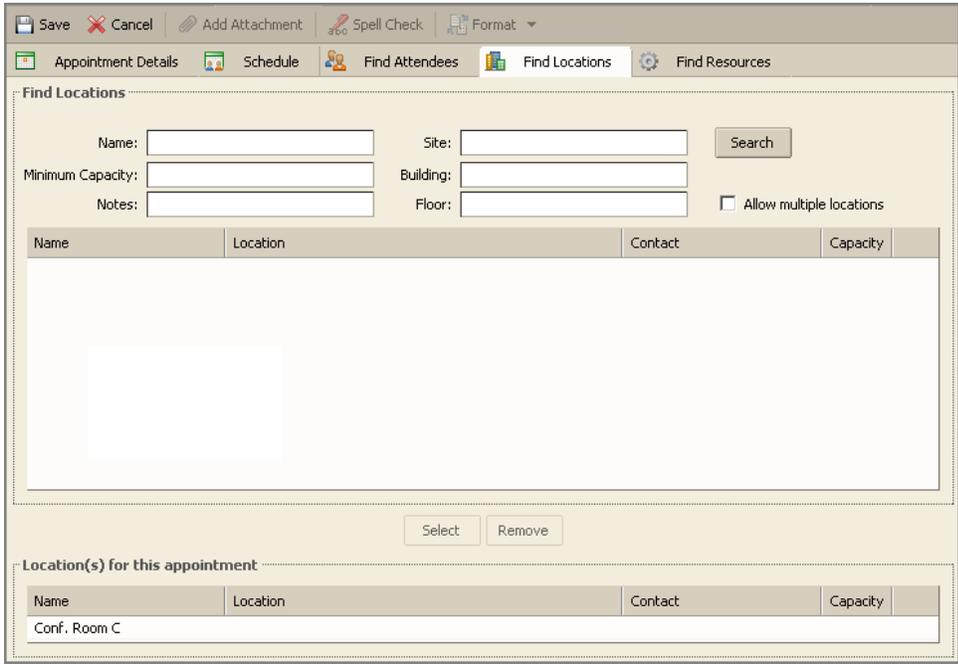
-  Indicates a resource.

## Scheduling a Location: The Find Locations Tab

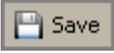
When creating an appointment from the **Appointment Details** tab, you can use the **Find Locations** tab to search for locations using your address books and the GAL (if the GAL is linked to your Zimbra account).

**To use the Find Locations tab:**

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



The screenshot shows the 'Find Locations' tab in the Zimbra Web Client. The interface includes a toolbar with 'Save', 'Cancel', 'Add Attachment', 'Spell Check', and 'Format'. Below the toolbar are tabs for 'Appointment Details', 'Schedule', 'Find Attendees', 'Find Locations', and 'Find Resources'. The 'Find Locations' tab is active, displaying a search form with the following fields: Name, Site, Minimum Capacity, Building, Notes, and Floor. A 'Search' button is located to the right of the Name and Site fields. Below the search form is a table with columns for Name, Location, Contact, and Capacity. The table is currently empty. At the bottom of the search form are 'Select' and 'Remove' buttons. Below the search form is a section titled 'Location(s) for this appointment' with a table containing one entry: 'Conf. Room C'.

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 .

