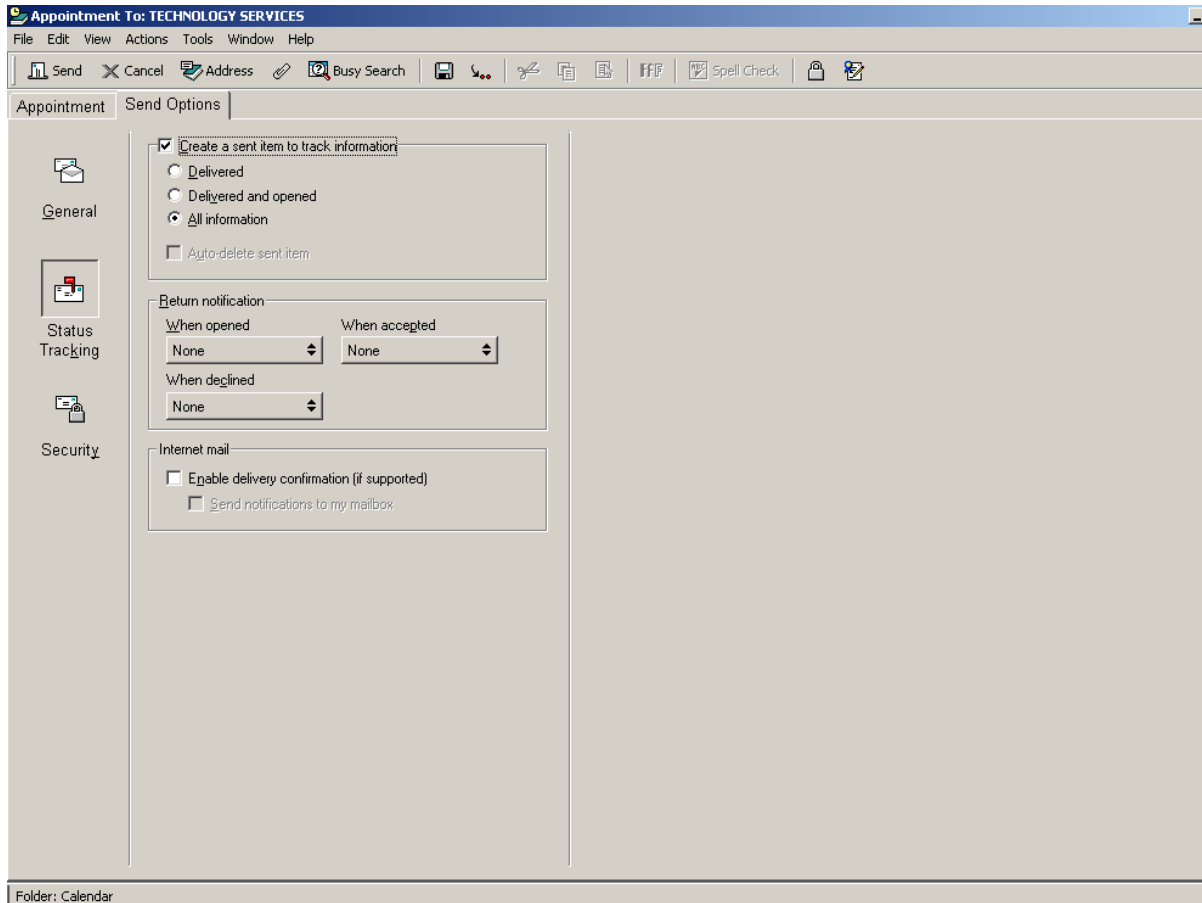


## Advanced Send Options: Return Notification in GroupWise Appointments

When creating an Appointment in GroupWise, you have a large selection of options for tracking the status after delivery. For an appointment you have already placed on your calendar, simply click the right mouse button on the appointment and select Properties to see the acceptance status for every individual who received the appointment.

