

Appointment Book

The Appointment Book contains information about your daily appointments.

For information on the Appointment Book, choose one of the following topics:

-  [Topic Tabs](#)
-  [Daily Appointments List](#)
-  [Month and Year](#)
-  [Monthly Calendar](#)
-  [Notes](#)

Topic Tabs

► Click these tabs to view the Planner, your Task List, or to return to the current day's appointment list from any view.

Daily Appointments List

This area of the Appointment Book contains the description of your appointments. If you double-click an appointment in the Appointment Book, the Appointment dialog box appears. You can then edit the appointment.

Month and Year

Use these two boxes to change the month or year displayed in the monthly calendar and in the Daily Appointments list.

Monthly Calendar

- ▶ Click a day to change the date displayed in the Appointment Book.

Notes

This section contains additional notes for the day you're viewing.

Planner

The Planner shows the times you and others you specify have schedule commitments. Use the Planner to find a convenient time for a group of people to meet, or to schedule a conference room.

For information on the Planner, choose one of the following topics:

-  [Topic Tabs](#)
-  [Appointments Display](#)
-  [Month and Year](#)
-  [Monthly Calendar](#)
-  [Attendees](#)
-  [Request Meeting button](#)

Topic Tabs

- ▶ Click these tabs to view the Appointment Book, your Task List, or to return to the Planner.

Appointments Display

This area of the Planner indicates times when you have appointments. If you double-click a time slot in the Planner, the Appointment Book appears showing the same day and time that you selected in the Planner.

Month and Year

Use these two boxes to change the month or year for the Planner.

Monthly Calendar

- ▶ Click a day to change the date of the Planner.

Attendees

This box contains the names of the users whose appointments you're viewing in your Planner.

- ▶ To add or delete names on this list, choose the Change button.













Request Meeting Button

- ▶ Choose this button to send a meeting request to the list of attendees.

Task List

Use the Task List to schedule tasks that do not fit into a particular date or time of day. You can include a due date for individual tasks, and you can add them to your daily Appointment Book if you want to.

For information on the Task List, choose one of the following topics:


-  [Topic Tabs](#)
-  [New Task](#)
-  [Add button](#)
-  [Task List](#)
-  [Priority button](#)
-  [Due By button](#)
-  [Description button](#)
-  [Up and Down Arrows](#)
-  [Completed button](#)
-  [Add to Schedule button](#)
-  [Edit button](#)
-  [Delete button](#)

Topic Tabs



Click these tabs to go to a different view or to return quickly to the current day's appointment list from any view.

New Task


 Type the description of a new task here and then choose the Add button or press ENTER to add this task to your list.

Add button




Choose the Add button to add the New Task information to the Task List.

Priority button


 Choose this button to sort your tasks from highest to lowest priority. To sort your tasks from lowest to highest priority, hold down the CTRL key while you choose the Priority button.

Due By button

 Choose this button to sort your tasks by due date, beginning with the earliest date in the list. To sort your tasks by due date in reverse order, hold down the CTRL key while you choose the Due By button.

Tasks with no due date are displayed after those with a due date.

Description button

 Choose this button to sort your tasks alphabetically by description. To sort your tasks in reverse alphabetical order, hold down the CTRL key while you choose the Description button.

Task List

This area displays the priority, any reminder, recurring, or private icons, due date, and description of the task. If you double-click a task in the task list, the Task dialog box appears. You can then edit the task.

Completed button



Choose this button to mark the selected task as completed and remove it from the task list.

Add to Schedule button



Choose this button to add the selected task to your Appointment Book.

Edit button




Choose this button to edit the selected task.

Delete



Choose this button to delete the selected task from the task list.


Up and Down Arrows

 Choose the up arrow button to raise the priority of the selected task by one level; choose the down arrow button to lower the priority of the selected task by one level.


Messages List

The Messages List shows any messages, such as meeting requests, that you have received from other Schedule+ users.

For information on the Messages List, choose one of the following topics:

 [Messages List](#)

 [Read](#)

 [Delete](#)

Read



Choose this button to read the selected message.

Delete



Choose this button to delete the selected message.

Messages List

This area displays the status, sender, received date, and subject line of the message.

File Menu

The File menu provides commands for working with Appointment Books, archive files, and printers.















For information on File menu commands, choose one of the following topics:

- [!\[\]\(a88007b249b36c75dcbde101f514cec3_img.jpg\) Turn On Reminders](#)
- [!\[\]\(800628c068083563f747129d8b339031_img.jpg\) Turn Off Reminders](#)
- [!\[\]\(01f5879e654468630e790d983a473ee0_img.jpg\) Work Offline](#)
- [!\[\]\(ce8b778f402aca455ccdfd070a33a08d_img.jpg\) Work Online](#)
- [!\[\]\(c4a503502fa8c84efaf3849039d81824_img.jpg\) Move Local File](#)
- [!\[\]\(a109cdb3d611d5f1b240988e8ef9c59e_img.jpg\) Open Other's Appt. Book](#)
- [!\[\]\(d71c711e57cec5a823156542f63a9248_img.jpg\) Export Appointments](#)
- [!\[\]\(6882145ce9ee268a53810f22a2c366af_img.jpg\) Import Appointments](#)
- [!\[\]\(e458be0fc8f668fe06ec7077ab57a22f_img.jpg\) Create Archive](#)
- [!\[\]\(302dd0360c34eae593553dd6407038a1_img.jpg\) Open Archive](#)
- [!\[\]\(7c09cc45071ea6f85630a8da02ddfacf_img.jpg\) Print](#)
- [!\[\]\(36dc87489bb6b1f9c8e746d3a40e1a1b_img.jpg\) Print Setup](#)
- [!\[\]\(a96de529143b93ef19ac62fd1a1254e3_img.jpg\) Exit](#)
- [!\[\]\(5c05aa6d3c903a4252a7c46109a58cc6_img.jpg\) Exit and Sign Out](#)

Edit Menu

The Edit menu provides commands for working with appointments and tasks.









For information on Edit menu commands, choose one of the following topics:

-  [Undo](#)
-  [Redo](#)
-  [Cut](#)
-  [Copy \(text\)](#)
-  [Paste](#)
-  [Edit Appointment](#)
-  [Copy Appt](#)
-  [Move Appt](#)
-  [Delete Appt](#)
-  [Edit Task](#)
-  [Delete Task](#)
-  [Find](#)
-  [Go To Date](#)
-  [Go To Week](#)

Appointments Menu

The Appointments menu provides commands for working with appointments and reminders.

For information on Appointments menu commands, choose one of the following topics:

-  [New Appointment](#)
-  [Auto-Pick](#)
-  [New Recurring Appt](#)
-  [Edit Recurring Appts](#)
-  [Tentative](#)
-  [Private](#)
-  [Set Reminder](#)
-  [Re-Send Mail](#)

Tasks Menu

The Tasks menu provides commands for working with tasks, projects, and reminders.






For information on Tasks menu commands, choose one of the following topics:

-  [New Task](#)
-  [New Project](#)
-  [New Recurring Task](#)
-  [Edit Recurring Tasks](#)
-  [View By Project](#)
-  [Sort By Priority](#)
-  [Sort By Due Date](#)
-  [Sort By Description](#)
-  [Show Active Tasks](#)
-  [Show All Tasks](#)

Options Menu

The Options menu provides commands for setting schedule and display options and for changing your password.






For information on Options menu commands, choose one of the following topics:

-  [Change Password](#)
-  [Set Access Privileges](#)
-  [Display](#)
-  [General Options](#)
-  [Status Bar](#)

Window Menu

The Window menu provides commands for displaying and arranging Schedule+ windows.

For information on Window menu commands, choose one of the following topics:

-  [Cascade](#)
-  [Tile](#)
-  [Arrange Icons](#)
-  [Open Windows](#)
-  [More Windows](#)

Turn Off Reminders

Turns off any appointment or task reminders you have set.

- You set the reminder default options, including setting reminders and the optional audible alarm, using the General Options command.
- You must be connected to your mail server or have a local copy of your schedule to be reminded about an event.

Turn On Reminders

Turns on any appointment or task reminders you have set.

- You set the reminder default options, including setting reminders and the optional audible alarm, using the General Options command.
- You must be connected to your mail server or have a local copy of your schedule to be reminded about an event.

Work Offline

Specifies that you are working with a local (offline) copy of your schedule file. This command is available only when you are working with a shared (online) copy of the schedule.

- Working offline is convenient when the server is experiencing problems or you want to work with your schedule from a portable or home computer.
- Use the General Options command to set up Schedule+ to start offline automatically.
- Any changes you make while working offline are automatically merged into your schedule file on the server when you later work online.
- The group scheduling and viewing features of Schedule+ are not available while working offline because those features require a connection to your mail server.

Work Online

Use the Work Online/Offline command to specify whether you are working with a local copy of your schedule file (offline) or with the copy on the group file server (online).

- Working offline is convenient when the server is experiencing problems or you want to work with your schedule from a portable or home computer.



You can use the General Options command to set up Schedule+ to start offline automatically.




Any changes you make while working offline are automatically merged into your schedule file on the server when you later work online.




The group scheduling and viewing features of Schedule+ are not available while working offline because those features require a connection to your mail server.

Move Local File

Moves your schedule file to another location.

 In the dialog box that appears, specify a new filename, pathname, or disk drive where you want to store your local file. Local Schedule+ files have the extension .CAL.

 If the Move Local File command does not appear in the File menu, you do not currently have a local schedule file.

See also

[Export Appointments command](#)

Open Other's Appt. Book

Opens the schedule file of another person or resource. The schedule owner must grant you at least the Read Appointments & Tasks access privilege for the schedule file before you can open it.



You can also get user details using this command.



To change the access privileges for your schedule, choose the Set Access Privileges command.

When you choose Open Other's Appt. Book, the Open Other's Appt. Book dialog box appears. For information on the dialog box, choose one of the following topics:



Directory



Details

Directory

Select the name of the person or resource whose schedule file you want to open and then choose OK.
You must have appropriate access privileges to a schedule file to open it.


Details





Choose Details to get information about the person or resource schedule file selected in the list.

Export Appointments


Converts your schedule file to another format and moves it to another location.


 You can export your schedule to a floppy disk or to other applications, including other schedule programs.


 You can choose the time period you want to export, or you can export your entire schedule.

 You can choose to export daily notes with your schedule.

When you choose Export Appointments, the Export Appointments dialog box appears. For information about this dialog box, choose one of the following topics:

 [File Format](#)

 [Schedule Range](#)

 [Include Daily Notes](#)

See also

[Move Local File command](#)

File Format



Select the format for the exported schedule file.

Schedule Range



Specify whether the entire Appointment Book or only a selected range is to be exported.


Include Daily Notes



Specify whether your daily notes are also exported.

Import Appointments

Reads a schedule file from a floppy disk or another application and adds appointments in it to your Schedule+ Appointment Book.

 If the schedule file you are importing has conflicting appointments, you can choose which appointment you want to accept by choosing the Ask About Conflicting Appointments option.

When you choose Import Appointments, the Import Appointments dialog box appears. Choose a file type, if necessary, and then select the drive, pathname, and filename of the file that contains the appointments you want to import.

Create Archive

Removes old information from your schedule and places it in an archive file. Archiving reduces the space required to store your schedule file on the server. You can view and modify your archive files, just as you can your current schedule.

Your administrator can specify limits for the number of months of past information you can keep in your active schedule file. When the limit is exceeded, you can delete the excess schedule information or place it in an archive file.

When you choose Create Archive, the Create Archive dialog box appears. Enter a date in the box provided. Schedule+ archives all entries before that date and removes them from your current Appointment Book.

See also

[Open Archive command](#)

Open Archive

Retrieves old schedule information that has been stored in an archive file.


When you choose Open Archive, the Open Archive dialog box appears. Select the drive, pathname, and filename of the archive file you want to open. Schedule+ archive files have a file extension of .ARC.


See also

[Create Archive command](#)


Print

Prints all or part of your schedule.

 You can print your appointments in daily, weekly, monthly, or text views. You can also print your Task list.


 To select a printer and its options, choose the Setup button.


When you choose Print, the Print dialog box appears. For information on the dialog box, choose one of the following topics:


 Schedule Range

 Print

 Include Blank Pages

 Print Quality

 Paper Format

 Setup button

Schedule Range



Specify the starting date and number of days of schedule information you want to print.

