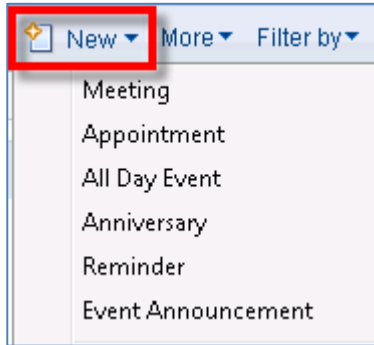


Invite Others to a Meeting



Open your Calendar

Click the **New** action and select **Meeting**

(Select **Event Announcement** if you want to send this invitation to a large group and they are not required to respond)

Complete the **Calendar Entry Form** and then click **Save and Send Invitations**. The meeting invitations are sent to the invitees' *Inbox* and the meeting is added to your Calendar identified by the meeting icon.

Subject: Web Team Meeting

When: Starts: Mon 08/18/2008 09:00 AM local time 1 hour
Ends: Mon 08/18/2008 10:00 AM local time

Who: Required: Charles Bo...
Optional:
FYI:

Where: Location: Client Supp...
Rooms:
Resources:
Online Meeting: There is no on...

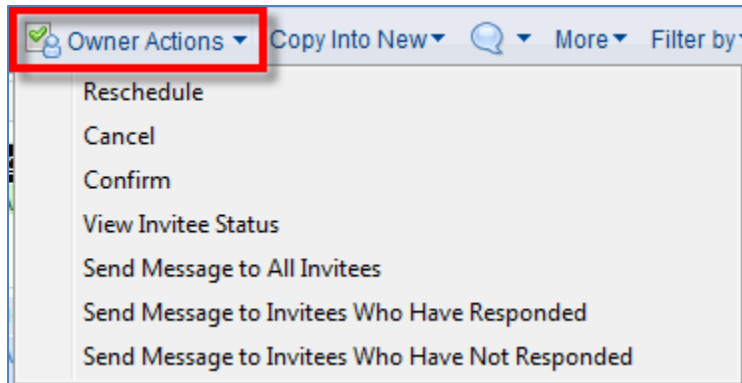
Category: Website Development

Description: Find Available Times

Callout Boxes:

- Type a **Subject** and select a **Date and Time**
- Select repeat options (if applicable).
Click Required, Optional or FYI to access the SUNYSB Address Book and select invitees.
Type the Location for the meeting. If you have a room in the Resources Reservations database click the Rooms link below and select the room.
- "Mark Private" so someone else can't see this entry when they view your Calendar.
"Notify Me" to select when you want an alarm to remind you of this entry.
"Mark Available" if you do not want to look busy when someone views your free time.
- You can categorize your Calendar entries!
- Type text or attach a file in the Description field
- Click the Find Available Times tab to see if the invitees are free to meet at this time on this date

Manage Your Meetings



Go to your Calendar and select the meeting that you are the “Chair” of

Click **Owner Actions** and select an action

The invitees will be notified of the action.

If the meeting is **rescheduled**, the invitees are required to respond again.

If the meeting is **canceled**, it will be removed from your Calendar as well as the invitees' who have accepted your invitation.

Confirm will send an email confirmation addressed to all invitees.