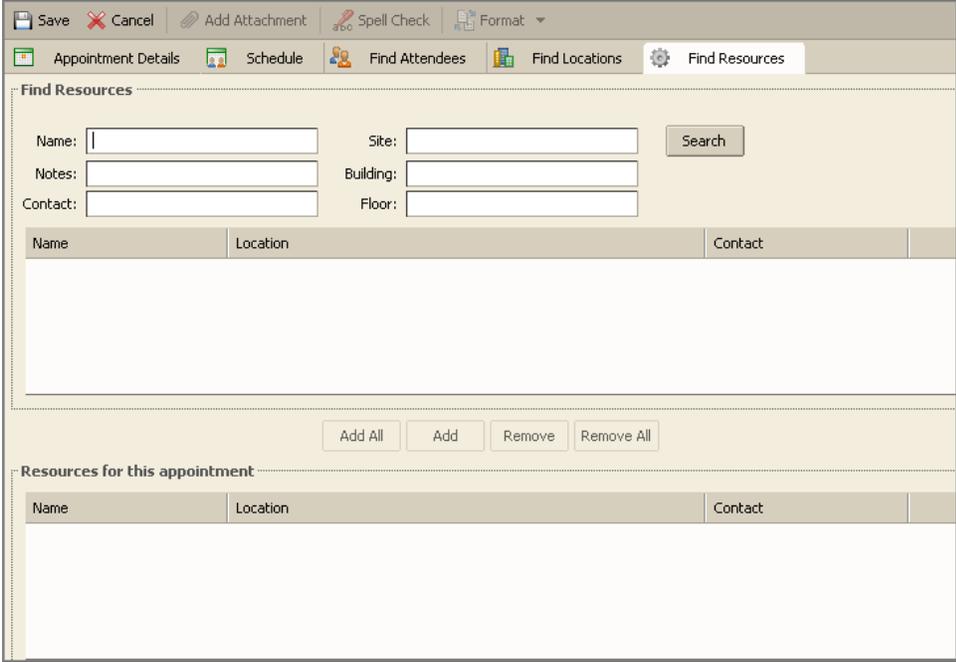


## Scheduling Resources: The Find Resources Tab

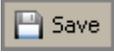
When creating an appointment from the **Appointment Details** tab, you can use the **Find Resources** tab to search for resources using your address books and your company GAL. Examples of resources include projectors and other electronic equipment.

### To use the Find Resources tab:

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



The screenshot shows the 'Find Resources' tab in a scheduling application. The window title bar includes 'Save', 'Cancel', 'Add Attachment', 'Spell Check', and 'Format'. The main menu has 'Appointment Details', 'Schedule', 'Find Attendees', 'Find Locations', and 'Find Resources' (selected). The 'Find Resources' section contains input fields for 'Name', 'Site', 'Notes', 'Building', 'Contact', and 'Floor', along with a 'Search' button. Below the input fields is a table with columns 'Name', 'Location', and 'Contact'. At the bottom of the 'Find Resources' section are buttons for 'Add All', 'Add', 'Remove', and 'Remove All'. Below this is the 'Resources for this appointment' section, which also has a table with columns 'Name', 'Location', and 'Contact'.

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 .



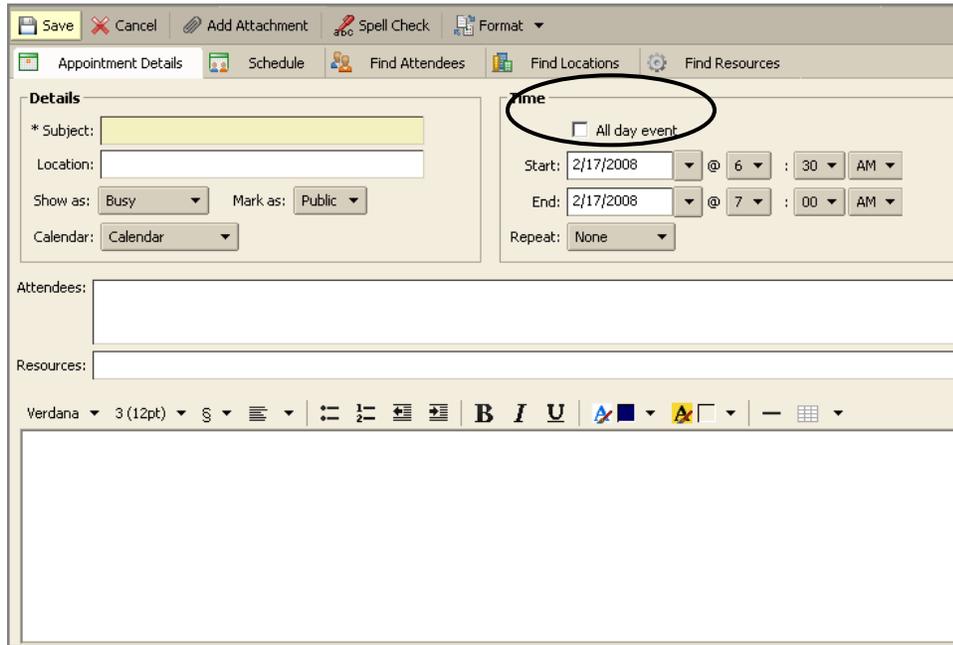
If you are adding an appointment to a shared calendar, you may need to refresh the screen to see the appointment.