Print




Specify which elements of your schedule to print.


Include Blank Pages

Select this check box to print blank schedule pages for days that contain no data.


Print Quality

 Specify the print quality for your schedule. Higher print quality is easier to read, but it takes longer to print.

Paper Format

 Choose the page margins and type size appropriate for the paper size you want to print on. If you change the option in the Paper Format box, the margins in the Print Setup dialog box are set to the default for the new option.








Setup

 Choose this button to set up your printer for printing from Schedule+. For help on the Print Setup dialog box, choose the Help button or press F1 when the dialog box is displayed.


Print Setup

Selects a printer and sets its options.

When you choose Print Setup, the Print Setup dialog box appears. For information about this dialog box, choose one of the following topics:

-  [Printer](#)
-  [Orientation](#)
-  [Paper](#)
-  [Margins](#)
-  [Mirror Even/Odd Margins](#)
-  [Options button](#)
-  [Network button](#)

Printer

 Select either the default printer that you have set up in Windows or another printer. To select an available printer, choose the down arrow button in the Printer box, and then select a printer from the list that appears.

Orientation



Select either portrait or landscape orientation for printing your schedule. Landscape prints across the long page axis. Portrait is the default, unless you've changed it before in this dialog box or in Control Panel.

Paper




To select a paper form different from the one shown, choose the down arrow in the Form box, and then select the form you want.

Margins



Choose a unit of measure, and then set the size of the margins.

Mirror Even/Odd Margins

 Select this check box to reverse the left and right margin settings for even-numbered pages. The margin settings specified are applied to odd-numbered pages. Mirroring margins is useful if the left and right margins are different and you are printing or later copying on both sides of the paper.

More

Choose this button to set advanced document properties. Specific options available depend on your printer and the driver supplied.

Network

Choose the Network button to connect to a network printer.

Exit


Quits Schedule+.



Any changes you have made are saved when you quit.

Exit And Sign Out

Quits Microsoft Schedule+, Microsoft Mail, and Schedule+ Reminders simultaneously.

 Use this command to prevent unauthorized access to your mail when you are away from your computer for an extended time.

Undo

Reverses the last editing action. You must use the Undo command immediately following the action you want to undo.



If the action cannot be undone, the Undo command is unavailable.



You can also press CTRL+Z to undo an action.

Redo

Reverses the last undo action. You must use the Redo command immediately following the action you want to redo.







If the action cannot be redone, the Redo command is unavailable.



You can also press CTRL+Z to redo an action.




Cut

Removes the selected text and moves it to the Clipboard.

-  The text you cut remains on the Clipboard until you cut or copy something else.
-  You can also press `CTRL+X` to cut selected text and move it to the Clipboard.
-  If no text is selected, the Cut command is unavailable.
-  To delete selected text without moving it to the Clipboard, press the `DEL` key.

Copy

Copies the selected text or object to the Clipboard. Once text or objects are copied to the clipboard, you can Paste them into another location.

-  The text you copy remains on the Clipboard until you cut or copy something else.
-  You can also press CTRL+C to copy selected text to the Clipboard.
-  If nothing in your schedule is selected, the Copy command is unavailable.

Paste

Inserts the contents of the Clipboard at the location of the insertion point.



You can also press CTRL+V to paste the contents of the Clipboard.




The Paste command is unavailable if the Clipboard is empty or if the information on the Clipboard is of an unknown format and cannot be pasted into the schedule.

Edit Appt

Sets the time, description, and other attributes of an appointment.


 You can also press CTRL+E to edit an appointment.

 If you double-click an appointment in the Appointment Book, the Appointment dialog box appears.


You can then edit the appointment.

When you choose Edit Appt, the Appointment dialog box appears. For information on this dialog box, choose one of the following options:

 When


 Description

 Set Reminder

 Invite

 Private


When

 Use this area of the dialog box to set appointment times; to select a time automatically for the list of attendees; or to specify an appointment as tentative.

Description

This area contains a description of the appointment.

Invite

 Choose this button to notify others of the appointment and invite them to attend. For information on the Select Attendees dialog box that appears, choose the Help button in the dialog box, or press F1 when the dialog box is displayed.

Set Reminder




☐ Select this check box to receive a reminder at the specified time before the appointment. Clear this check box if you do not want to receive a reminder.

Private

☒ Select this check box to prevent anyone else from seeing the description of this appointment.
Clear this check box to share the description.




Copy Appt

Copies the selected appointment to the Clipboard. Once an appointment is copied to the Clipboard, you can paste it into another time slot.


-  The appointment you copy remains on the Clipboard until you cut or copy something else.
-  You can also press CTRL+Y to copy the selected appointment to the Clipboard.
-  The Copy Appt command is unavailable if no appointment is selected.

Move Appt

Moves the selected appointment to another time.

-  You can also press CTRL+O to copy the selected appointment to the Clipboard.
-  The Move Appt command is unavailable if no appointment is selected.
-  You can also move an appointment by dragging it to a new time slot.

When you choose Move Appt, the Move Appointment dialog box appears.

-  Type in the new time and date for the appointment or select the times from the time and date controls.

Delete Appt

Use the Delete Appt command to delete the selected appointment.



You can also press CTRL+D to delete the selected appointment.






Deleted appointments are not placed on the Clipboard. If you accidentally delete an appointment, immediately choose the Undo Delete command on the Edit menu to restore the appointment.

Find

Use the Find command to search your schedule and notes for specified text.

When you choose the Find command, the Find dialog box appears. For information on the dialog box, choose one of the following topics:

-  [Search For](#)
-  [Search](#)
-  [Start Search button](#)

Search For



Enter the text you want to search for.

Search



Select the search option you want. You can search from the current location in the Appointment Book forward or backward, or you can search the entire Appointment Book.


Start Search



Choose this button to begin the search.

Go To Date

Changes the displayed date in the current window.

 To change the date in the Go To Date dialog box, click the arrows in the date box, or use the arrow keys.

Go To Week


Changes the date displayed in the current window. The Go To Week command is available only when you have selected the Schedule+ option to display week numbers in your calendar.




To change the date in the Go To Week dialog box, enter a new week number.


Edit Task


Sets the description, due date, and other attributes of a task.


 You can also press CTRL+E to edit a task, or double-click a task in the task list.

When you choose Edit Task, the Task dialog box appears. For information about this dialog box, choose one of the following topics:


 [Description](#)

 [Project](#)

 [Due Date](#)

 [Start Work](#)

 [Set Reminder](#)

 [Priority](#)

 [Private](#)

Description



Edit the description of the task.

Project




Select an existing project for this task, or enter a new project name.

Due Date

Specify whether or not the task has a due date. Specify the due date, if there is one.

Start Work


 Specify the date when this task becomes active. If you do not specify a Start Work date, the task becomes active immediately.

Set Reminder



Select this check box to set a reminder for the specified start work time.

Priority

 Specify the priority (1-9 or A-Z) of the task. Priority 1 is the highest priority; priority Z is the lowest priority.

Private

☐ Select this check box to specify that no one else can see the description of this task. Clear the check box to share the task information with other Schedule+ users.

Delete Task

Deletes the selected task.



You can also press CTRL+D to delete the selected task.



Deleted tasks are not placed on the Clipboard. If you accidentally delete a task, immediately choose the Undo Delete command on the Edit menu to restore the task.

Edit Project

Set the name and properties of an existing project.

Name

Enter a new name for the project

Private


☐ Select this check box to prevent other Schedule+ users from viewing information about this project. Clear the check box to share information about the project with other Schedule+ users.


Delete Project

Deletes the selected project and any tasks associated with the project.


New Appointment


Adds a new appointment to your Appointment Book.

 You can also press CTRL+N to create a new appointment.


 You can also double-click a time slot in the Appointment Book to create a new appointment at that time.

When you choose the New Appointment command, the Appointment dialog box appears. For information on the dialog box, choose one of the following topics:

 When

 Description

 Set Reminder

 Invite

 Private

Auto-Pick


Selects the next time all listed attendees are available for the selected length of time.




The Auto-Pick command is available only in the Planner.


New Recurring Appt


Adds a new recurring appointment to your Appointment Book.

 You can also press CTRL+R to create a new recurring appointment.


When you choose New Recurring Appt, the Recurring Appointment dialog box appears. For information on the dialog box, choose one of the following topics:


 This Appointment Occurs


 Change button

 Start

 End

 Tentative

 Description

 Set Reminder

 Private

This Appointment Occurs

Shows the regular day or date when the appointment occurs.

Change



Choose this button to change the day, date, or interval at which the appointment regularly occurs. For help with the Change Recurrence dialog box that appears, press F1 when the dialog box is displayed.

Start

Enter the time at which the appointment regularly begins, or choose the arrow buttons to set the time.


End

Enter the time at which the appointment regularly ends, or choose the arrow buttons to set the time.

Tentative

Select this check box to indicate that you aren't sure if you can attend the appointment.

Set Reminder

 Select this check box to set a reminder for the specified time, and adjust the amount of advance notice, as necessary.

The default amount of advance notice you receive is determined by a setting made from the General Options command on the Options menu.

Description


Enter a description of the recurring appointment. This information appears in the daily view of your Appointment Book at the time and date of the appointment.

Private

☐ Select this check box to specify that no one else can see the description of this appointment.
Clear this check box to share the appointment information with other Schedule+ users.

Edit Recurring Appts

Sets the time, description, and other attributes of a recurring appointment.

 To edit only a specific occurrence of a recurring appointment, double-click the occurrence you want to change. No other occurrences of the appointment are affected in this case.

When you choose Edit Recurring Appts, the Edit Recurring Appointments dialog box appears. For information on the dialog box, choose one of the following topics:

 Appointments list

 Edit

 New

 Delete

Appointments list

Lists each recurring appointment with its frequency, next time of occurrence, and a brief description.



To edit a recurring appointment, double-click the appointment in this list, or select the appointment and choose the Edit button.

Edit



Choose this button to edit the selected recurring appointment.

New



Choose this button to create a new recurring appointment.


Delete




Choose this button to delete the selected recurring appointment.

Tentative

Specifies that the selected appointment is tentative. If the selected appointment is already tentative, the Tentative command specifies that the appointment is not tentative.

 Tentative appointments appear as gray in your Appointment Book, and do not appear as busy time slots when other users view your schedule in their Planners.

 If the selected appointment is tentative, a check mark appears next to the Tentative command in the Appointments menu.

Private

Specifies that the selected appointment is private. If the selected appointment is already private, the Private command specifies that the appointment is shared.



Private appointments are indicated by the key icon in your Appointment Book.




If an appointment is specified as private, other users cannot view the contents of this appointment.





If the selected appointment is private, a check mark appears next to the Private command in the Appointments menu.

Set Reminder

Sets a reminder time for the selected appointment. If a reminder is already set, the Set Reminder command deletes the reminder.

 The reminder is set for the default amount of time in advance of the appointment. To change the time, choose the Edit Appointment command.

 If an appointment has a reminder set, a small bell icon appears in front of the appointment's description in the Appointment Book.

 If the selected appointment has a reminder set, a check mark appears next to the Set Reminder command in the Appointments menu.







See also

[Edit Appointment command](#)

Re-Send Mail

Sends a reminding message or a new meeting request to the attendees of a meeting.

When you choose Re-Send Mail, the Send Request dialog box appears with your original message request. You can edit the request, or simply resend it as it is. For information on the Send Request dialog box, choose one of the following topics:

-  [Send button](#)
-  [To](#)
-  [Subject](#)
-  [When](#)
-  [Ask for Responses](#)
-  [Additional text](#)

Send



Choose this button to send the meeting request.

To

Lists the attendees to whom this meeting request will be sent.

Subject

A brief description of the meeting. This text is the same as the description that appears in your Appointment Book.

When

The date and time of the meeting.

Ask for Responses

Select this check box to request that each attendee respond to your invitation. The response is returned to you by mail.

Additional Text

Enter any additional information you want to include in the meeting request.


New Task


Adds a new task to your Task list.

 You can also press CTRL+T to create a new task.

