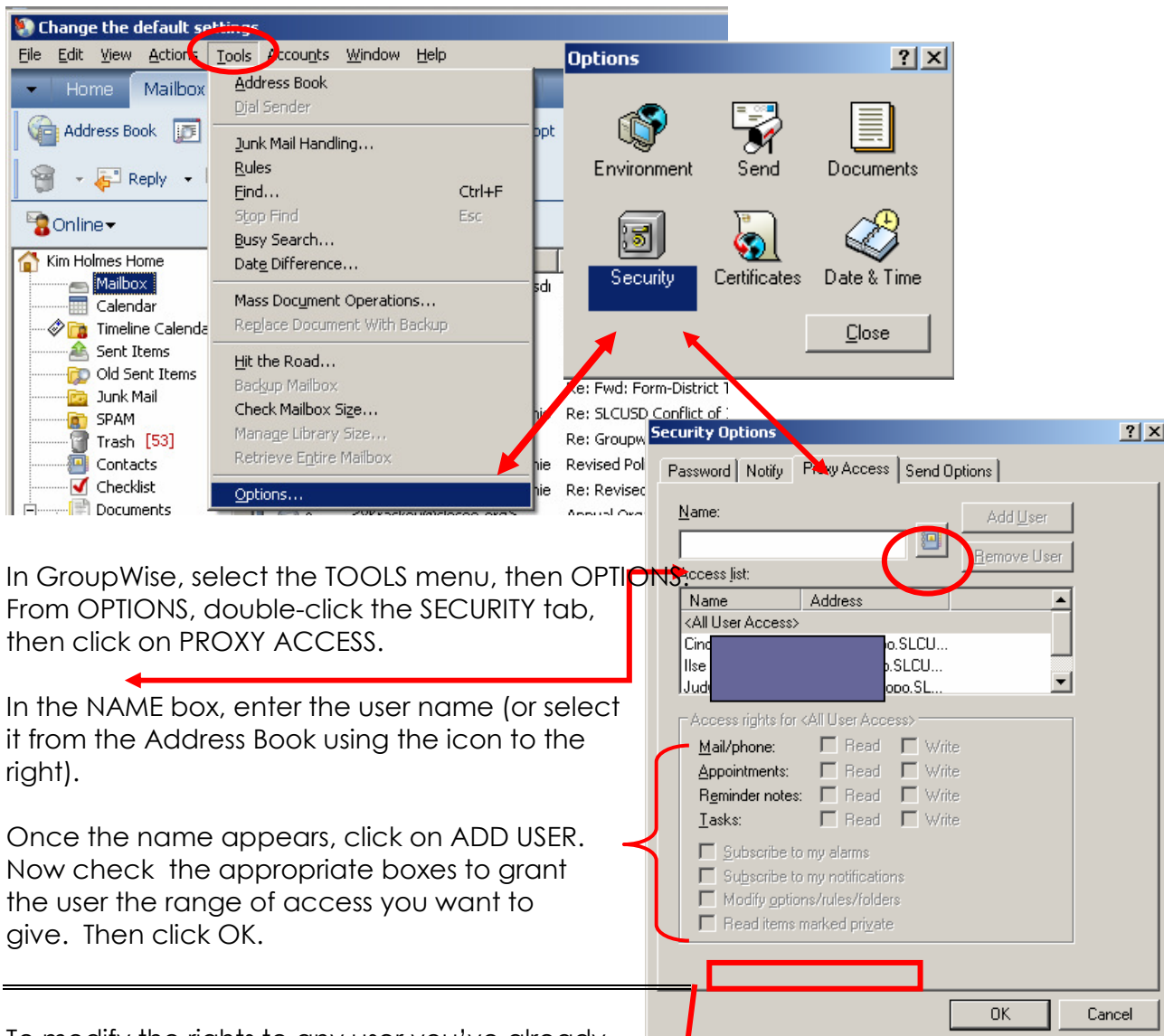

GroupWise Calendar and Proxy Access

GroupWise does so much more than email. Let's explore some of the calendaring features so you'll see this as a planning tool for your site. Not just your own calendar, or even your boss', but calendars to schedule spaces like your Multipurpose Room or conference rooms.

That presents two issues – whether we're talking about a person's calendar, or a room schedule.

