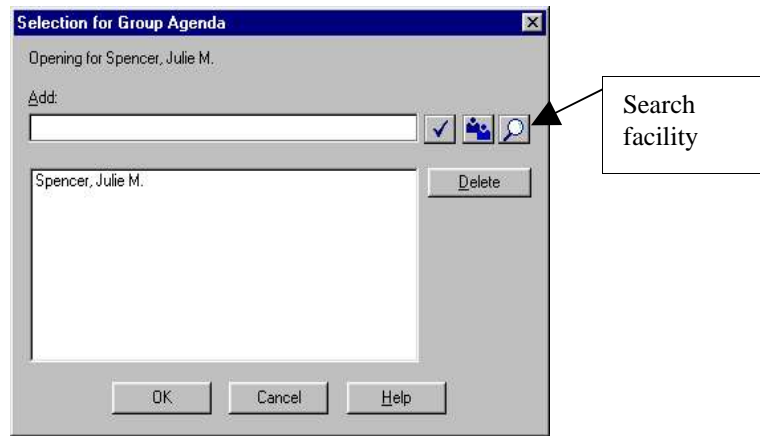


Ad-Hoc Group Agendas

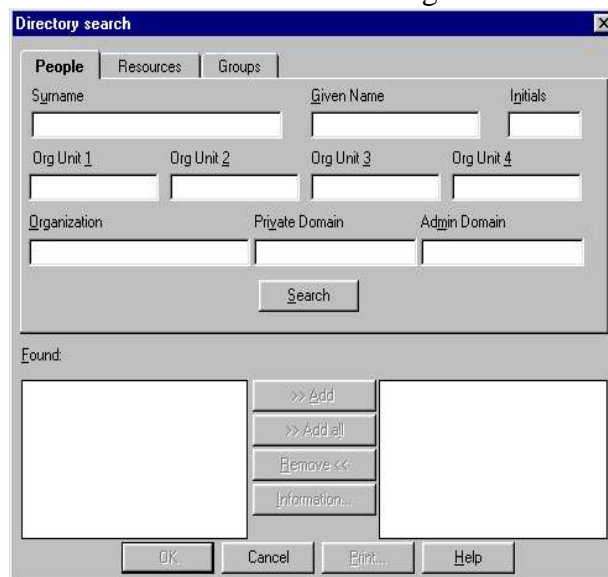
An Ad-Hoc entry is one whose members are defined “on the fly” This is useful for arranging meetings between people on a “one-off” basis

Opening an Ad-Hoc group agenda

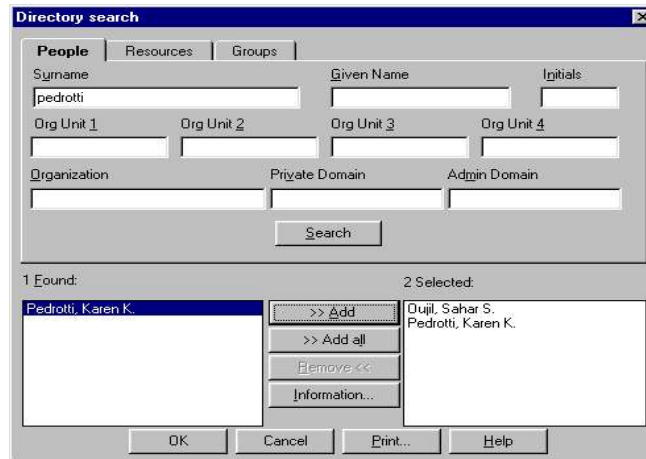
To open an ad-hoc group agenda, select File → Open Agenda → A Group Agenda.



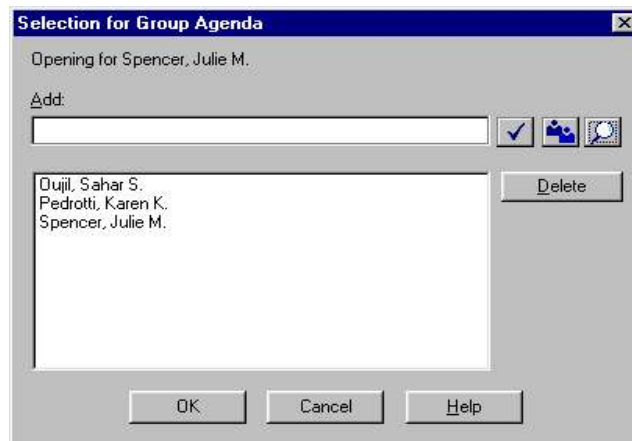
Use the search feature to add Calendar Users to the Agenda List.