When you choose New Task, the Task dialog box appears. For information about this dialog box, choose one of the following topics:


 [Description](#)

 [Project](#)

 [Due Date](#)

 [Start Work](#)

 [Set Reminder](#)

 [Priority](#)

 [Private](#)

New Project

Creates a new project. Projects consist of a set of related tasks.

Name


Enter a name for the new project

Private


Select this check box to prevent other Schedule+ users from viewing information about this project.
Clear the check box to share information about the project with other Schedule+ users.


New Recurring Task


Adds a new recurring task to your Task list.

 Use the Recurring Task dialog box to set the time, frequency, description, and other attributes of this recurring task.


When you choose New Recurring Task, the Recurring Task dialog box appears. For information about this dialog box, choose one of the following topics:


 Description

 Project

 Due By

 Start Work

 Priority

 Set Reminder

 Private

Description

Type a description of the task. This description will be displayed in the task list.

Project

Use the arrow button to choose a project from the Project list. To create a new project, type it in the Project text box.

Due By

If the Due By date shown is incorrect, choose the Change button.

Start Work

Type a number in the Start Work box and select a unit of time (for example, weeks) to specify when the task becomes active.

If zero is specified, the task is always active.

Priority

To change the priority, click the arrows in the Priority box or use the arrow keys. You can specify number (1-9) and letter (A-Z) priorities.

Set Reminder


If checked, a reminder occurs when the task becomes active.

Private


If checked, the private box specifies that no one else can see the description of this task.

Edit Recurring Tasks

Sets the time, description, and other attributes of a recurring task.

 To edit only a specific occurrence of a recurring task, double-click the occurrence you want to change. No other occurrences of the task are affected in this case.

When you choose Edit Recurring Tasks, the Edit Recurring Tasks dialog box appears. For information about this dialog box, choose one of the following topics:

 Task List


 Edit

 New

 Delete

Task List

Lists each recurring task with its frequency, next time of occurrence, and a brief description.

 To edit a recurring task, double-click the task in this list, or select the task, and then choose the Edit button.

Edit



Choose this button to edit the selected recurring task.

New



Choose this button to create a new recurring task.


Delete



Choose this button to delete the selected recurring task.


View By Project

Displays your tasks grouped by project. If your tasks are already grouped by project, the View By Project command lists them with no project names shown.

 If you are currently viewing your tasks by project, a check mark appears next to this command in the Tasks menu.


Sort By Priority

Displays your tasks from highest priority to lowest.

 To display your tasks from lowest priority to highest, hold down the CTRL key while you choose the Sort By Priority command.


Sort By Due Date

Displays your tasks in order of their due dates, from earliest due date to latest. Tasks without due dates appear at the end of the list.

 To display your tasks from latest due date to earliest, hold down the CTRL key while you choose the Sort By Due Date command.

Sort By Description

Displays your tasks in alphabetic order, according to their descriptions.

 To display your tasks in reverse alphabetic order, hold down the CTRL key while you choose the Sort By Description command.

Show Active Tasks


Displays only active tasks in the task list. An active task is one for which work has started, as specified by the date in the Start Work box.

Show All Tasks

Displays all tasks, both active and inactive, in the task list.


Change Password


Changes your password.

 In the Change Password dialog box that appears, enter your present password. Then enter your new password, and confirm the new password by typing it again exactly as you did before.


Set Access Privileges

Sets other users' access to your schedule.

 You can set a default access privilege for all users on your mail server, and you can assign specific access privileges to individual users.


 If your access privilege is set to None, no one may view any part of your schedule.

When you choose Set Access Privileges, the Set Access Privileges dialog box appears. For information about this dialog box, choose one of the following topics:

 [Users](#)

 [Privileges](#)


 [Add](#)

 [Remove](#)

Users

Lists the default access privileges for all users on your mail server and any privileges granted to specific users.

Privileges

 Select the option that specifies how much access the selected user has to your schedule information.

Add

Choose this button to add a user's name to the Users list. The user's name is added with the default access privilege specified in the Users list.

Remove

Choose this button to remove a user's name from the Users list.








Display

Sets colors and font size for the Schedule+ program.


General Options

Sets options for regular weekday hours, startup options, and Schedule+ preferences.


When you choose General Options, the General Options dialog box appears. For information about this dialog box, choose one of the following topics:

-  [Startup Offline](#)
-  [Reminders](#)
-  [Day Starts/Ends At](#)
-  [Week Starts On](#)
-  [Show Week Numbers in the Calendar](#)
-  [Send Meeting Messages Only to My Assistant](#)
-  [This Account Is for a Resource](#)

Startup Offline

 Check this option to start Schedule+ offline. While you are disconnected from the mail server, the group scheduling features of Schedule+ are not available.

Reminders

 Set options for the default reminder time and audible alarm for all appointments and tasks. You can select any combination of these options.

Day Starts/Ends At

Use the arrows or type the correct times to specify the start and end times for your workday.

Week Starts On



Choose the arrow and select the first day of the week for the monthly calendar.

Show Week Numbers in Calendar



Select this check box to display week numbers with the monthly calendar.

Send Meeting Messages Only to My Assistant



Select this check box to have your assistant, and not you, receive meeting requests and other messages.

This Account Is for a Resource



Select this check box if this Schedule+ account is used to manage the time of a resource.

Resource

A service, conference room, piece of equipment, or anything else that is assigned an Appointment Book by the Schedule+ administrator and whose time Schedule+ users can reserve.

Status Bar

Displays or hides the status bar in Schedule+. When the status bar is displayed, a check mark appears next to the Status Bar command on the Options menu.

Cascade

Stacks all open windows so that the window titles are visible. If you have many windows open, they may be arranged with one stack on top of another.



You can use this command to find a window hidden under other windows.



This command does not affect minimized windows.

Tile

Arranges all open windows so they appear side by side.



You can use this command to find a window hidden under other windows.



This command does not affect minimized windows.

Arrange Icons

Organizes the window icons across the bottom of the Schedule+ workspace.



You can use this command to find icons that may be out of view in the Schedule+ workspace.




To reduce a Schedule+ window to an icon, click the minimize button in the upper-right corner of the window.

Open Windows

Opens the window named on the menu.

More Windows




Displays a list of all open Schedule+ windows. This command is available only if you have more than nine Schedule+ windows open.

 To display one of the windows in the list, double-click its name, or select the name using the arrow keys and then press ENTER.

Change Recurrence

Use this dialog box to change the frequency, the day or date, or the duration of a recurring appointment or task.

For information about this dialog box, choose one of the following topics:


-  [This Occurs](#)
-  [Recurrence Details](#)
-  [Duration](#)

This Occurs




Select the option that describes the frequency of occurrence.

Recurrence Details

 Set the options that describe the details of the recurring appointment. The details available depend on the frequency of occurrence.

Duration

 Set a beginning and ending date for this recurring appointment, or choose the button that specifies no end date.


Choose Time

Use this dialog box to view your appointments or tasks and those of others you specify so you can schedule the current appointment or task at a time that does not conflict with your or your colleagues' schedules.


For information on this dialog box, choose one of the following topics:

-  [Schedule Grid](#)
-  [Month and Year](#)
-  [Monthly Calendar](#)
-  [Attendees](#)
-  [Auto-Pick](#)

Schedule Grid

 To choose the time and duration of your appointment or task, click the initial time block for the appointment, and then drag the mouse to the last time block. By default, your busy time slots are displayed in blue, and others' busy time slots are displayed in dark gray.

Month and Year


 To change the month and year for the appointment, choose the down arrow next to the month or year, and then select a new date.

Monthly Calendar




Choose a day for the appointment.

Attendees

 To change the attendees listed, choose the Change button. For help on the dialog box that appears, choose the Help button or press F1 when the dialog box is displayed.




Auto-Pick

 Choose this button to automatically find the next available time when all attendees are available for the duration of the meeting.


Archive Cleanup

Your Schedule+ administrator has set a limit on the length of time you can store schedule information in your current schedule.

For information on this dialog box, choose one of the following topics:

-  [Delete](#)
-  [Do Not Delete](#)
-  [Create Archive Before Deleting](#)

Delete

 Choose this button to delete the old information from your schedule. To archive the information first, select the Create Archive Before Deleting check box.

Do Not Delete

Choose this button to retain the information for now. This dialog box will reappear when you start Schedule+ until you delete the information.

Create Archive Before Deleting

☐ Select this check box to create an archive file before deleting the old information from your schedule.


User Details


Use this dialog box to view information about the selected user or group.

The content of the dialog box depends on the amount of information available from the server or gateway.

Send Response

Use this dialog box to send a response to a meeting request you receive.

 This dialog box appears after you choose Accept, Decline, or Tentative in the Meeting Request dialog box.

 Enter a message in the box provided, if you want, and then choose the Send button.

Cancel Meeting

Use this dialog box to cancel a meeting you previously arranged.




Enter a message in the box provided, if you want, and then choose the Send button.


Reminder Notify

You have an appointment or task that you previously set a reminder for. The appointment or task is described in the dialog box.

Notify Me Again


 To get an additional reminder before the appointment or task, enter the time, specify when you want the reminder to occur.

Don't Notify Me Again

 Choose this option if you don't want another reminder of the appointment or task.

Daily Reminder Dialog Box

You have entered a note in today's page of your Appointment Book.

 To prevent reminders for daily notes, choose the General Options command from the Options menu, and clear the Set Reminders for Notes check box.

Create Local File

Use this dialog box to create a local Schedule+ file.

In the dialog box that appears, specify a disk drive, directory path, and filename for the local file. By default, Schedule+ files have a file extension of .SCH.

Find Local File


Use this dialog box to specify the local file you want to find.



Specify a different disk drive, path name, or filename, as necessary, and then choose the OK button.

Meeting Request

This dialog box appears when you select a message containing a meeting request.

 Choose the Accept, Decline, or Tentative button to let the sender know if you will be attending.

To view your own schedule, choose the View Schedule button.

If the sender has selected the Send Response check box, the Send Response dialog box appears when you choose one of these buttons. You can edit the subject line and add a message, if you want to.

Choose the Send button to send the response.

Response

This dialog box contains a response to your meeting request.

View Schedule

Choose this button to view your schedule at the time and day of the appointment.

Meeting Canceled




This message appears whenever a meeting has been canceled by the meeting organizer. The word "Canceled" in the subject line indicates that the meeting is canceled.

Details or New User Dialog Box

The Details dialog box displays information about a user or group. The fields in this dialog box depend on the user's mail system.










Select Attendees

Use the Select Attendees dialog box to:

-  Add meeting attendees.
-  Open another user's Appointment Book.
-  Select users to whom you want to grant specific access privileges.

The Select Attendees dialog box has an upper and lower section. The upper section contains all the user names in the specified directory. The lower section displays only the user names you have chosen to attend a meeting.

For information on this dialog box, choose one of the following topics:


-  [Names List](#)
-  [Open Directory button](#)
-  [Personal Address Book button](#)
-  [Add button](#)
-  [Find button](#)
-  [New Name button](#)
-  [Add To Personal Address Book button](#)
-  [Details button](#)
-  [Attendees List](#)

Names List

Lists all names in the current address book or the results of the most recent search. Group aliases are indicated by bold type. To list the users included in a group alias, choose the Details button.

Open Directory button



 Choose this button or press CTRL+L to open an address book different from the one named at the top of the dialog box.


Personal Address Book button



Choose this button or press CTRL+P to open your personal address book.

Find button



 Choose this button or press CTRL+F to find all the names in the current address book that match or contain the name you specify.

New Name button



Choose this button to add a new name and address to your personal address book or to address a message to another mail system. You can add a gateway address or the name and address of a user on another mail postoffice.

Add button




Choose this button to add all selected names in the Names List to the Attendees List.

Add to Personal Address Book button



Choose this button to add all selected names in the Names List to your personal address book.

Details button


 Choose this button for detailed information about the selected name in the Names List. If more than one name is selected, the Details button is unavailable

Attendees List


Shows the names of all attendees you have entered directly or added from the Names List. If you open the Select Attendees dialog box from the Planner, your name automatically appears in the Attendees List.

Open Directory


This dialog box lists the user directories on your mail system.

 To select another directory, double-click the directory name, or use the arrow keys to highlight it and then press ENTER.


Set Default button

 Choose Set Default to open the selected directory each time you open the Select Attendees dialog box. When you check a name in a Send Note form, the default directory is searched first, followed by the Global Address List, then the Postoffice List and then the Personal Address List. To help make the search faster you may want to set your Personal Address Book as the default directory.

