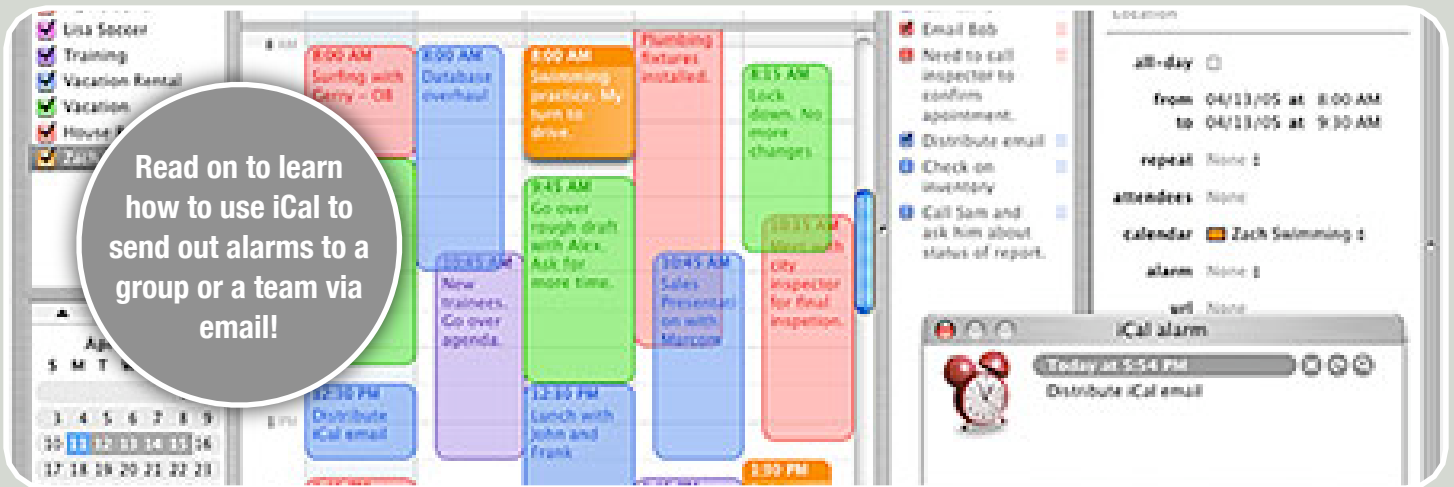


GUIDEWIRE



SEND ICAL APPOINTMENT ALARMS TO A GROUP!

This is a GREAT tip if you have ever thought of using iCal to send email alarms to a sports team, club, class, or co-workers in your office.

For starters, let's just say besides being a mac freak, I am also a hockey fanatic. So when my team members were missing games because they couldn't take the time to check the schedule, I thought to myself, "Hey, why don't I just add the whole team to be reminded by email the same way that iCal reminds me for every game." Great idea, but not as easy in iCal as it should be. You have to fool iCal so that it will show a "group" from Address Book.

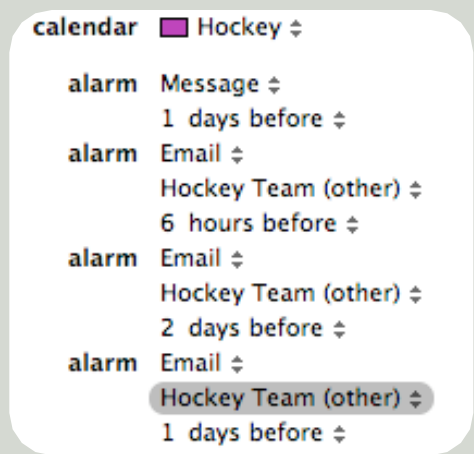
Step 1: Create a group in Address Book that contains the members that will receive the appointment reminder. For our example, lets just call the group "Hockey Team"

Step 2: Find YOUR card in Address Book. This is easily done by going to the "Card" menu, and selecting the "Go to My Card" menu item.

Add the name of your newly created group (Hockey Team) as one of your email addresses. You don't have to put an "@" symbol, just type the group name exactly as you created it in Address Book. This step is important, because iCal will only let you choose from the email addresses that are added to the "My Card" record. Now quit iCal if it's running and relaunch.

Step 3: Create your appointment in iCal, and then set your alarms for the appointment. When you choose an Email alarm, you will now see a drop down menu, which will have the name of your newly created group (Hockey Team). Select that group and you're set!

You can use this workaround to add other individual email addresses to your "My Card" record, and send appointments to individuals other than yourself. *-Bob Wallis*



Sending Alarms to a Group
The graphic above shows iCal alarms set up to email an Address Book group called Hockey Team.