Every user has a personal calendar in GroupWise. Unless that user grants Proxy Access to someone else, only that user can see and/or post anything on their calendar. If you're sharing office space, you might give your coworkers the knowledge of your login and password so they can check your calendar, but that compromises the security of our overall system. It's not the best way to handle things. Besides, it takes several minutes to get logged in. It's so much more efficient to use the Proxy feature. Each user can access whatever another user allows them to, under their own login name, but cannot access features not granted. So I could let you see my calendar, but not my email.

The level of access is determined the by user who is granting Proxy access to another. For people who work closely, like a boss and assistant, perhaps that access is very broad. For others, the proxy might limit them to only see the calendar, but not post to it directly. We'll address how to put things on someone's calendar when you don't have that access later.



In GroupWise, select the TOOLS menu, then OPTIONS. From OPTIONS, double-click the SECURITY tab, then click on PROXY ACCESS.

In the NAME box, enter the user name (or select it from the Address Book using the icon to the right).

Once the name appears, click on ADD USER. Now check the appropriate boxes to grant the user the range of access you want to give. Then click OK.

To modify the rights to any user you've already granted proxy access, use the same process, but find the user name in the ACCESS LIST BOX. Change the access rights as desired, and click OK.

IF you have been granted rights to MODIFY OPTIONS/RULES/FOLDERS, you would now have the ability, on behalf of that person, to grant proxy rights to other people.

Novell GroupWise - Mailbox

File Edit View Actions Tools Accounts Window Help

Home Mailbox Calendar Sent Items Contacts

Address Book New Mail New Appt New Task

Reply Forward

Online

Select mode or proxy mailbox

Mailbox

Calendar

Timeline Calendar

Sent Items

Old Sent Items

Junk Mail

SPAM [1]

Cabinet

Alumni Directory

ANTP

Appt Archives

Budget Ideas

Charlie Brown

Clerical Inservice

Kim Holmes

Proxy

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Greg

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Jeff

Judy

Joy

Jack

James

Date

9/10/2003 5:24 PM

7/13/2006 3:42 PM

resentation 8/9/2006 8:56 AM

Schedule 8/28/2006 2:04 PM

Address

KHOLMES.SLOPO.SLCUSD@SL

amarinello.slopo.SLCUSD@slcu

AShields.slopo.SLCUSD@slcu

BPARKER.SLOPO.SLCUSD@SL

ConfRml CONFMRMDISTRICT.SLOPO.SLC

ative Education 10/24/2006 11:10 AM

ive Education C 10/24/2006 11:16 AM

Selected: 1 Total: 18

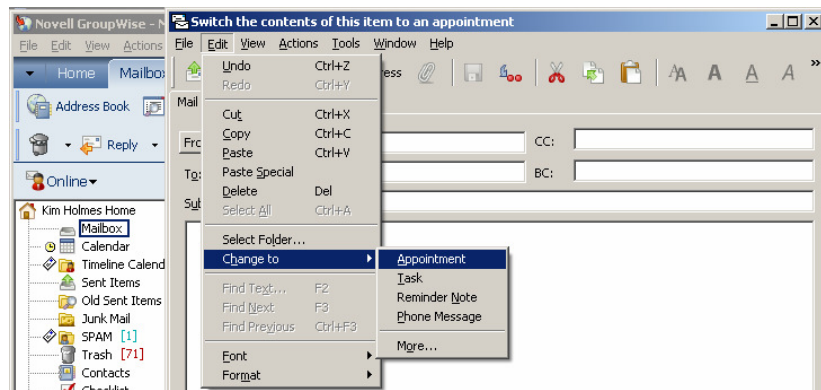
Start Novell Group... Document4 - Mi... 2006 Handout.d... 11:06 AM

1. Click the drop down arrow next to ONLINE. The list of names appearing below this are users for whom you already have Proxy access. To add a new user to the list, someone who has just granted you access, click on the word Proxy to open Box A.
2. Inside the Proxy box, click on the NAME box. Type (or select from the ADDRESS BOOK) the name of the user who has granted you proxy access. Click OK. That name will be added to the PROXY list that appears below ONLINE.

