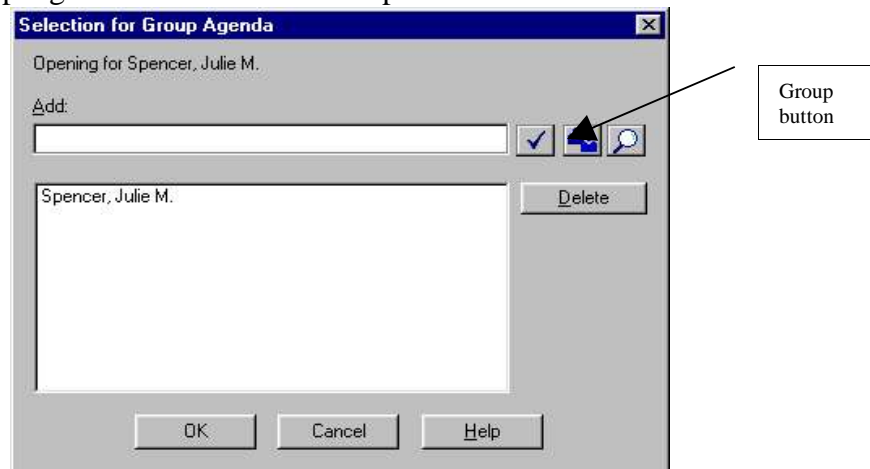


# Predefined Groups

Creating entries may be performed using some procedural alternatives.

## Open an agenda of a Pre-defined group.

To open a group agenda for a pre-defined group, select File → Open Agenda → A Group Agenda. The Group Agenda selection window opens



If known, type the name of an agenda group in the Add window, otherwise click the group button.

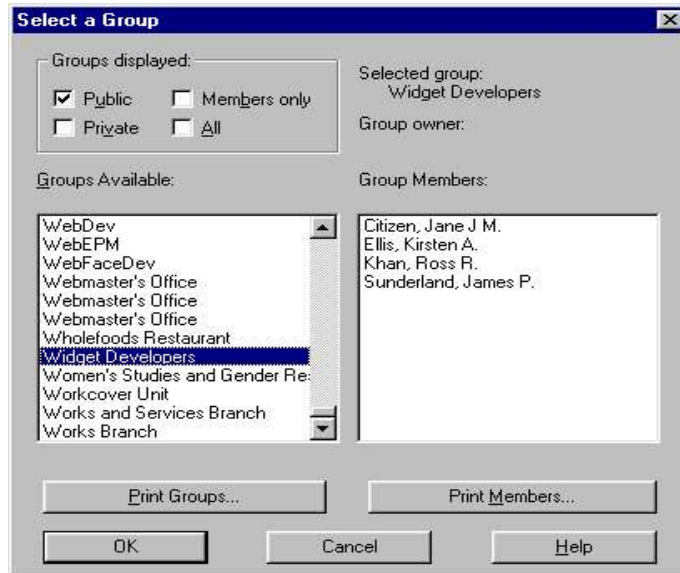
The group selection window will appear



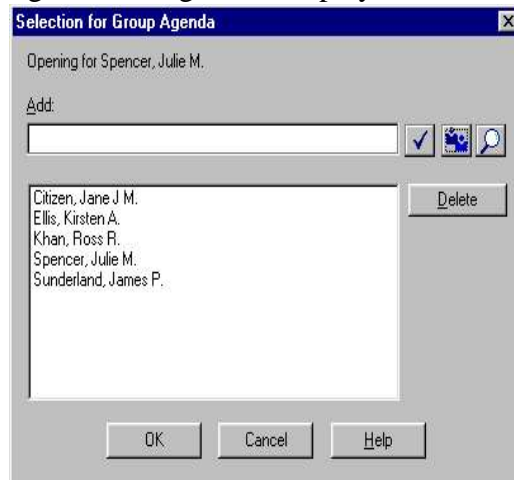
Calendar groups fall into one of the following categories:

- Public – can be accessed by all Calendar users
- Private – can only be used by the group's creator
- Members only – can be only used by members of the group

To open a Public group, for example, we need to select a public group from the list of displayed groups.



In this case, the group required is called “Widget Developers”. The list of the groups’ members appears on the right. Clicking OK redisplay the Selection window.



All the group members are added to the agenda list. Clicking OK opens the agenda itself.

	Combined	Citizen	Ellis	Khan	Spencer	Sunderland
9:00am						
9:30am						
10:00am						
10:30am						
11:00am						
11:30am						
12:00pm						
12:30pm						
1:00pm						
1:30pm						

## Using the group agenda

A group agenda is a powerful feature of the Netscape Calendar. All the agendas for the group members are opened and displayed at the same time, one person per column.

A group agenda can only be displayed as a daily view. The intention of the group agenda is to allow several agendas to be visible at one time and to allow easy cross-referencing of availability for all members of the group. To facilitate this, an additional column – the “Combined” column – is displayed.

	Combined	Citizen	Ellis	Khan	Spencer	Sunderland
9:00am						
9:30am						
10:00am						
10:30am						
11:00am						

The combined column displays the sum of all times when not all of the group members are available.

	Combined	Citizen	Ellis	Khan	Spencer	Sunderland
8:30am						
9:00am						
9:30am						
10:00am				MMS Project Meeting (Meeting Room 28/115 ) 10:00am		
10:30am						
11:00am						
11:30am						
12:00pm				MMS migration		

The above schedule clearly shows that Khan and Spencer are unavailable at specific times. The combined column shows the aggregate of these entries. The only time when all these people are available is from 9:00 until 9:30, which coincides with the vacant slot in the combined column

## Creating group agenda entries

The group agenda also allows the creation of agenda entries for individuals or groups. To create an entry for an individual, click the start time period, hold the SHIFT key and double-click the ending time period.

	Combined	Citizen	Ellis	Khan	Spencer	Sunderland
9:00am						
9:30am						
10:00am						
10:30am						
11:00am				i ?		
11:30am						
12:00pm						
12:30pm						
1:00pm						

The New agenda entry properties window will appear

**New Meeting**

File Edit View Communicator Help

Schedule Room/Res Attach Dates Delete

Name:  Add Remove

Title:  Tentative

Location:  Suggest Time

Date:  Start Time:  Repeating...

Duration:  End Time:  Check Conflicts

For more details refer to section on Creating Agenda entries

Creation of group agenda entries is identical, with the exception that the Combined column is selected

The Agenda window will appear as so

**New Meeting**

File Edit View Communicator Help

Schedule Room/Res Attach Dates Delete

Name:  Add Remove

Title:  Tentative

Location:  Suggest Time

Date:  Start Time:  Repeating...

Duration:  End Time:  Check Conflicts

NOTE: All the group members are listed. Clicking schedule produces an agenda entry.

	Combined	Citizen	Ellis	Khan	Spencer	Sunderland
9:00am						
9:30am						
10:00am						
10:30am						
11:00am						
11:30am						
12:00pm		test meeting - 11:30am-1:30pm	test meeting - 11:30am-1:30pm	test meeting - 11:30am-1:30pm	test meeting - 11:30am-1: 30pm	test meeting - 11:30am-1: 30pm
12:30pm						
1:00pm						
1:30pm						