Name Finder

 Type the name, or first part of a name, you want to search for in the directory list. For example, you can search for all names that begin with the letters "rob." The name finder displays Robert Maxwell as well as Maria Robbins.

Find button

 Choose Find to search the current directory.

Project

Use this dialog box to define a new project or edit an existing one.

Name

Enter a name for the project.

Private

☐ Select this check box to prevent other Schedule+ users from viewing information about this project. Clear the check box to share information about the project with other Schedule+ users.

New

Use this dialog box to add the addresses of, or send messages to, users that are accessible through gateways. These addresses are added to your Personal Address Book. The correct syntax for addressing the message is inserted when you enter the user information in this dialog box.




Create what kind of entry

Select the type of mail system where the new user's address is located.

Check Names

Several names match the name you entered in the attendees list in a message, in the Attendees box in the Planner, or in the Users box in the Set Access Privileges dialog box. The list displays the matching names found in the current address book. Choose the user name you want from the list.

For information on this dialog box, choose one of the following topics:


-  [Title Bar](#)
-  [Matching Names List](#)
-  [Details button](#)

Title Bar

The title line displays the name entered on the To or Cc line.

Matching Names List

Choose the user name you want from the list of matching names. Select a name by clicking it or by scrolling the highlight to the name using the **ARROW KEYS**.

 To get more information about a name in the list, double-click the name, or select the name and then choose the Details button.







Details



Choose Details to get more information about the selected name.






Send Request

Use this dialog box to send a meeting request or reminder to those you have identified as attendees. For information about this dialog box, choose one of the following topics:

-  Send button
-  To
-  Subject
-  When
-  Ask for Responses
-  Additional Text

Appointment

Use this dialog box to create or edit an appointment. For information on this dialog box, choose one of the following topics:

-  When
-  Description
-  Set Reminder
-  Invite
-  Private

Recurring Appointment

An appointment that occurs on a regular basis: daily, weekly, biweekly, monthly, or yearly.

Recurring Task

A task that occurs on a regular basis: daily, weekly, biweekly, monthly, or yearly.

Contents

Starts Help and displays the topics in Help for Microsoft Windows NT Schedule+.

Search for Help On

Opens the Search dialog box for Help. You can look up Help information by choosing keywords in the dialog box.

How to Use Help

Explains how to use Help.

About Schedule+

Displays version and copyright information about Microsoft Windows NT Schedule+.

Accept

Choose this button to schedule the appointment in your Appointment Book and notify the sender that you plan to attend.

If the sender requested a response (by checking the Send Response box in the Meeting Request form), Schedule+ displays a Meeting Response form for you to complete and send.

Access privileges

Levels of permission for other users to view or change your schedule. You grant access privileges for your own schedule.

The access privileges are:

- ☐ None
- ☐ View Free/Busy Times
- ☐ Read Appointments & Tasks
- ☐ Create Appointments & Tasks
- ☐ Modify Appointments & Tasks
- ☐ Assistant

Active task

A task you should be working on, according to the time you specified in the Start Work and Before Due boxes of the Task dialog box. For example, if you specified that you want to start a task two days before its due date, at two days before the specified due date, the task becomes active. Past due tasks are shown in red on your Task list.

Tasks for which no due date is specified are always active.

Add all appointments

An option for merging information from other programs. This option causes Schedule+ to add all appointments from the other schedule to your Schedule+ Appointment Book, including duplicate appointments.

Address list

The list of mail users on the server. To work with Schedule+ online, your name must be in an address list on the system.

Appointment

An entry in your Appointment Book that specifies somewhere you have to go at a specific time or a meeting you plan to attend.

Appointment Book

The Schedule+ view that shows you the daily view of your schedule, broken into 30-minute time slots, and your notes for the day.

Appointment handle

One of the two thick borders on the top and bottom of a selected appointment in the Appointment Book. The appointment handles provide a way to quickly move or extend the appointment. The top handle moves the appointment, and the bottom handle extends the appointment.

Archive

A stored copy of part of your schedule file, usually from a time period that has already passed. When you open a schedule archive to look at it, it is displayed in the Appointment Book format.

Ask about conflicts

This option for merging information from other programs causes Schedule+ to tell you when it finds an appointment from the other program that conflicts with one in your Appointment Book. You may choose to have Schedule+ copy it to your Appointment Book anyway.

Attendees

People or resources that you invite to a meeting you set up.

Calendar

A tool for changing the date you are viewing in the Appointment Book or Planner.

The current date has a border, and the selected date is highlighted. The month and year are displayed at the top of the calendar. Days that have scheduled appointments or daily notes are shown in bold type.

Create Appointments & Tasks

Access privilege that grants the specified user(s) the ability to create entries in your Appointment Book and Task list. The user can delete or modify any appointments he or she made.

Read Appointments & Tasks

Access privilege that grants the specified user(s) the ability to view your appointments and tasks (except for those you designated as private), as well as daily notes. This access privilege does not allow the user to create, modify, or delete entries in your Appointment Book or Task list.

Modify Appointments & Tasks

Access privilege that grants the specified user(s) the ability to create, modify, or delete any entries in your Appointment Book and Task list, regardless of who made the appointments and tasks, except those that you designated as private.

When you appoint another user to be your schedule assistant, that user automatically receives this access privilege.

View Free/Busy Times

Access privilege that grants the specified user(s) the ability to overlay your schedule on his or hers in the Planner, to compare availability for meetings.

Users with this access privilege cannot view or change your appointments, tentative appointments, or tasks.

None

Access privilege that denies the specified user(s) all access to your schedule, including viewing your Appointment Book and Task list, and comparing your free and busy times to theirs in the Planner.

Assistant

Access privilege that permits the specified user to view, create, delete, and modify your appointments and tasks, except for those you've designated private. Your assistant can send and receive meeting messages on your behalf. Your assistant does not need to know your schedule password.

Character string

A sequence of letters and numbers that you want to find in an Appointment Book. For example, if you remember you have a meeting with Thomas, but you don't remember what day or time it is booked for, you can instruct Schedule+ to find the character string *Thomas* in your Appointment Book.

The maximum length of a character string you can search for is 63 characters. Schedule+ ignores spaces at the beginning or end of the string, and whether the letters are uppercase or lowercase.

Connection

The software link between a workstation and a shared resource. You make connections by assigning a network drive on your computer to a shared resource on a server. For example, to use the group-scheduling features of Schedule+, your computer must have a connection to a server that supports Schedule+.

Copying an Appointment

To copy an appointment from one place in your Appointment Book to another

- 1** Select the appointment you want to copy.
- 2** From the Edit menu, choose Copy Appt (CTRL+Y).
- 3** Select the time slot you want to place a copy in.
- 4** From the Edit menu, choose Paste (CTRL+V).

Daily

One of the Schedule+ options for printing your schedule: daily, weekly, and monthly. The daily format shows your schedule one day per page, broken into 30-minute time slots.

Decline

Choose this button to notify the sender that you are not planning to attend the meeting.

If the sender requested a response (by checking the Send Response box in the Meeting Request form), Schedule+ displays a prepared Meeting Response form for you to complete and send. Otherwise, your decline response is automatically sent to the sender.

Displaying Your Appointment Book

The procedure for displaying your Appointment Book depends on whether you are currently in the Schedule or Messages window, and whether the Schedule window is active or minimized (represented by an icon).

If you are currently in the Schedule window



Click the Appts tab on the left of the window, or press ALT+A, or choose the Today tab (ALT+Y).

If you are currently in the Messages window, and the Schedule window is open behind the Messages window

- 1 Click anywhere in the Schedule window.
- 2 If the Appointment Book is not currently displayed in the Schedule window, click the Appts tab on the left of the window or press ALT+A.

If you are currently in the maximized Messages window

- 1 From the Window menu, choose your name.
- 2 Press ALT+A.

You can also press CTRL+F6 as many times as necessary to switch views until the Schedule window appears. Then if your Appointment Book is not already displayed, click the Appts tab or press ALT+A to display it.


If the Schedule window is currently minimized

- 1 Click the icon for the Schedule window.
- 2 If the Appointment Book is not currently displayed in the Schedule window, click the Appts tab on the left of the window or press ALT+A.

Displaying Your Planner

The procedure for displaying your Planner depends on whether you're currently in the Schedule or Messages window, and whether the Schedule window is active or minimized (represented by an icon).

If you are currently in the Schedule window

 Click the Planner tab on the left of the window or press ALT+P.

If you are currently in the Messages window, and the Schedule window is open behind the Messages window

- 1 Click anywhere in the Schedule window.
- 2 If the Planner is not currently displayed in the Schedule window, click the Planner tab on the left of the window or press ALT+P.

If you are currently in the maximized Messages window

- 1 From the Window menu, choose your name.
- 2 Press ALT+P.

You can also press CTRL+F6 as many times as necessary to switch views until the Schedule window appears. Then if your Planner is not already displayed, click the Planner tab or press ALT+P to display it.


If the Schedule window is currently minimized

- 1 Click the icon for the Schedule window.
- 2 If the Planner is not currently displayed in the Schedule window, click the Planner tab on the left of the window or press ALT+P.

Displaying Your Task List

The procedure for displaying your Task list depends on whether you're currently in the Schedule or Messages window, and whether the Schedule window is active or minimized (represented by an icon).

If you are currently in the Schedule window

 Choose the Tasks tab on the left of the window or press ALT+T.

If you are currently in the Messages window, and the Schedule window is open behind the Messages window

1. Click anywhere in the Schedule window.
2. If the Task List is not currently displayed, choose the Tasks tab on the left of the window, or press ALT+T.

If you are currently in the maximized Messages window

- 1 From the Window menu, choose your name.
- 2 Press ALT+T.

You can also press CTRL+F6 as many times as necessary to switch views until the Schedule window appears. Then if your Task list is not already displayed, Choose the Tasks tab or press ALT+T to display it.

If the Schedule window is currently minimized

- 1 Choose the icon for the Schedule window.
- 2 If the Task list is not currently displayed in the Schedule window, Choose the Tasks tab on the left of the window or press ALT+T.

Displaying Your Messages Window

To display your Messages window



From the Window menu, choose Messages.

You can also press CTRL+F6 as many times as necessary to switch views until the Messages window appears.

Do not add duplicates

This option for merging information from other programs causes Schedule+ to add all appointments and tasks from the other schedule to your Schedule+ schedule, except duplicate appointments and tasks.

Tentative

Choose this button to notify the sender that you are not sure whether you will attend. The meeting is booked as a tentative appointment in your Appointment Book.

If the sender requested a response (by checking the Send Response box in the Meeting Request form), Schedule+ displays a prepared Meeting Response form for you to complete and send.

If the sender didn't request a response, you can choose to send one by checking the Send Response box in the Meeting Request form.

Due date

The date a task must be completed. Tasks that are overdue are displayed in red.

Export





To send information from one system or program to another system or program. For example, you can export your appointments to another scheduling program, and work with your schedule there.

File format

The structure that a file is saved in. Although Schedule+ saves its files in its own format, it is capable of reading or sending information that is in other file formats, such as those used by other schedule programs.

Schedule+ icons

Schedule+ uses several icons to designate specific types of appointments, tasks, or projects in your schedule. Icons appear in your Appointment Book or Task list next to the items they describe.

-  **Meeting icon:** A hand-shaking symbol that indicates the appointment has attendees or resources associated with it.
-  **Private icon:** A key symbol that indicates the appointment, task, or project is private. Other users (including your assistant) cannot view private events.
-  **Recurring icon:** A circular-arrow symbol that indicates the appointment or task is occurs on a regular basis.
-  **Reminder icon:** A bell symbol that indicates that you've asked to be reminded before the appointment occurs or task becomes active.

Import

To bring information from one system or program into another system or program. For example, when you are finished working with your schedule on a portable computer, you can import the new and changed appointments, tasks, and notes to your server or your computer and work with your schedule there.

Inactive task

A task for which the time specified in the Start Work has not occurred. For example, if you specified that you want to start a task two days before its due date, the task is inactive until two days before the due date, when it becomes active.

Local file

A file that is on your own computer, rather than on a server.

Mail name

The unique name that your mail system and Schedule+ have you registered under. Your system administrator assigns your mail name.