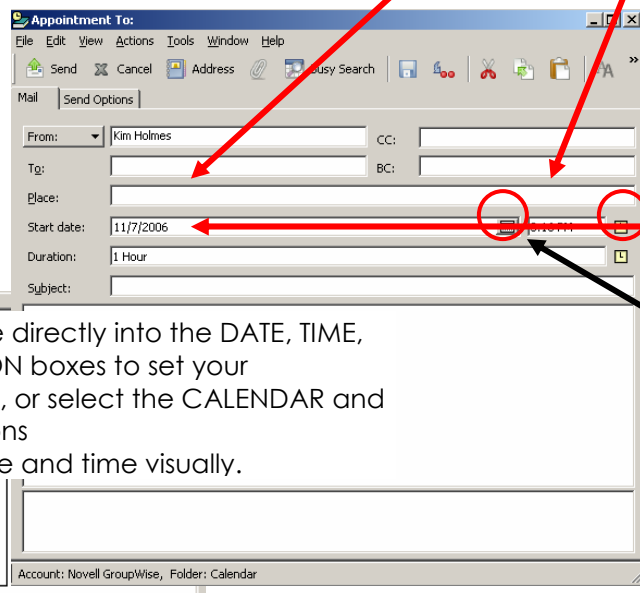
If a user grants READ access to their calendar, but not WRITE, the person granted proxy can SEE the calendar and any appointments, but cannot post items directly to the calendar. This is useful in allowing staff to visualize the availability of multiple staff members, but protects each user in setting actual appointments.

To make appointments for people whose calendar you can SEE, but not schedule directly:

In your own Mailbox (rather than the Proxy), open a new EMAIL. Once the email window is open, click on EDIT, and CHANGE TO, and select APPOINTMENT. The email window format will modify for you to enter the appointment details.



The default appointment date is TODAY at the current time, with a duration of one hour:



You can type directly into the DATE, TIME, and DURATION boxes to set your appointment, or select the CALENDAR and CLOCK buttons to pick a date and time visually.

You can address your appointment to a single individual, or any number of people whose email addresses you have available (within the District or outside).

Enter a subject for the appointment/meeting and a location. (HINT: Putting locations in the PLACE line should be an EXTRA comment, if necessary. For people using PDAs who sync to GroupWise, the PLACE field may not appear on the PDA. It is necessary to list the location as part of the subject line – e.g., Staff Mtg @ Tchrs' Wkrm.)

Check the details, and when everything is as you wish, click SEND. The appointment will appear in the addressees' mailboxes just like an email, but requires them to choose whether or not to ACCEPT the appointment. While this decision is pending, the appointment still appears on their calendar in italics. This will help avoid conflicts for anyone else scheduling.

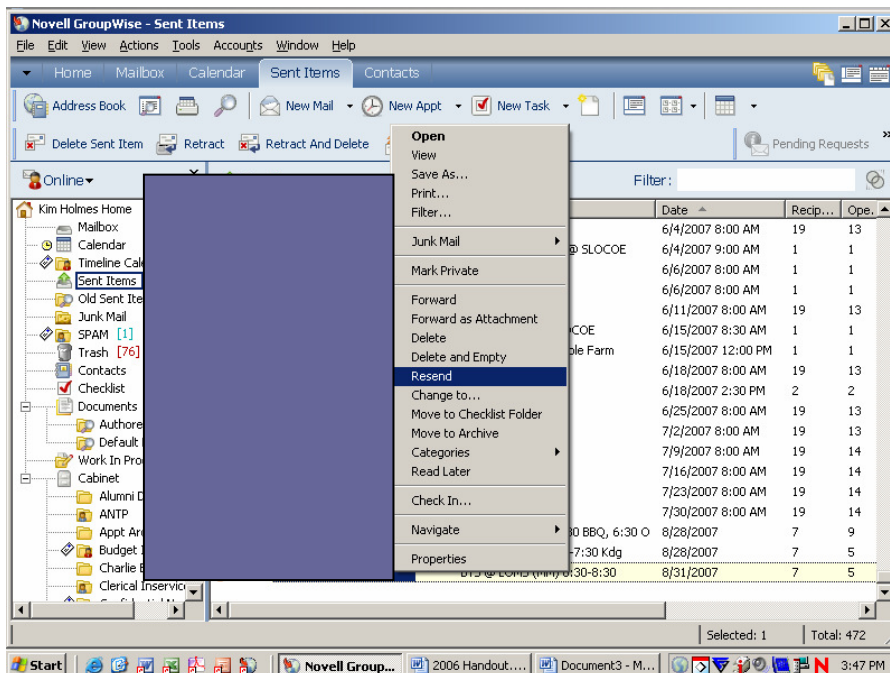
The benefit to this is you can send an APPOINTMENT to many people with a single click, rather than posting individual entries to all those calendars. If you need to cancel such an appointment, change the date/time, or add/remove people invited, it's easy to adjust (rather than calling all those people to change, or posting individual appointments again).