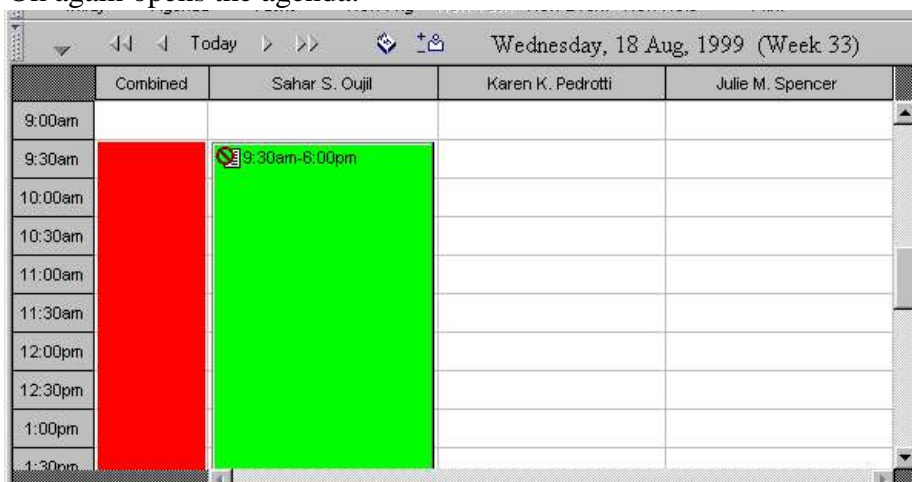
Add all the users to the group list



Clicking Ok redisplay the Group Agenda selection Window.



Clicking Ok again opens the agenda.

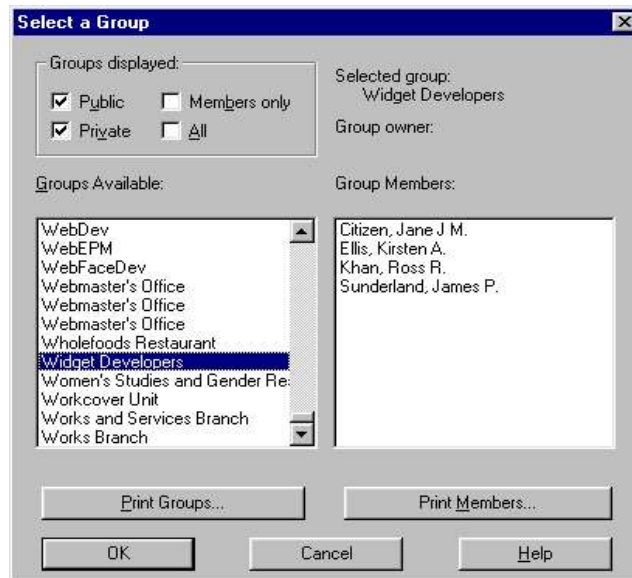


The procedures covered in the section on Predefined group agendas may now be used for time management for the group.

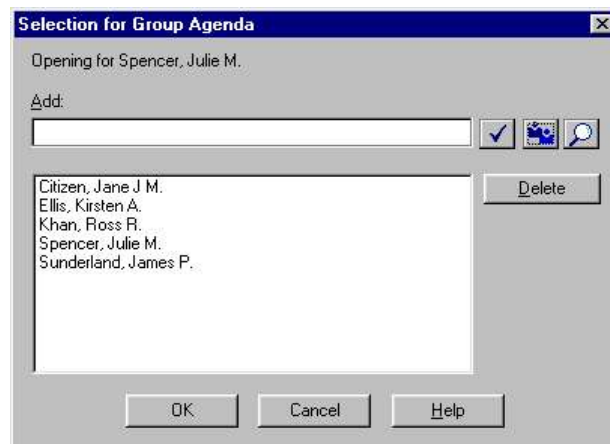
Mixed –mode Groups

It is also possible to work with groups derived from a mixture of predefined groups and ad-hoc groups.