Meeting

An appointment that has designated attendees and is set up using the Meeting Request form. If you accept a request to attend a meeting, that meeting is automatically entered in your Appointment Book. If you tentatively accept the meeting, it is booked in your Appointment Book as a tentative appointment. A meeting is accompanied in your Appointment Book by a hand-shaking icon.

Meeting request

A Schedule+ message you receive from another user, asking you to attend a specific meeting. Every request contains the sender's (or assistant's) name, as well as the proposed meeting date, and time. Usually, the sender also includes a brief description of the meeting.

Meeting Request form

The Schedule+ message form, filled out automatically by Schedule+, that you send to ask people to attend your meeting.

Meeting response

A Schedule+ message an invited user sends to the requesting user, replying whether he or she plans to attend the meeting. Every response contains the sender's (or assistant's) name, as well as the proposed meeting date, and time. The sender can also include a brief explanation for his or her answer.

Meeting Response form

The Schedule+ message form, filled out automatically by Schedule+, that you send to people who invite you to their meetings.

Message

A general term for a meeting request or meeting response. Requests and responses are listed in the Messages window. Schedule+ provides forms for sending meeting requests or responses.

Message area

The portion of the message where you can type additional information or instructions for the recipients. The message is separated from the message's header information (such as To, From, and Subject) by a horizontal line.

Messages Window

One of the two primary windows in Schedule+. The Messages window lists the meeting requests you've sent and received, and the meeting responses you've sent.

Mail server

The computer on the local area network that controls access to mail and Schedule+ files, including the list of users on the system.

Microsoft Mail server

A computer on a Microsoft Mail system that controls access to Microsoft Mail and Schedule+ files, including the list of users on each postoffice.

Up arrow button

Pressing this button gives a task a higher (more urgent) priority level. For example, if a task's priority is 3, choosing the up arrow button at the bottom of the Task list changes the task's priority to 2, a higher priority. Similarly, if a task's priority is D, choosing the up arrow button changes its priority to C, a higher priority.

Monthly

One of the Schedule+ options for printing your schedule: daily, weekly, and monthly. The monthly format shows your schedule one month per page.

Note

A message written for a specific date in your Appointment Book. Unlike an appointment or tentative appointment, a note usually applies to the day in general, not to a specific time slot.

Offline

Working with Schedule+ without a connection to the mail server. While you're working offline, the group scheduling features of Schedule+ are unavailable because they require a connection to your mail server.

Online

Working with Schedule+ while being connected to the mail server. When you work online, both your schedule file on the server and your local schedule file are kept up to date.

Password

A string of characters that you type in, along with your mailbox name, to verify your Schedule+ account.

Past due task

A task for which the specified due date has passed. Past due tasks are displayed in red in your Task list.

Down arrow button

Pressing this button gives a task a lower (less urgent) priority level. For example, if a task's priority is 3, choosing the down arrow button at the bottom of the Task list changes the task's priority to 4, a lower priority. Similarly, if a task's priority is D, choosing the down arrow button changes its priority to E, a lower priority.

Postoffice

The list of Microsoft Mail users on the server. To work with Schedule+ online, your name must be in a postoffice on the mail system.

Priority

A task can have a priority between 1-9 or A-Z associated with it. Priority 1 is the highest possible priority (including letter priority levels) and Z is the lowest possible priority (including number priority levels).

Unless you specify a different priority level, all tasks will be assigned a priority of 3. If you are using only letter priorities, the default priority level is C.

Number priority levels are higher (more important) than letter priority levels. For example, although 9 is the lowest number priority you can assign to a task, it is a higher priority than A.

Private

This option makes an appointment or task you create hidden to other users, including your assistant (if you have designated one).

A private task or appointment is indicated by a key icon.

Project

A name for a collection of related tasks. For example, the tasks "do research" and "write first draft" may be collected under a project called "sales report."

Tasks do not have to be part of a project. You may decide not to divide your tasks into projects, or you may put some under projects and leave others independent.

When you designate a project to be private, all tasks that are currently in it become private, and all tasks you add to it become private.

Recurrence exception

A change to an appointment's or task's recurrence pattern. For example, if an appointment's recurrence pattern defines it as weekly, on Tuesdays, and at 11:00 A.M., a recurrence exception might be that the next meeting only will occur on a Wednesday, instead of Tuesday. When you specify a recurrence exception by changing one occurrence of a recurring appointment or task, Schedule+ adjusts your Appointment Book or Task list automatically.

Recurrence pattern

The regular basis that an appointment or task occurs on. For example, if a meeting occurs weekly on Tuesdays at 11:00 A.M., the recurrence pattern contains the following information: weekly, Tuesdays, 11:00 A.M.

Schedule+ uses the recurrence pattern you specify to book a recurring appointment or task automatically.

Reminder

A pop-up message or bell (optional) that notifies you of an upcoming appointment or task entered in your Appointment Book or Task list. You can specify the type and default timing of the reminder by choosing the General Options command from the Options menu. You can also specify the timing of reminders for specific appointments or tasks by changing the default times shown in the respective Appointment or Task dialog box.

Reminders are optional, and may be set for all appointments or for specific appointments. You may also set a reminder for any task that has a due date.

Appointments and tasks you set reminders for are indicated in the Appointment Book or Task list by the bell icon.

Schedule+ Reminders

A program that reminds you about appointments you've set reminders for, even if Schedule+ is not running.

Resource

A conference room, piece of equipment, technician, or any other type of entity that Schedule+ users may want to reserve time to use or receive service from. The system administrator defines the resources on the system.

Planner

The Schedule+ view that shows your appointments several days at a time. If you are connected to a server that supports Schedule+, you can also view the time slots during which other users are busy.

Schedule window

One of the main windows in Schedule+. The Schedule window (identified in the Window menu as your name) contains your Appointment Book, Planner, and Task list.

Schedule+ workspace

The portion of the screen that Schedule+ fills. The Schedule+ workspace is bordered on the top by its title bar and menu bar. The two main Schedule+ windows (Schedule and Messages) are displayed in the Schedule+ workspace. If you are currently viewing an archive file, a specific message, or another user's Appointment Book or Task list, those windows also appear in the Schedule+ workspace.

To scroll the list of users

In the scroll bar on the right of the list of users, choose the up arrow button to move toward the top of the list, and Choose the down arrow button to move toward the bottom of the list.

Search method

The method you instruct Schedule+ to use to find text in a schedule. Schedule+ can search forward or backward from today, or throughout the entire schedule.

Assistant

A user you may appoint to modify your Appointment Book, set up meetings, and respond to meeting requests on your behalf.

Your assistant does not need to know your password.

Select

To make an object the recipient of the next action you perform.

When you select an object on the screen, it becomes highlighted. Selecting an object doesn't start an action: to start an action on a selected object, you must double-click the object, press `ENTER`, or choose a button (such as the Add or Delete button).

To select a time slot in the Appointment Book or Planner


- 1** Select the start time for the appointment.

That 30-minute block of time is highlighted.


- 2** Drag the pointer to the end time for the appointment.

The entire time slot is highlighted.


To select an appointment in the Appointment Book

 Select the appointment's time slot, or press TAB until the appointment is selected.

To select an appointment in the Recurring Appointments list

 Select the summary line for the appointment or press the UP ARROW or DOWN ARROW key until the appointment is selected.

To select part of your schedule to print

 In the Print dialog box, select the settings you want in the Schedule Range, Print, Print Quality, and Paper Format boxes.


To select the day

- 1** In the calendar, choose the day you want to view.
- 2** In the month or year box, choose the down-arrow button to display a list of months or years, and then choose the month or year you want or select it and then press ENTER.

If you're just changing the day of the week, press ALT plus one of the arrow keys to select the day you want in the calendar. If you just want to change the month, press SHIFT+ALT plus one of the arrow keys to select the day you want in the calendar.

- 3** Choose the OK button.

To sign in

 Enter your mailbox name and password in the dialog box provided to identify yourself to Schedule+.

Task

A specific duty or errand you must perform and want to track through completion. A task can be a personal item or a work-related item.

Task list

The Schedule+ view that displays tasks you want to track, including their corresponding priority levels and due dates.

Task printout

An option for printing your schedule in which your tasks are printed in a list that resembles the format in your Task list. If you are currently viewing only active tasks, or are viewing your tasks by project, those views will be reflected in the printout.

Tentative appointment

An appointment that you are not sure you can make. You can track a tentative appointment in your Appointment Book, but it does not appear as a busy time slot when other users view your schedule from their planners.

When you identify an appointment as tentative, it appears as gray in your Appointment Book. You can change the tentative appointment to an actual appointment any time.


Text printout

An option for printing your schedule in which your appointments and notes are printed in a list, organized by day. The printout is not shown in 30-minute time slots; the only times shown on the printout are those for which you have scheduled appointments.

Time slot

A block of time in your Appointment Book or Planner that represents the duration of an appointment.

To use the arrow next to Minutes

 Choose the down arrow next to the Beforehand box, to select minutes, hours, days, weeks, or months, as appropriate. (Not all options are available for every occasion.)

View Schedule

Choose this button to display your Appointment Book so you can decide whether or not to attend the meeting.

When you are finished viewing your schedule, you can return to the Meeting Request form and choose a reply.

Weekly

An option for printing your schedule. The weekly format shows your schedule one week per page.

Window

In Schedule+, one of the two main views of your schedule information, schedule or Messages list.

Workgroup

A group of users who work together on similar projects or teams and often use the same information or resources. For example, there may be a marketing workgroup and a research workgroup.

Setting Up a Meeting

You can set up a meeting from your [Planner](#) or [Appointment Book](#).

To set up a meeting from the Planner

1. Choose the Planner tab to display the Planner.
2. If the names in the Attendees box aren't those of the people you want to invite, choose the Change button, select the correct name(s) from the address list, and then choose the OK button.

If the name of a person you want to invite isn't in the address list currently shown, check another address list. You can view other address lists the same way you do in mail.

3. Select a time slot for the meeting when all attendees are available.
4. Choose the Request Meeting button.
5. In the Subject box, type a brief description of the meeting.

The subject you enter appears in the Appointment Book when the meeting is confirmed.

6. If you don't want recipients to send a personal response, clear the Ask For Responses check box.
7. In the [message area](#), type any message you want to include in your meeting request.
8. Choose the Send button.

To set up a meeting from the Appointment Book

1. Choose the Appts tab to display the Appointment Book.
2. Select a proposed time slot for the meeting. (You can change the time later if you find there is a scheduling conflict.)
3. From the Appointments menu, choose New Appointment, or press CTRL+N.
4. Choose the Choose Time button.
5. In the Attendees box, choose the Change button, select the attendees' names from the address list, and then choose the OK button.
6. Select a time slot for the meeting when all attendees are available. A quick way to select a time when everyone's available is to choose Auto-Pick button, or press CTRL+A.
7. In the Description box, type a brief description of the meeting and choose the Invite button.
8. If you don't want recipients to send a personal response, cancel the selection of the Ask For Responses check box.
9. In the [message area](#), type any message you want to include in your meeting request. Then choose the Send button.

See Also

[Rescheduling or Canceling a Meeting](#)

[Scheduling a Conference Room or Other Resource](#)

[Displaying Your Planner](#)

[Displaying Your Appointment Book](#)

Reading a Message

You can read responses to your meeting requests, meeting cancellations, and other schedule-related mail without leaving Schedule+. These messages appear in the Messages window.

To read a message

1. From the Window menu, choose Messages.
2. From the messages list, double-click the meeting response you want to read, or select the meeting response you want to read and then choose the Read button or press ALT+R.

Responding to a Meeting Request

To respond to a meeting request

1. From the Window menu, choose Messages.
2. Double-click the meeting request you want to reply to.
Or select the meeting request you want to respond to and choose the Read button.
3. To check your schedule before responding, choose the View Schedule button or press ALT+V.
4. To add a note to your response, type it in the message area.
5. Choose the Accept, Decline, or Tentative, button to send your response. If you choose Accept or Tentative, the meeting is automatically booked in your Appointment Book as an appointment or tentative appointment.

If a message you previously responded to is still in your Messages window, you can reply to it again to change your response.