When you create a new appointment, directly below the menu are two Tabs labeled **Appointment** and **Send Options**. Clicking on the **Send Options** tab displays three option buttons: *General*, *Status Tracking*, and *Security* options. Selecting the *Status Tracking* button will display the following options:



In the section labeled Return Notification, you can specify actions for when your appointment is opened, accepted, or declined. The default action is **None**, but you can also select one of the following for each condition:

**Mail Receipt:** send an email back to you if opened, accepted, or declined

**Notify:** send only a GroupWise Notify popup if opened, accepted, or declined

**Notify and Mail:** perform both of the above actions.

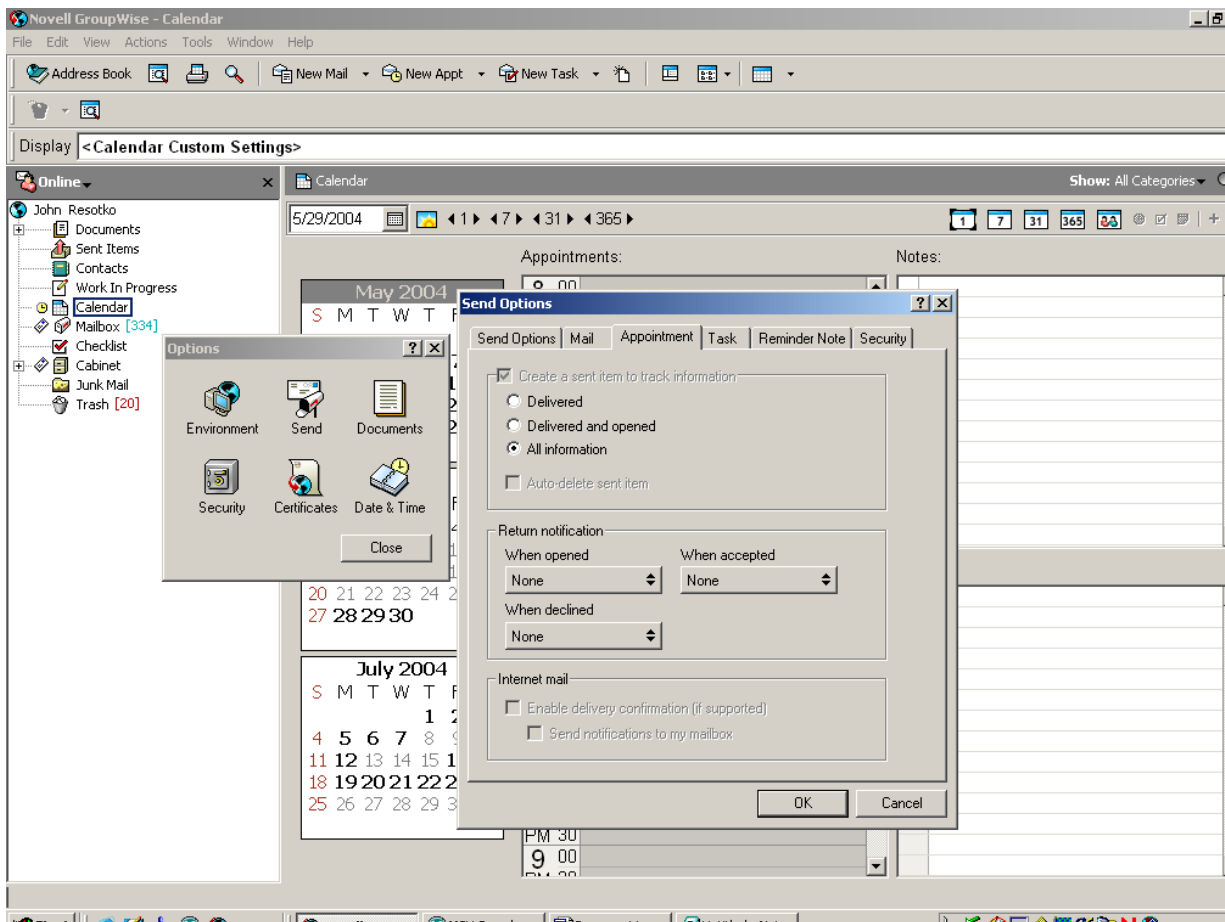
If you would prefer another default option other than **None** for all your appointments, this can be changed. If you would prefer a different action by default for when an appointment is opened, accepted, or declined, follow these steps.

To change the default options, return to the main GroupWise window and perform the following actions:

Click on the **Tools** Menu and select **Options**

When the **Options** window appears, double click on the **Send** icon

When the **Send Options** window appears, click on the **Appointment** tab



You should see the same set of Return Notification options for opened, accepted, and declined appointments. The same four choices are available for actions: None, Mail Receipt, Notify, and Mail and Notify. Select the options you would like as your new defaults for all appointments and click the OK button to save your changes. Close the Options window, and the new settings should take effect for any new appointments you create.

As always if you have any question, or would like assistance with these features, please contact the Technology Services Help Desk at 432-9292.