Any appointments you create are saved in your SENT ITEMS folder and are easily identified by the CLOCK icon. You can FILTER the VIEW to see only appointments if desired.

Find the APPOINTMENT you need to adjust, and RIGHT CLICK, then select RESEND from the drop down box.

The appointment will open and you can modify any portion – date/time/duration/location and addressees. When you click the SEND button, you'll be asked if you want to delete the previous APPOINTMENT. The answer is usually YES which will retract it from everyone's email/calendar and post the revised appointment. If you're just trying to include someone new or advise someone about an appointment, maybe you'll say NO to avoid confusing your other guests. However, this means you have to keep track/remember that you have TWO applicable SENT ITEMS for the same APPOINTMENTS should a further change be necessary.

The drawback to this system is that ONLY the person who sent an appointment can modify it (although each recipient can delete it from their own calendar). For offices with multiple schedulers, it's wise to give proxy rights to your coworkers to your email system so they can access your sent items in your absence.



Now let's look at using this same function for scheduling SPACES at your site. In GroupWise, these are referred to as RESOURCES. If you have conference rooms, your multipurpose room, or any area that is reserved for use by your staff or others, you can have a GroupWise calendar for that space – one that your entire staff can view. Those RESOURCES will appear in the Novell Address Book just like user names. The difference is that one person must be designated the owner of that resource, who can then assign proxy rights to whomever desired.

For example, MBHS has frequent requests for its Counseling Center. Laura B. maintains the calendar for this space, so everyone must call her to request time. And if Laura is not answering the phone when you urgently need to confirm a schedule, what can you do?

There are two options here. First, the room can be designated a RESOURCE, owned by Laura Brewer. As the primary owner, she can assign proxy rights to the entire campus letting all MBHS staff READ the calendar. That lets everyone see what's scheduled and if the space is available when they want to schedule something. To actually schedule, they simply send APPOINTMENT to the Career Center as previously explained. Laura makes the decision on whether to accept. Laura might give increased proxy rights to specific staff members to allow them to actually schedule the room. It's your choice to decide how those works.

To create any space as a RESOURCE, decide who the owner is and submit a work order to IS&T indicating the name and owner. Since the Resources appear in Novell for the entire district, it's a good idea to develop some naming protocol to avoid confusion. For example, every school would use its abbreviation at the beginning – like MBHS-CC or MBHS-Career for the Career Center. And if SLHS does the same, they would use SLHS-CC so it would be easy to differentiate.

Secondarily, you can have IS&T create a calendar especially for your site. See the attached description and instructions (thanks to Janet C.) for the BP/TE calendar. Every activity/meeting can be scheduled showing different locations throughout the school, so staff can view the calendar to see where today's assembly is (playground or multipurpose room?).

Bishop's Peak / Teach School

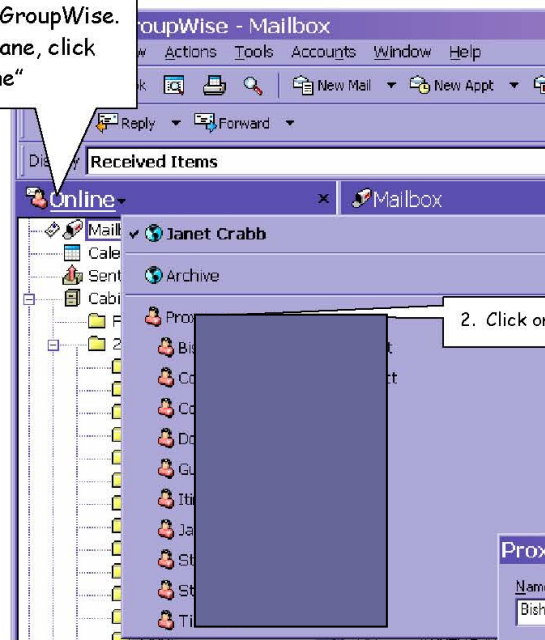
415 Jaycee Drive, San Luis Obispo, California 93405
(805) 596-4030 ♦ Fax (805) 544-9308