## 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.

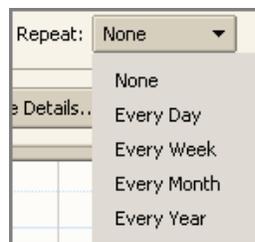


## Creating a Recurring Appointment

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.

**Custom Repeat**

**Repeat**

Weekly ▾

Every Sunday ▾ .

Every 2 weeks on

Sun  Mon  Tue  Wed  Thu  Fri  Sat .

**End**

No end date.

End after 1 occurrence(s).

End by 2/12/2008 ▾ .

OK Cancel

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

- **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.
- **Daily.** Customize daily repeats.

**Repeat**

Daily ▾

Every day.

Every weekday.

Every 2 days.

- **Weekly.** Customize weekly repeats.

**Repeat**

Weekly ▾

Every Sunday ▾ .

Every 2 weeks on

Sun  Mon  Tue  Wed  Thu  Fri  Sat .

- **Monthly.** Customize monthly repeats.

**Repeat**

Monthly ▾

Day 12 of every 1 month(s).

The first ▾ Tuesday ▾ of every 1 month(s).



- o **Yearly.** Customize yearly repeats.

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

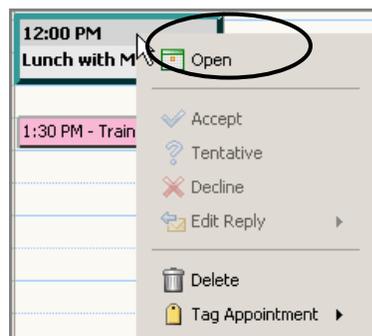
4. Click .

## 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:

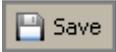
1. Double-click on the meeting you want to change.
2. Right-click the meeting you want to change and select **Open**.



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.



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

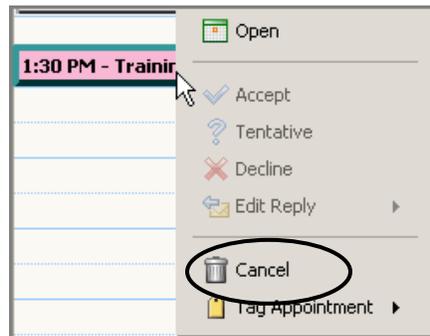


Only the originator of an appointment can cancel the appointment. Attendees can cancel the appointment on their own calendars, but attendees cannot cancel the entire appointment.

### 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.



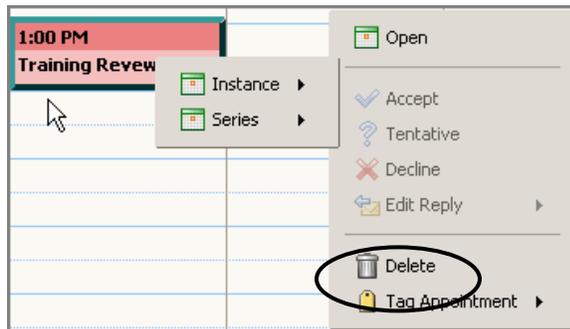
4. Click **Yes** to edit the email sent to attendees. Edit the email as necessary, and click **Send** to send the cancellation message.

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  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 . 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.