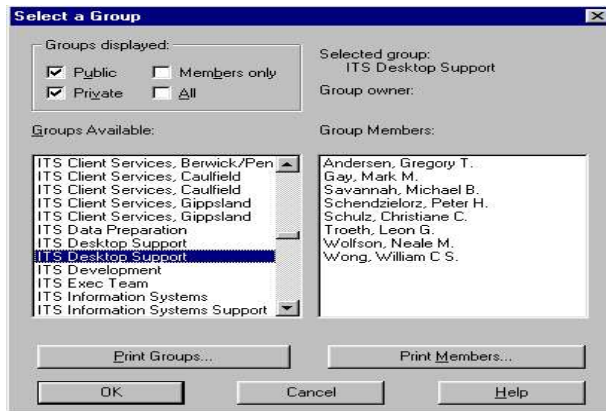
To open such an agenda, select File → Open Agenda → A group Agenda and select the predefined group.



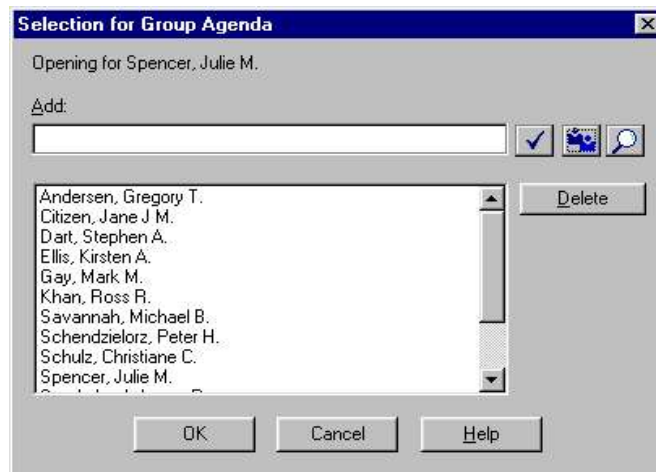
Click Ok to return to the Group Selection Window.



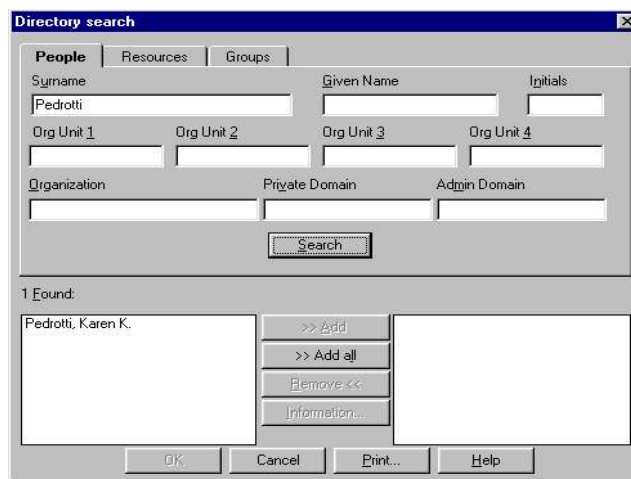
Click the group button again to add another Pre-defined group.



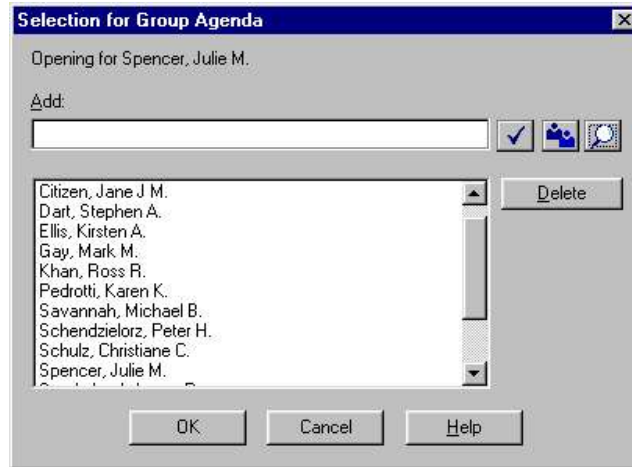
Click Ok again redisplay the Group Selection window.