MEMORANDUM

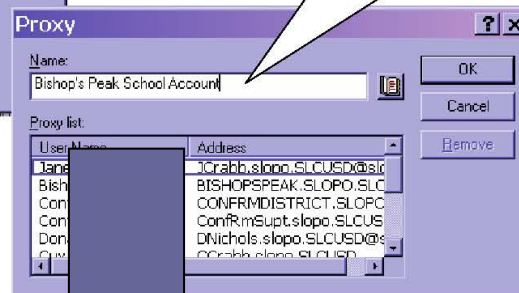
TO: Bishop [REDACTED] staff
FROM: Janet C [REDACTED]
DATE: October [REDACTED]
RE: School [REDACTED] GroupWise

The Bishop's Peak / Teach school calendar, including meetings, field trips, school events, and more can now be viewed in your GroupWise. It just takes a few steps to gain access. The process is called using Proxy access.

1. Open GroupWise.
In left pane, click
on "Online"



2. Click on "Proxy..."



3. Type in "Bishop's Peak School Account" (it should pop up as soon as you start to type "Bishop"), then click "OK" button on right. You are now viewing the Bishop's Peak School Account. The next time you want to look, just click "Online", and the Bishop's Peak School Account will be on your list. You can just click it and you will be in the BP view.

OVER

4. Click on "Calendar" on left.

5. Click on the "31" for the month calendar, "7" for the week calendar, or "1" for a day calendar. Use the scroll button on left to move forward or backward.

You can move your mouse pointer over an event and the details will pop up.

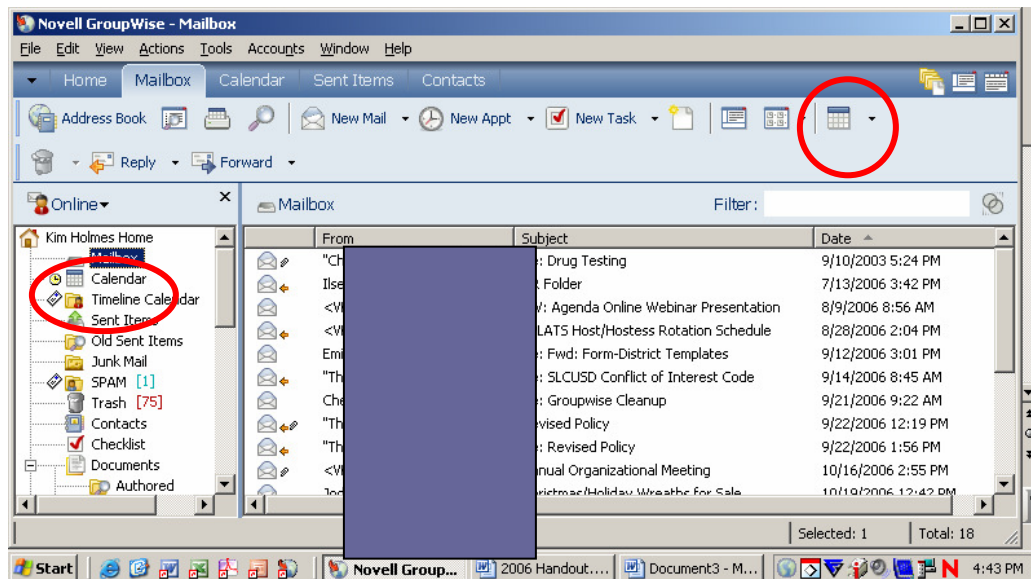
6. You can print the calendar if you would like a hard copy. Go to File, Print Calendar. For the best view, choose the Month calendar, letter size, landscape view, Franklin Month Calendar form. You can adjust content on the Content tab. Click Preview to check the results, or Print to print.

To return to your own mailbox, click on "Online" and select your name.