Rescheduling or Canceling a Meeting

To reschedule a meeting

1. Display your [Appointment Book](#).
2. In the Appointment Book, move the meeting to its new time slot.
3. When Schedule+ asks you whether you want to notify the attendees of the change, choose the Yes button.
4. To add a personal note to the Meeting Request form that appears, type it in the [message area](#).
5. Choose the Send button.

Attendees receive new meeting requests for the new time; they can accept, decline, or tentatively accept.

To cancel a meeting

1. Display your [Appointment Book](#).
2. In the Appointment Book, select the meeting.
3. From the Edit menu, choose Delete Appt or press CTRL+D.
4. When Schedule+ asks you whether you want to notify the attendees of the cancellation, choose the Yes Button.
5. To add a personal note to the Cancel Meeting form that appears, type it in the [message area](#).
6. Choose the Send button.

Attendees receive Meeting Cancellation forms notifying them of the cancellation.

See Also


[Setting Up a Meeting](#)

[Displaying Your Planner](#)

[Displaying Your Appointment Book](#)

Scheduling a Conference Room or Other Resource

To schedule a room or resource while you are scheduling a meeting

 Add the room or resource to the list of Attendees you are inviting.

To schedule a room or resource without inviting people to a meeting

1. Display your [Planner](#).
2. If the conference room or resource isn't in the Attendees box, choose the Change button and select the name of the room or resource from the address list. Then choose the OK button.

If the name of the resource you want to invite isn't in the address list currently shown, check another address list. You can view other address lists the same way you do in mail.

3. Select a time slot when the resource is available.

A quick way to select a time when both you and the resource are available is to select a time slot anywhere in the grid that is as long as the meeting will be. Then, from the Appointments menu, choose Auto-Pick or press CTRL+A.

4. Choose the Request Meeting button.
5. In the Subject box, type a brief description of the meeting (optional).
6. In the [message area](#), type any message you want to include in your meeting request (optional).
7. Choose the Send button.

If the room or resource has been set up so that you can enter your own requests in its Appointment Book, you are asked if you want to book the room or resource yourself.

See Also

[Rescheduling or Canceling a Meeting](#)

[Setting Up a Meeting](#)

[Displaying Your Planner](#)

[Displaying Your Appointment Book](#)

Viewing Users' Access Privileges for Your Schedule

To view users' access privileges for your schedule

1. From the Options menu, choose Set Access Privileges or press ALT+O, A.

The default access privileges for all users is displayed in the Users box. The Users box also indicates any other users (including an assistant) you've set specific (nondefault) access privileges for, in addition to their privileges.

2. To close the dialog box, choose the OK button.

See Also

[Designating an Assistant for Your Schedule](#)

[Setting or Changing Users' Access Privileges for Your Schedule](#)

Setting or Changing Users' Access Privileges for Your Schedule

To set or change a user's access to your schedule

1. From the Options menu, choose Set Access Privileges or press ALT+O, A.
2. If the user's name is already in the Users box, select it.

If the user's name isn't in the User's box, choose the Add button. In the Add Users dialog box that appears, select the user's name from the address list, choose the Add button, and then choose the OK button. Then select the user's name in the Users box.

3. In the Privileges box, select the privilege you want to assign:

☐ None

☐ View Free/Busy Times

☐ Read Appointments & Tasks

☐ Create Appointments & Tasks

☐ Modify Appointments & Tasks

☐ Assistant

4. Choose the OK button.

See Also

[Designating an Assistant for Your Schedule](#)

[Setting or Changing Users' Access Privileges for Your Schedule](#)

[Viewing Users' Access Privileges for Your Schedule](#)

Designating an Assistant for Your Schedule

You can designate an assistant who receives your schedule-related messages and can maintain your schedule for you, except for appointments and tasks you designate as private. You can have only one assistant at a time.

Your assistant does not need your password to get access to your schedule.

To designate another user as your assistant

1. From the Options menu, choose Set Access Privileges or press ALT+O, A.
2. If the user's name is already in the Users box, select it.

If the user's name isn't in the User's box, choose the Add button. In the Add Users dialog box that appears, select the user's name from the address list, choose the Add button, and then choose the OK button. Then select the user's name in the Users box.

3. In the Privileges box, select the Assistant option.
4. Choose the OK button.

To change your assistant

1. From the Options menu, choose Set Access Privileges or press ALT+O, A.
2. From the Users box, select your assistant's name.
3. From the Privileges box, select the option button of the user's new access privileges for your schedule.

To give this user the default access privileges you've assigned to all users, choose the Remove button. The user's name is removed from the Users box, and the user now has default access privileges to your schedule.

4. If the name of your new assistant is already in the Users box, select it.

If the user's name isn't in the User's box, choose the Add button. In the Add Users dialog box that appears, select the user's name from the address list, choose the Add button, and then choose the OK button. Then select the user's name in the Users box.

5. In the Privileges box, select the Assistant option button.
6. Choose the OK button.

To instruct Schedule+ to send meeting messages to your assistant, without copying you

- 1.. From the Options menu, choose General Options.
2. Select the Send Meeting Messages Only To My Assistant check box.
3. Choose the OK button.

To remove your assistant

1. From the Options menu, choose Set Access Privileges (ALT+O, A).
2. From the Users box, select your assistant's name.
3. From the Privileges box, select the option button of the user's new access privileges for your schedule.

To give this user the default access privileges you've assigned to all users, choose the Remove button. The user's name is removed from the Users box, and the user now has default access privileges to your schedule.

4. Choose the OK button.

See Also

[Setting or Changing Users' Access Privileges for Your Schedule](#)

[Viewing Users' Access Privileges for Your Schedule](#)

Viewing Another User's Appointment Book or Task List

You can view another user's appointment book or task list if that user is currently running Schedule+ and you are working online and have the necessary [access privileges](#).


To view someone else's Appointment Book or Task list

1. From the File menu, choose Open Other's Appt Book or press ALT+F, O.
2. In the address list, select the name of the user whose Appointment Book or Task list you want to view.

If the name of the schedule owner isn't in the Names List, open another address book. You can view other address books the same way you do in the Select Attendees dialog box.

3. Choose the OK button.
4. To view the user's Task list, choose the Tasks tab on the left of the user's schedule.

To close your view of another user's Appointment Book or Task list

 From the user's Appointment Book or Task list, double-click the Windows Control-menu box in the upper-left corner of the window, or select it and choose the Close button.

See Also

[Modifying Another Users' Appointments](#)

[Acting as an Assistant for Another User's Schedule](#)

[Acting as an Assistant for a Conference Room or Other Resource](#)

Modifying Another User's Appointments or Tasks

The procedures for adding, changing, or deleting appointments or tasks in another user's schedule are the same as those in your own. To change another user's schedule, however, you must have the necessary [access privileges](#).

To modify an appointment in the user's Appointment Book

1. From the File menu, choose Open Other's Appt Book ALT+F, O.
2. In the address list, select the name of the user whose Appointment Book you want to update.

If the name of the schedule owner isn't in the Names List, open another address book. You can view other address books the same way you do in the Select Attendees dialog box.

3. Choose the OK button.

If you have the necessary access privileges, the user's Appointment Book appears in your Schedule+ workspace.

4. In the user's Appointment Book, add, change, or delete the appointment, following the same procedures you use in your own Appointment Book.
5. Choose the OK button.

To modify a task in another user's Task list

1. From the File menu, choose Open Other's Appt Book or press ALT+F, O.
2. In the address list, select the name of the user whose Task list you want to update.

If the name of the schedule owner isn't in the Names List, open another address book. You can view other address books the same way you do in the Select Attendees dialog box.

3. Choose the OK button.

If you have the necessary access privileges, the user's Appointment Book appears in your Schedule+ workspace.

4. Choose the Tasks tab on the left of the user's Appointment Book.
5. Add, change, or delete the task, following the same procedures you use in your own Task list.
6. Choose the OK button.

See Also

[Acting as an Assistant for a Conference Room or Other Resource](#)

[Acting as an Assistant for Another User's Schedule](#)

[Viewing Another User's Appointment Book or Task List](#)

Acting as an Assistant for Another User's Schedule

To act as someone's schedule assistant, you open the owner's Appointment Book from your own Schedule+ account, and then you perform scheduling tasks the same way you would for yourself.

You do not need to know the owner's password, but you must have Assistant access privilege for the Appointment Book.

To open the owner's Appointment Book

1. From the File menu, choose Open Other's Appt Book or press ALT+F, O.
2. From the address list, select the name of the user whose Appointment Book you want to open; then choose the Add button.

If the name of the schedule owner isn't in the address list currently shown, open another address list. You can view other address lists the same way you do in mail.

3. Choose the OK button.
4. In the owner's Appointment Book, perform the steps for setting up a meeting, just as you do in your own schedule: choose attendees, compare their schedules to the owner's, select a time slot, and send a Meeting Request form on the owner's behalf.

As the owner's assistant, you receive the responses to the meeting request you send on the owner's behalf. The responses are automatically logged in the owner's schedule.

See Also

[Modifying Another User's Appointments or Tasks](#)


[Responding to a Meeting Request](#)

[Setting Up a Meeting](#)

[Viewing Another User's Appointment Book or Task List](#)

Acting as an Assistant for a Conference Room or Other Resource

To book an appointment on behalf of the resource

 When you receive a copy of a meeting request sent to the resource, perform the steps for responding to any meeting request: confirm the resource's availability at the proposed time and respond to the message.

See Also

[Modifying Another User's Appointments](#)

[Changing or Deleting an Appointment](#)

[Responding to a Meeting Request](#)


[Scheduling an Appointment](#)

[Viewing Another User's Appointment Book or Task List](#)


Signing In to Schedule+

You can work with Microsoft Schedule+ online or offline. To use Schedule+ online, you must be connected to your mail server.

To work with Schedule+ offline

 From the File menu, choose Work Offline or press ALT+F, W.

To work with Schedule+ online

 From the File menu, choose Work Online or press ALT+F, W.

Whether you work with Schedule+ offline or online, you must type your mail name and password.

To type your mail name and password

1. In the Sign In dialog box, type your mail name and password.
2. Choose the OK button.

See Also

[Quitting Schedule+](#)

[Working with Your Schedule Offline](#)

[Changing Your Password](#)

Changing Your Password

If you start to change your password and then decide not to change it, choose the Cancel button. Your password will not be changed.

To change your password

1. From the Options menu, choose Change Password or press ALT+O, C.
2. In the Password box, type your current password.

Your password does not appear as you type it.

3. Choose the OK button.
4. In the Password box, type your new password.
5. Choose the OK button.
6. In the Password box, type your new password again.

If the characters you type the second time do not match those you typed the first time, Schedule+ asks you to type your password again until they match.

7. Choose the OK button.

If you use Microsoft Mail, your Schedule+ password is the same password you use to sign in to Mail. Remember to use your new password the next time you sign in to Microsoft Mail.


See Also

[Signing In to Schedule+](#)


Quitting Schedule+

You can quit Microsoft Mail, the Schedule+ Reminders program, and Schedule+ in one step, or quit Schedule+ only.

To quit Schedule+ only

 From the File menu, choose Exit or press ALT+F4.

To quit Schedule+, the Schedule+ Reminders program, and Microsoft Mail

 From the File menu, choose Exit And Sign Out or press ALT+F, T.

The next time Schedule+, Mail, or the Schedule+ Reminders program starts, you are asked for your mail name and password.

See Also

[Signing In to Schedule+](#)

Changing the Date in the Appointment Book or Planner

To display today's page in your Appointment Book, choose the Today tab at the left of the schedule window.

To change the date you are viewing in the Appointment Book or Planner

1. In the calendar, choose the day you want to view.
2. In the month and year boxes, choose the arrows to select the month and year.
In the Go To Week dialog box, type the number of the week you want to display.
3. Choose the OK button.

Scheduling an Appointment

A quick way to add an appointment with the default settings is to select the time slot you want and then type a brief appointment description in the selected time slot.

To schedule an appointment

1. In the Appointment Book, select the time slot for the appointment you want to schedule.
2. From the Appointments menu, choose New Appointment or press CTRL+N.
3. To schedule this appointment in your Appointment Book as tentative, select the Tentative check box.
4. In the Description box, type a brief description of the appointment.
This description appears in the time slot when you view your Appointment Book.
5. To set a reminder for the appointment, select the Set Reminder For check box and specify how long beforehand you want to be reminded of the appointment.
6. To make this appointment private, select the Private check box and choose the OK button.