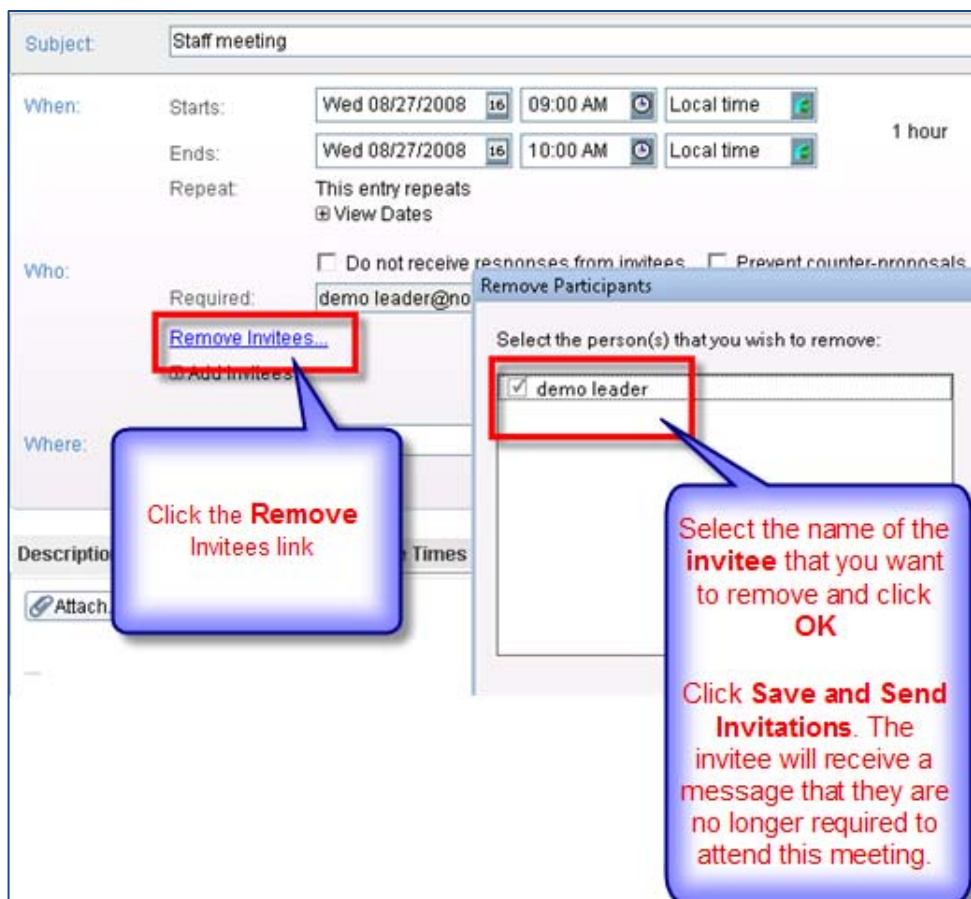
View Invitee Status action displays a list of invitees and their responses.

Send a Message will generate an email to invitees (i.e., you use this to send the meeting agenda).

Remove Invitees

You can remove invitees after the invitation was sent.

- Double click the meeting on your Calendar to open it



The screenshot shows a meeting invitation form for a "Staff meeting" on Wednesday, August 27, 2008, from 9:00 AM to 10:00 AM. The "Who:" section lists "demo leader@no" as a required invitee. A red box highlights the "Remove Invitees..." link. A blue callout bubble points to this link with the text: "Click the **Remove Invitees** link".

A "Remove Participants" dialog box is open, showing a list of invitees with "demo leader" selected. A red box highlights the name "demo leader". A blue callout bubble points to this name with the text: "Select the name of the **invitee** that you want to remove and click **OK**".

Another blue callout bubble at the bottom of the dialog box contains the text: "Click **Save and Send Invitations**. The invitee will receive a message that they are no longer required to attend this meeting."

Add Invitees

You can add additional invitees after the meeting invitation has been sent>

- Double click the meeting on your Calendar to open it

The screenshot shows a meeting invitation form with the following fields and options:

- Subject:** Staff meeting
- When:** Starts: Wed, Ends: Wed, Repeat: This e, View
- Who:** Required: [checkbox] [name], Optional: [checkbox], FYI: [checkbox]
- Buttons:** Remove Invitees, Add Invitees
- Invitee List:** Required: Charles Bowman/DoIT, Optional: [empty], FYI: [empty]

A blue callout box with red text provides instructions: "Click Add Invitees", "To select names from SUNYSB's Address Book click Required, Optional or FYI", and "Then click Save and Send Invitations". Red boxes highlight the "Add Invitees" button and the "Required:" field in the invitee list.