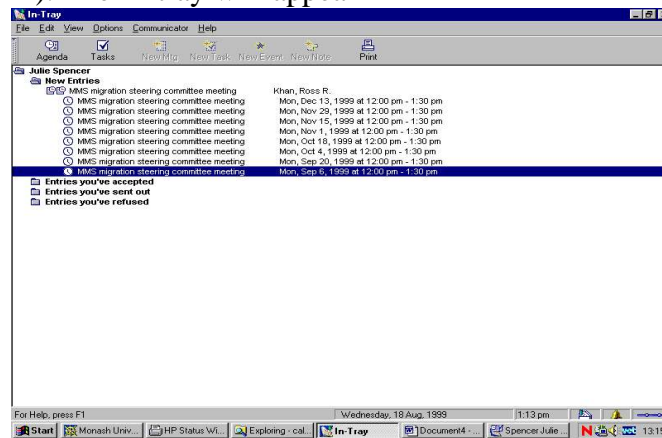


# Using the In-tray

The in-tray is an alternative way of viewing agenda entries and allows easy access to reminders of approaching events.

## Opening the In-tray

To open the in-tray, select File → Open → In-tray from within a calendar window (shortcut key : Ctrl+I). The In-tray will appear



In a normal agenda view, invitations created for future dates may not immediately become know to the agenda owner. The owner would need to look through the agenda to find new entries and then decide whether to confirm or refuse attendance.

The In-tray allows easy access to event invitations and replies to be sent from a single on-screen location.

Opening or closing sub-groups within the In-tray is accomplished by clicking on the folder icon next to the group. A closed sub-group



changes to



Notice change in folder symbol

when opened and vice-versa when closing sub-groups. An open sub-group might look like this



## The New Entries group

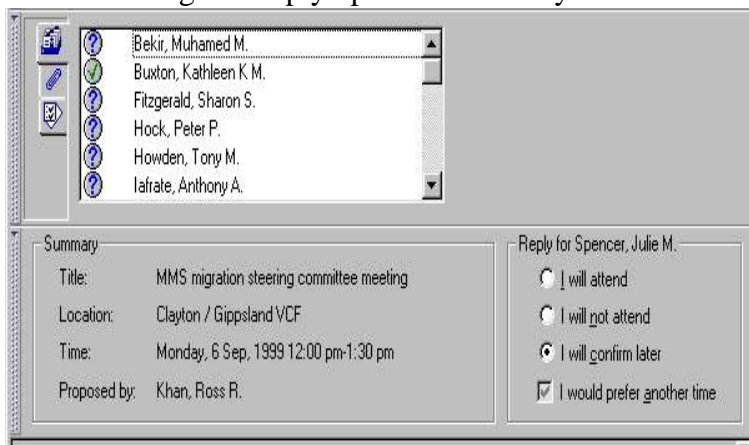
Any new invitations appear in the **New Entries** group. These are invitations created for events by other people.

Multiple entries may appear in a sub-group. Since these are agenda entries displayed in another form, it would be reasonable to assume that they may be treated in the same way. This is precisely what happens.

Double clicking the item opens the agenda entry properties and details of the entry may be viewed.

## The Accepted Entries group

The group “**Entries you’ve accepted**” displays the entries for accepted invitations. Entry acceptance is performed using the Reply option in the entry’s details.



Selecting the “**I will attend**” option indicates acceptance of the entry.

## The Sent group

When creating an entry and inviting attendees, the entry appears in the “Entries you’ve sent out” sub-group. These entries may be reviewed or revised and their status (and attendance) determined.

Preference settings determine the which entries are displayed in this section, the standard settings being 1 months’ worth, centered on the current day (i.e. from one month in the past until one month in the future. Refer Edit → Preferences → In-tray).

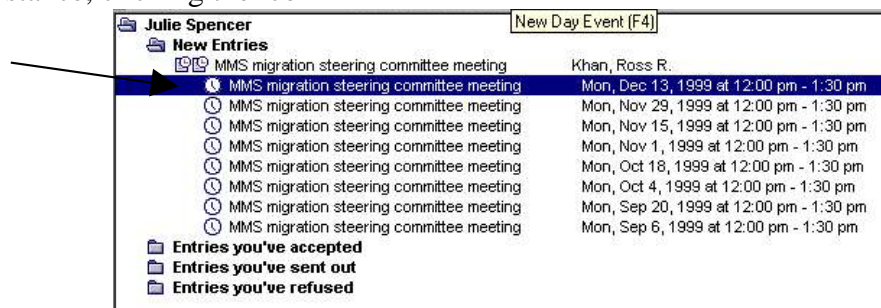
## The Refused Entries group

The group “Entries you’ve refused” displays the entries for refused invitations. Entry refusal is performed using the Reply option in the entry’s details. Selecting the “I will not attend” option indicates refusal of the entry.

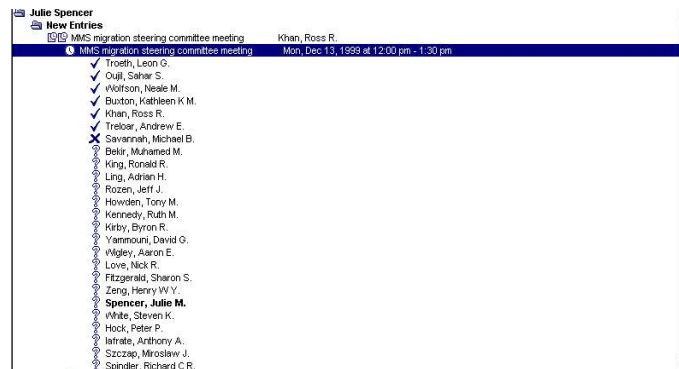
## Expanding the entry.

In some cases, opening the entry itself may be excessive. Clicking on an item associated icon in the In-tray expands the entry and displays some of the entry’s details.

For instance, clicking the icon



results in



This shows, attendance status and the other attendee(s) invited.

## Quick replies

To reply quickly to agenda entries, entries in the In-tray may be dragged and dropped from on In-tray sub-group to another. For instance, a new entry may be accepted by dragging the entry from the “New Entries” sub-group into the “Entries you’ve accepted” sub-group.

Similarly, invitations may be reused by dragging them to the “Entries you’ve refused” sub-group.

Entries in the accepted group may be dragged to the refused group and vice-versa. Entries may be dragged from either of these two groups back to the New Entries group as well. These actions indicate a reassessment of attendance.