To copy an appointment

If the appointment you want to copy recurs more than a couple of times and in a pattern, it may be easier to make it recurring than to copy it manually.

1. From the Appointment Book, select the appointment you want to copy.
2. From the Edit menu, choose the Copy Appt command or press CTRL+Y.
3. In the Appointment Book, select the day you want to move the appointment to.
4. In the Appointment Book, select the time slot you want to copy the appointment to.
5. From the Edit menu, choose the Paste command or press CTRL+V.
6. To copy the same appointment to additional time slots, repeat steps 3 through 5 for each copy.

See Also

[Changing or Deleting an Appointment](#)

[Scheduling a Recurring Appointment](#)

Scheduling a Recurring Appointment

You can designate a new or existing appointment as recurring.

To designate a new appointment as recurring

1. In the Appointment Book, select the time slot for the recurring appointment.
2. From the Appointments menu, choose New Recurring Appt (CTRL+R).
3. At the top of the Recurring Appointment dialog box, confirm the recurrence pattern and start date of the appointment.

To change the information, choose the Change button, then select the pattern and start date you want, then choose the OK button.

4. To change the start or end time for the appointment, select the part of the time you want to change in the Start or End box, and then choose the up or down arrows to change the time, or type the correct time over the selected time.
5. In the Description box, type a brief description of the appointment.

This description appears in the time slot when you view your Appointment Book.

6. To set a reminder for each appointment, select the Set Reminder For check box and specify how long beforehand you want to be reminded of the appointment.
7. To schedule this appointment in your Appointment Book as a tentative appointment, select the Tentative check box.
8. To make this appointment private, select the Private check box and choose the OK button.

To designate an existing appointment as recurring

1. In the Appointment Book, select the appointment you want to designate as recurring.
2. From the Appointments menu, choose New Recurring Appt or press CTRL+R.
3. To make changes to the recurrence pattern shown in the This Appointment Occurs box, choose the Change button, make the changes, and then choose the OK button.

See Also

[Changing or Deleting a Recurring Appointment](#)

[Scheduling an Appointment](#)

Setting Appointment Reminders

You can set a reminder for a new or existing appointment, or you can set a Schedule+ option to automatically set a reminder for each new appointment.

You can also turn off all reminders at once.

To set a reminder for a new appointment

1. In the Appointment Book, select the time slot for the appointment.
2. Double-click the selected time slot, or from the Appointments menu, choose New Appointment or press CTRL+N.
3. In the Appointment dialog box, type a description for the appointment and select the settings you want.
4. Select the Set Reminder For check box.
5. If you want to be reminded earlier or later than the reminder time shown, delete the number and type a new number in its place. Choose the down arrow to select minutes, hours, or days. Then choose the OK button.

To set a reminder for an existing appointment

Use the following procedure to set a reminder for an existing appointment or for a single occurrence of a recurring appointment.

A quick way to set a reminder for the default time is to choose Set Reminder from the Appointments menu or press CTRL+SHIFT+R.

1. Select the appointment.
2. Double-click the appointment or from the Edit menu, choose Edit Appt or press CTRL+E.
3. Select the Set Reminder For check box.
4. If you want to be reminded earlier or later than the reminder time shown, delete the number and type a new number in its place. Choose the down arrow to select minutes, hours, or days. Then choose the OK button.

To set a reminder for all occurrences of a recurring appointment

1. From the Appointments menu, choose Edit Recurring Appts.
2. In the list of recurring appointments, double-click the recurring appointment you want to set a reminder for, or select it and choose the Edit button.
3. Select the Set Reminder For check box.
4. If you want to be reminded earlier or later than the reminder time shown, delete the number and type a new number in its place, then choose the down arrow to select minutes, hours, days, weeks, or months.
5. Choose the OK button.
6. Choose the Close button.


To automatically set a reminder for each new appointment

1. From the Options menu, choose General Options.

2. In the Reminders box, select the Set Reminders Automatically check box.
3. If you want to be reminded earlier or later than the reminder time shown, select the new time, and then choose the OK button.


Any reminder you now set on an appointment displays this time as a default. You can change the reminder time for a specific appointment without affecting this default setting.

To turn off all reminders

 From the File menu, choose Turn Off Reminders.

Reminders remain off until you turn them back on or until you restart Schedule+, Microsoft Mail, or Microsoft Windows.

To turn on all reminders

 From the File menu, choose Turn On Reminders.


See Also


[Scheduling an Appointment](#)


[Scheduling a Recurring Appointment](#)

Changing or Deleting an Appointment

To change an appointment

 You can change the description of an appointment by selecting the appointment, deleting the text in the time slot, and typing the new description.

 To change the time of an appointment, select the appointment, click its top handle, and drag the appointment to the new time.

 You can extend an appointment by selecting it, clicking its bottom handle, and dragging the handle to the new end time.

1. From the Appointment Book, select the appointment you want to change.
2. From the Edit menu, choose Edit Appt or press CTRL+E.
3. In the Appointment dialog box, make the changes you want to the start or end times, description, reminder, private status, tentative status, or attendees.
4. Choose the OK button.

To delete an appointment from your Appointment Book

1. In your Appointment Book, select the appointment you want to delete.
2. From the Edit menu, choose Delete Appt (CTRL+D).

See Also

[Changing or Deleting a Recurring Appointment](#)


[Scheduling an Appointment](#)

[Setting Appointment Reminders](#)

Changing or Deleting a Recurring Appointment

You can change or delete single or all occurrences of a recurring appointment.

To view a list of all recurring appointments

 From the Appointments menu, choose Edit Recurring Appts or press ALT+M, C.

To change a single occurrence of a recurring appointment

The procedure for changing a single occurrence of a recurring appointment is the same as the procedure for changing a regular appointment.

1. From the Appointment Book, double-click the appointment you want to change.
2. In the Appointment dialog box, make the changes you want to the appointment and then choose the OK button.

To change all occurrences of a recurring appointment

1. From the Appointments menu, choose Edit Recurring Appts or press ALT+M, C.
2. From the list of recurring appointments, double-click the appointment you want to change, or select it and then choose the Edit button.
3. In the Recurring Appointment dialog box, make the changes you want.
4. To change the day(s) the appointment occurs on, choose the Change button, make the changes to the appointment's dates, then choose the OK button.
5. Choose the OK button.
6. Choose the Close button.

To delete a single occurrence of a recurring appointment

The procedure for deleting a single occurrence of a recurring appointment is the same as the procedure for deleting a regular appointment.

1. From the Appointment Book, select the appointment you want to delete.
2. From the Edit menu, choose Delete Appt or press CTRL+D.

To delete all occurrences of a recurring appointment

1. From the Appointments menu, choose Edit Recurring Appt or press ALT+M, C.
2. From the list of recurring appointments, select the appointment you want to delete.
3. Choose the Delete button.
4. Choose the Close button.

See Also

[Setting Appointment Reminders](#)

Adding a Daily Note in the Appointment Book

To add a daily note in the Appointment Book

1. Display the Appointment Book by choosing the Appts tab at the left of the Schedule window.
2. Click inside the Notes box or type ALT+N to place the insertion point in the Notes box.
3. Type the text of your note.

To set a reminder for days you have daily notes

1. From the Options menu, choose General Options or press ALT+O, G.
2. In the Reminders box, select the Set Reminders For Notes check box and then choose the OK button.

To delete a daily note

1. Display the Appointment Book.
2. In the Notes box, select the text you want to delete.
3. Press DELETE.

See Also

[Noting a Completed Task in Your Appointment Book](#)

Finding Text in the Appointment Book

To find a text string in the Appointment Book

1. From the Edit menu, choose Find or press CTRL+F.
2. In the Search For box, type the character string that you want to find.
3. Select the search method that you want and then choose the Start Search button.

Depending on the amount of information in your Appointment Book, the search can take a few or several seconds. As the search progresses, the percentage of your Appointment Book that has been searched is displayed.

When Schedule+ finds an occurrence of the string you're searching for, it displays your Appointment Book (if it is not currently displayed) and highlights the string.

Saving (Archiving) Your Schedule

To save schedule information

1. From the File menu, choose Create Archive or press ALT+F, A.
2. In the Archive Data Before box, type the date for which you want all preceding information archived, or choose the up and down arrow buttons to change the date.
3. If the archive file specified in the Create Archive dialog box is incorrect, type the correct file name. Select the correct drive and directory, if those shown are not correct.

The default archive file is the first eight characters of the schedule owner's mailbox name with a .ARC extension in the Schedule+ directory. If the specified file already exists and is an archive file, the data is added to the existing data in the archive file.

4. Choose the OK button.

To view archived schedule information

1. From the File menu, choose Open Archive.
2. In the archived Appointment Book window, you can view or make changes to the schedule.

Changes you make to the archived schedule are saved in the archive file.

3. To exit the archived schedule, close the archive Appointment Book window.

Adding a Project

To add a project to your task list

1. Display the task list.
2. From the Tasks menu, choose New Project or press ALT+K, P.
3. In the Name box, type the name of the new project.
4. To make this project private, select the Private check box.
5. Choose the OK button.

If the new project doesn't appear in the task list, you're viewing your tasks with no projects shown. To view your tasks with their projects, choose View By Project from the Tasks menu.

See Also

[Adding a Task](#)

[Changing or Deleting a Task or Project](#)

[Sorting and Displaying Your Projects and Tasks](#)

[Displaying Your Task List](#)

Adding a Task

You can add a new task or copy an existing one.

To add a new task

1. Display the task list.

To add a task with the default settings, select the project you want to add the task to, type the new task's description in the New Task box at the top of the task list, and then choose the Add button.

2. From the Tasks menu, choose New Task or press CTRL+T.
3. In the Description box, type a brief description of the task.
4. In the Project box, choose the arrow buttons to select the name of the project you want to add the task to. If you don't want to associate this task with any project, select None.
5. To associate this task with a specific due date, select the By option button and choose the arrow buttons to select the due date.

To assign no due date, select the None option button.

6. To specify how soon before the due date the task becomes active, type a number in the Start Work box. Choose the arrow button to select Days, Weeks, or Months in the Before Due box.
7. To set a reminder for this task, select the Set Reminder check box. You must set a Due Date before you can set a reminder.
8. To change the task's priority, in the Priority box choose the arrow buttons to select the priority level for the task, or type the new priority level.
9. To designate this task as private, select the Private check box and then choose the OK button.

To copy a task to another project

1. Display the task list.
2. Select the task you want to copy.
3. While holding down the CTRL key, use the mouse to drag the task to the project you want to copy it to.

See Also

[Adding a Project](#)

[Changing or Deleting a Task or Project](#)

[Adding a Recurring Task](#)

[Setting a Task Reminder](#)

[Sorting and Displaying Your Projects and Tasks](#)

[Displaying Your Task List](#)

Sorting and Displaying Your Projects and Tasks


For all views of your tasks, past due tasks are displayed in red.

To view your tasks by project

 From the Tasks menu, choose View By Project or press CTRL+SHIFT+V.

A check mark appears next to View By Project.


To view your tasks as a list with no projects shown

 From the Tasks menu, choose View By Project or press CTRL+SHIFT+V.


The check mark next to View By Project disappears.

Whether you are viewing your tasks by project or not, you can sort them by priority, due date, or description. By default, Schedule+ sorts tasks in ascending order, from highest priority to lowest priority. If you want to sort tasks in descending order, that is, from lowest to highest priority, press the CTRL key while you choose the appropriate button at the top of the list or choose the appropriate command from the Tasks menu.


To sort your tasks by priority

 In your task list, choose the Priority button at the top of the list, or press ALT+R, or choose the Sort By Priority command from the Tasks menu (ALT+K, I). To list the lowest-priority tasks first, hold down the CTRL key as you choose the Priority button, or press CTRL+ALT+R.

To sort your tasks by due date


 In your task list, choose the Due By button at the top of the list, or press ALT+D, or choose the Sort By Due Date command from the Tasks menu (ALT+K, B). To sort by due date in reverse order, hold down the CTRL key as you choose the Due By button, or press CTRL+ALT+B.