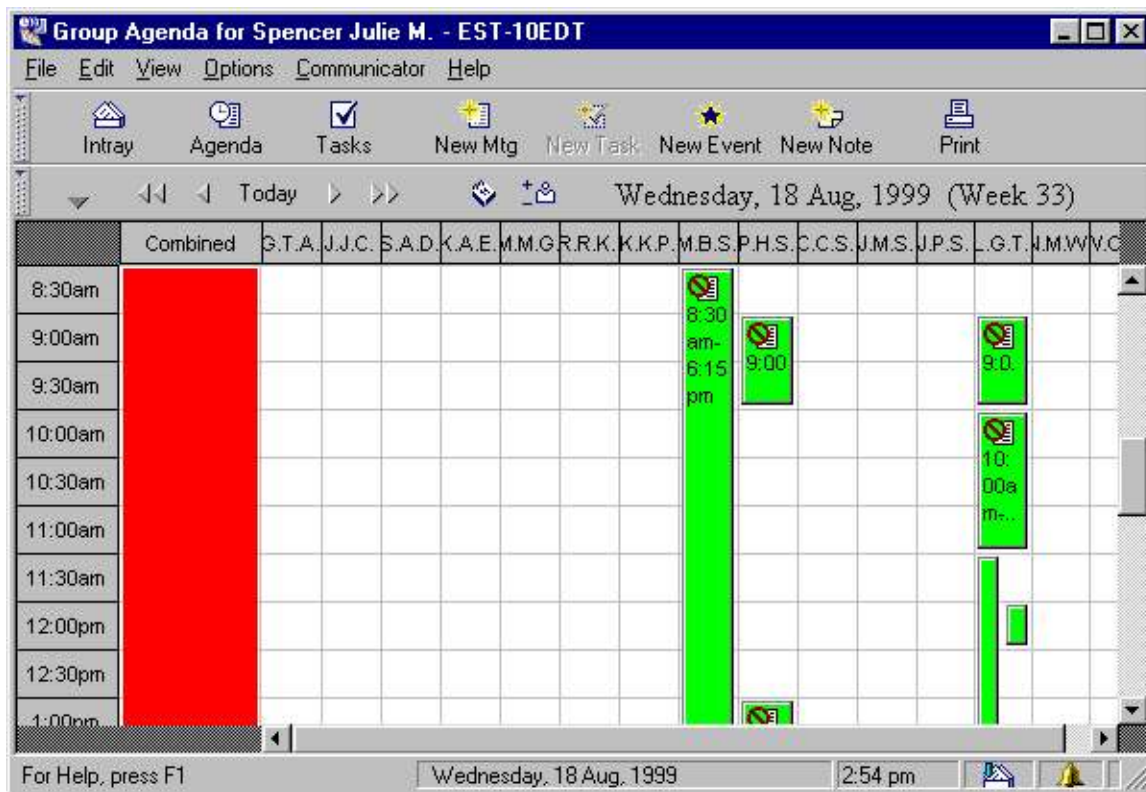
Click the Search button to add individual Calendar users to the list.



Clicking Ok add the individuals to the Agenda List



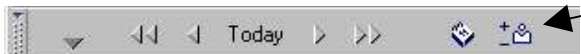
More groups or individuals may be added to the list. Individuals may be removed from the list by clicking on their entries in the list and then clicking Delete. Once all the Calendar users have been placed in the Agenda List, clicking Ok opens the agenda.



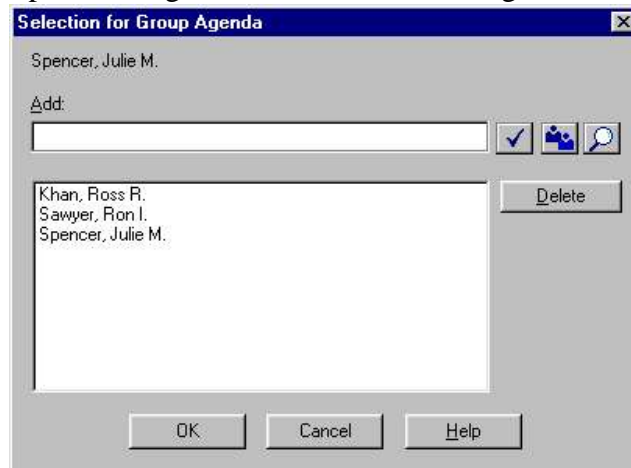
Group agenda procedures may now be used.

Modifying the agenda list

An additional button appears when working with group agendas.



Clicking this button opens the Agenda Selection window again.



Additional Calendar users may be added or deleted from the Agenda list. Clicking OK reopens the agenda with the adjusted Group list.