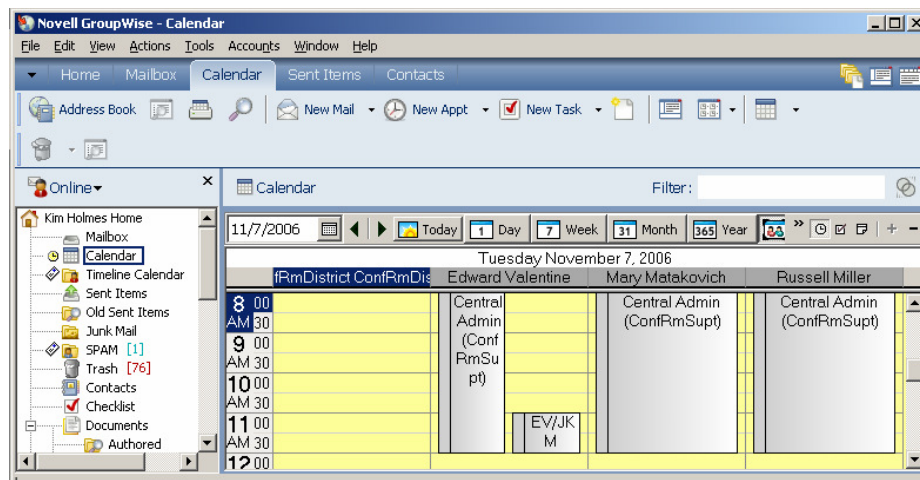
S:\Office\2006-07 School Year\Procedures\Calendar proxy instructions memo.doc

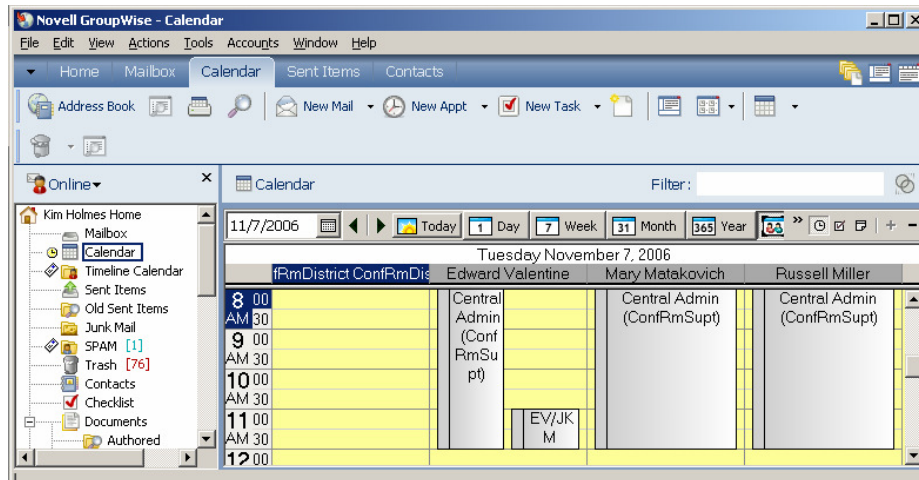
Now let's see the Calendar's "multi-user" view which I find invaluable in scheduling meetings for several people. How many times have you had to schedule for five people, called them all to check possible dates, and made it through the first four—only to find a conflict with the fifth person! You have to start all over again! With multi-user, you can visually check all those calendars for common availability in one view. (You can also use the "busy search" function to seek available times, but this is another option that I find easier to work with.)

First, you must have proxy access to READ APPOINTMENTS for each person whose calendar you want to see. Follow the proxy steps presented earlier if that's not yet done. In your main GroupWise window, take note that two Calendar options appear:



These two views perform the same functions, but can be set to different view options. To minimize the amount of changes I need to make, I use the upper calendar for a "single person" so I can check my own calendar or Dr. Valentine's, which I need to do very frequently. I use the view in the left pane for my "multi-user" view. Then I only need to change whose calendars are visible at any time.





In this view, I can see two, three, fifteen calendars side by side to find common times for an appointment. I can see what a specific appointment is in case I might need to request the user to consider rescheduling to make themselves available at the time I need. With "busy search" you only see blocked out times—you don't know if the user is in a meeting that can likely be rescheduled or might be out of the district entirely. Also, once I find a good opening, I can type <CTRL>+M to open a mail window under my own name and send the desired appointment. By creating RESOURCES of commonly used space, I can include that resource and see if meeting space is available at the same time—and schedule that in the same sent appointment.