To sort your tasks by description

 In your task list, choose the Description button at the top of the list, or choose the Sort By Description command from the Tasks menu (ALT+K, D). To sort by description in reverse alphabetical order, hold down the CTRL key as you choose the Description button, or press CTRL+ALT+D.

You can view active or all tasks regardless of how your tasks are sorted.

To view only your active tasks

 From the Tasks menu, choose Show Active Tasks or press ALT+K, A.

If the Show Active Tasks command is not in the Tasks menu, your active tasks are already displayed.

To view all of your tasks

 From the Tasks menu, choose Show All Tasks or press ALT+K, A.

If the Show All Tasks command is not in the Tasks menu, all of your tasks are already displayed.

See Also

[Adding a Project](#)

[Adding a Task](#)

[Changing or Deleting a Task or Project](#)

Adding a Recurring Task

If you have a new task that occurs on a regular basis, such as a weekly status report, you can set it up as a recurring task.

To designate a new task as recurring

1. From the Tasks menu, choose New Recurring Task or press ALT+K, R.
2. In the Description box, type a description of the task.
3. In the Project box, choose the arrow button to select the name of the project you want to add the task to. If you don't want to associate this task with any project, select None.
4. To change the default due date displayed in the Due By box, choose the Change button, select the new due date, and then choose the OK button.
5. To specify how soon before the due date the task becomes active, type a number in the Start Work box and choose the arrow button to select Days, Weeks, or Months in the Before Due box.
6. To set a reminder for this task, select the Set Reminder check box.
7. To change the task's priority, in the Priority box, choose the arrow buttons to select the priority level for the task.
8. To designate this task as private, select the Private check box.
9. Choose the OK button.

See Also

[Adding a Task](#)

Changing or Deleting a Task or Project

A quick way to change a task's priority level is to select the task and then choose the up or down arrow button at the bottom of the task list. A quick way to move the task to another project without changing any of its settings is to select the task, drag it to the project you want, and then release the mouse button.

To change a task

1. In the task list, double-click the task you want to change, or select it and press ENTER.
2. In the Task dialog box, make the changes you want, and then choose the OK button.

To delete a task

1. In the task list, select the task you want to delete.
2. Choose the Delete button.

To change a project

1. In the task list, double-click the project you want to change, or select it and press ENTER.
2. In the Name box, delete the name and type the new project name in its place.
3. Choose the OK button.

To delete a project and its tasks

1. In the task list, select the project you want to delete.
2. Choose the Delete button.
3. When Schedule+ notifies you that all tasks in this project will also be deleted, choose the OK button.

To delete a project without deleting its tasks

Tip: If your task list already has tasks associated with a project, a quick way to move a task from a project to no project is to select the task you want to move, drag it to the tasks that have no project, then drop the task you're moving onto the tasks that have no project.

1. For each task in the project, change the project name to None by double-clicking the task (or selecting it and pressing ENTER), selecting None in the Project box, and then choosing the OK button. Repeat this step for each task in the project.
2. In the task list, select the project you want to delete.
3. Choose the Delete button.

See Also

[Adding a Project](#)

[Adding a Task](#)


[Changing a Task's Priority](#)

[Changing or Deleting a Recurring Task](#)

Changing or Deleting a Recurring Task

You can change or delete single or all occurrences of a recurring task.

To view a list of your recurring tasks

 From the Tasks menu, choose Edit Recurring Tasks or press ALT+K, C.

To change a single occurrence of a recurring task

The procedure for changing a single occurrence of a recurring task is the same as the procedure for changing a regular task.

1. From the task list, double-click the task you want to change.
2. In the Task dialog box, make the changes you want.
3. Choose the OK button.

The changed occurrence now appears in your task list separately from the recurring task.

To change all occurrences of a recurring task

1. From the Tasks menu, choose Edit Recurring Tasks or press ALT+K, C.
2. From the list of recurring tasks, double-click the task you want to change, or select it and then choose the Edit button.
3. In the Recurring Task dialog box, make the changes you want.
4. To change the day(s) the task occurs on, choose the Change button, make the changes to the task's dates, then choose the OK button.
5. Choose the OK button.
6. Choose the Close button.

To delete a single occurrence of a recurring task

The procedure for deleting a single occurrence of a recurring task is the same as the procedure for deleting a regular task.

1. In the task list, select the task you want to delete.
2. Choose the Delete button.

To delete all occurrences of a recurring task

1. From the Tasks menu, choose Recurring Tasks.
2. From the list of recurring tasks, select the task you want to delete.
3. Choose the Delete button.
4. Choose the Close button.

See Also

[Adding a Task](#)

[Adding a Recurring Task](#)

Changing a Task's Priority

To give a task a higher priority

1. Display your task list.
2. Select the task you want to give a higher priority to.
3. Choose the up arrow button at the bottom of your task list until the number or letter in the Priority column for the task reflects the priority you want.

To give a task a lower priority

1. Display your task list.
2. Select the task you want to give a lower priority to.
3. Choose the down arrow button at the bottom of your task list until the number or letter in the Priority column for the task reflects the priority you want.

See Also

[Adding a Task](#)

[Displaying Your Task List](#)

Setting Task Reminders

To set a task reminder

1. In the task list, double-click the task you want to set a reminder for, or select it and press ENTER.

The task you select must have a specific due date.

2. In the Task dialog box, select the Set Reminder check box.
3. If you have not already selected a time to start work, specify a number in the Start Work box, and choose the arrow button to select days, weeks, or months.

The reminder will occur this amount of time before the task's due date, signaling that the task has become active.

4. Choose the OK button.

See Also

[Adding a Task](#)

[Changing or Deleting a Task or Project](#)

Noting a Completed Task in Your Appointment Book

To note a completed task in your Appointment Book

1. Display the task list.
2. Select the task you want to note in your Appointment Book as completed.
3. Choose the Completed button or press ALT+C.

The description text of the task appears in the Notes section of your Appointment Book, and the task is removed from your task list.

See Also

[Sorting and Displaying Your Projects and Tasks](#)

[Displaying Your Task List](#)

Adding a Task to Your Appointment Book

You can add a task from your task list to a specific time slot in your Appointment Book.

To add a task to your Appointment Book

1. In the task list, select the task you want to add to your Appointment Book.
2. Choose the Add To Schedule button.
3. In the Choose Time dialog box, select the time slot and day the task will have in your Appointment Book.
4. Choose the OK button.

When you add a task to your Appointment Book, it is not removed from your task list.

See Also

[Sorting and Displaying Your Projects and Tasks](#)

Printing Your Appointments and Daily Notes

To print your appointments and daily notes

1. Display the Appointment Book.
2. From the File menu, choose Print or press CTRL+P.
3. In the Schedule Range box, select the days you want to print. If you are printing your task list, all tasks will be printed. You do not select a range.
4. In the Print box, choose the arrow to select the way you want your printout organized.
5. In the Print Quality box, select the quality of printing you want.
6. In the Paper Format box, select the size of printout you want. To customize the margins for a different printout size, choose the Setup button, adjust the Margins settings, and then choose the OK button.
7. Choose the OK button.

See Also

[Printing Your Tasks](#)

[Displaying Your Appointment Book](#)

Printing Your Tasks

To print your tasks

1. Display the task list.
2. Display all of your tasks or just the active ones.
3. Display your tasks by project or as a flat list.
4. Sort your tasks by priority, due date, or description.
5. From the File menu, choose Print or press CTRL+P.
6. In the Print drop-down box, choose the down arrow button to display a list of options, and then select Tasks.
7. Choose the OK button.

See Also

[Printing Your Appointments and Daily Notes](#)

[Sorting and Displaying Your Projects and Tasks](#)

[Displaying Your Task List](#)

Working Offline

The procedure for working offline depends on whether you are currently running Schedule+.

You can set up Schedule+ to start up offline automatically by choosing the General Options command from the Options menu.

If you are running Schedule+

1. From the File menu, choose Work Offline or press ALT+F, W.
2. If you are prompted to instruct Schedule+ to create a local schedule file for you, choose the OK button.
3. If you are prompted for the location of your existing local schedule file, type it in the space provided.

If you are not running Schedule+

1. Disconnect from your Microsoft Mail server.
2. Start Schedule+.
3. If you are prompted to let Schedule+ create a local schedule file for you, choose the OK button.
4. If you are prompted for the location of your existing local schedule file, type it in the space provided.

See Also

[Signing In to Schedule+](#)

[Making or Changing Schedule+ Settings](#)

Moving Your Local Schedule File

To move your local schedule file

1. From the File menu, choose Move Local File or press ALT+F, L.
2. In the Directories box, select the directory for the file.
3. In the Drives box, specify the drive for the file, and then choose the OK button.

See Also

[Working Offline](#)

Copying Information to Another Program

To copy information to another schedule program

1. From the File menu, choose Export Appointments or press ALT+F, E.
2. In the File Format box, select the file format you want to copy (export) your schedule to.
3. Select the Schedule Range to copy by selecting the From option button and specifying the range, or by selecting the All option button to copy the whole schedule.
4. To copy daily notes, choose the Include Daily Notes check box. Then choose the OK button.
5. In the File Name box, type the name of the file you want to copy your schedule to, and select the correct drive and directory to copy to, if the locations shown aren't correct.
6. Choose the OK button.

See Also

[Merging Information From Another Program](#)

Merging Information From Another Program

To merge information from another schedule program

1. From the File menu, choose Import Appointments or press ALT+F, I.
2. In the File Name box, type the name of the file you want to copy into your schedule, and select the correct drive and directory to copy from, if the locations shown aren't correct. Then choose the OK button.
3. In the Import File From box, select the type of schedule program you want to copy your schedule from.
4. To copy all appointments, including duplicate and conflicting appointments, select the Add All Appointments option button.
5. To copy all appointments except duplicates, select the Do Not Add Duplicate Appointments option button.
6. To instruct Schedule+ to prompt you before copying conflicting appointments, select the Ask About Conflicting Appointments option button.
7. Choose the OK button.

Schedule+ attempts to recognize and preselect the format of the file you are importing. If no file format is selected, you must select one.

If you cancel the import process before it is complete, appointments that have already been added (imported) to your Appointment Book will not be removed.

You must have access privileges to create or modify appointments and tasks on the schedule you're copying information to.










See Also

[Copying Information to Another Program](#)

[Working Offline](#)

Making or Changing Schedule+ Settings

You can customize the following Schedule+ options:

-  The type and timing of reminders
-  Whether week numbers of the year are displayed in the calendar
-  What time your day starts and ends
-  Whether you automatically start Schedule+ offline
-  Which day every week starts on
-  Whether the schedule account is for a resource. (Resources are special accounts, such as for conference rooms, equipment, and other services.)
-  The color of your Appointment Book
-  The colors of your Planner
-  The font size for Appointment Book entries

Through the Microsoft Windows Control Panel, you can also customize the formats for the time and date displays in your schedule.

To make or change Schedule+ display settings

1. From the Options menu, choose Display or press ALT+O, D.
2. In the Display dialog box, select or change any settings you want.
3. Choose the OK button.

To make or change general Schedule+ options

1. From the Options menu, choose General Options or press ALT+O, G.
2. In the General Options dialog box, select or change any settings you want.
3. Choose the OK button.


Using the Microsoft Windows Control Panel, you can also easily customize the formats for the time and date in your schedule.

See Also

[Displaying or Removing the Status Bar](#)


Displaying or Removing the Status Bar

To display the Status Bar

 From the Options menu, choose Status Bar or press ALT+O, S.

When the Status Bar is on, a check mark appears next to the Status Bar command in the Options menu.

To remove the Status Bar

 From the Options menu, choose Status Bar or press ALT+O, S.

When the Status Bar is turned off, there is no longer a check mark next to the Status Bar command in the Options menu.

See Also

[Making or Changing Schedule+ Settings](#)

Tracking Appointments by Associated Projects

To track appointments by the projects they're associated with

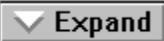
1. For each appointment you make that's associated with a specific project or billing system, type the project name as the first part of the appointment's description.
2. When you need a report of the time spent on specific projects, export your schedule to a file, using text (.TXT) format.
3. From a spreadsheet or database program, open the exported file.
4. In the spreadsheet or database program, sort the schedule information by project name.

See Also




[Scheduling an Appointment](#)

[Copying Information to Another Program](#)






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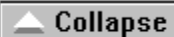
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