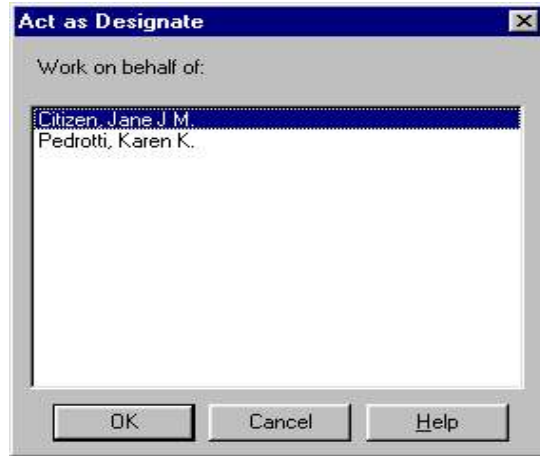
Opening group agenda as designate

Calendar groups do not have a designate assigned to work on their behalf. Instead, the Open Group Agenda as Designate option allows a group agenda to be opened, with one agenda opened in designate mode.

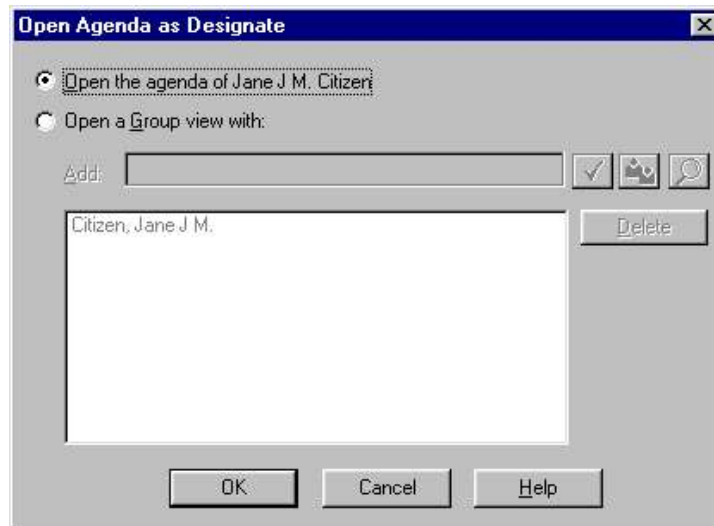
This allows a designate (either for another Calendar users or a resource) to invite, for instance, a group of Calendar users to an event and perform a room booking using only one action.

To open such an agenda

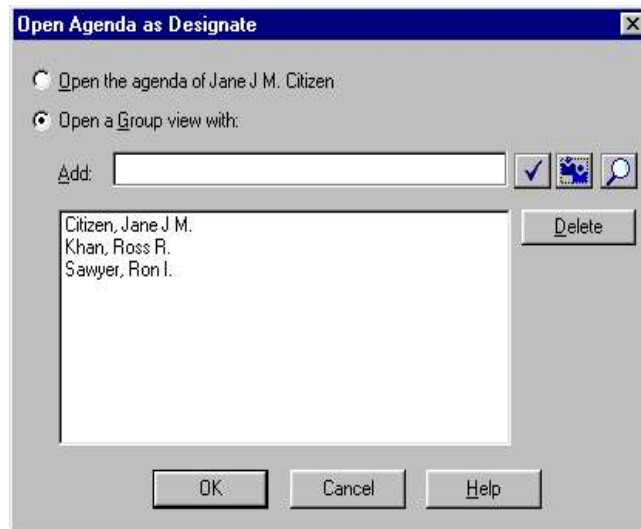
File → Open Agenda → An Agenda as designate



Select the person or Resource for whom you wish to works as Designate → Click OK



Select “Open a Group View with” from the Open Agenda as Designate dialog box
Select the group or add the names of the users/resources you wish to invite in the Add box



Click OK to open this Group Agenda as a Designate

	Combined	Jane J.M. Citizen	Ross R. Khan	Ron I. Sawyer
9:00am				
9:30am				9:30am-11:30am
10:00am				
10:30am				
11:00am				
11:30am				
12:00pm				
12:30pm				
1:00pm				
1:30pm				

For Help, press F1 Tuesday, 14 Sep. 1999 4:33 pm

In the above example, the group agenda consists of two Calendar users and one user (Jane Citizen) in designate mode. This would allow the creation of invitations for all the users except the person whose agenda was opened as designate, where the entry will be created and marked with a confirmation of attendance (“I will attend”).

It is also possible to open the agenda of a resource as designate in this mode. In such a case, the group agenda would consist of Calendar users and/or resources and a Calendar resource in designate mode. In such an agenda, creating an entry for the whole group would result in the users receiving an invitation and a booking confirmation being entered for the resource.

It is only possible to open one agenda in designate mode using this function – all others are opened in “invitation” mode