Making Meeting Requests - Safari

Webmail's Calendar streamlines the meeting request process. With Calendar, you can check attendee availability, schedule the meeting, and then send a meeting request to all potential attendees. This is similar to creating appointments, except that it involves multiple people.

NOTE: For meeting requests to work optimally, potential meeting attendees must be on Webmail's global address list and have their individual Calendars up to date.

Creating a New Meeting Request

By scheduling a meeting with Webmail Calendar, you can add invitees using the global Webmail Address Book and then establish a time accommodating all invitee schedules. Once you determine invitees and a meeting time, you can send a request to all invitees which includes full meeting details, and which gives invitees the ability to accept, tentatively accept, or decline the invitation. If an invitee accepts the invitation, the meeting is then automatically added to his or her calendar.

1. From the Navigation pane, click CALENDAR
2. On the toolbar, click NEW MEETING REQUEST

The New Appointment screen appears.

3. In the Required and Optional text boxes, enter the usernames of desired attendees

   OR

   To select attendees from the Address Book
   a. Click REQUIRED or OPTIONAL
      The Address Book opens.
   b. In the pull-down list, select the global Address Book or an address list
   c. In the text box, type the username of the attendee you are looking for
   d. Click FIND
      The search results appear in the Results area.
   e. From the Results, select the appropriate entry
   f. To add the selected entry to the Required text box, under Add recipient to, click REQUIRED
      To add the selected entry to the Optional text box, under Add recipient to, click OPTIONAL

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4. In the **Subject** and **Location** text boxes, type the appropriate information.
5. OPTIONAL: If the event lasts all day, select **All day event**
6. From the **Start time** pull-down lists, select the desired date and time.
7. From the **End time** pull-down lists, select the desired date and time.
8. From the **Show time as** pull-down list, select the appropriate option.
   This determines the display for others viewing your calendar.
   Options include **Busy**, **Free**, **Tentative**, and **Out of Office**.
9. OPTIONAL: In the large text box at the bottom of the **New Appointment** screen, add desired notes.
10. Select the **Scheduling Assistant** tab.
    The **Scheduling Assistant** displays suggested meeting times based on attendee availability.
    **NOTES:**
    Suggested times are provided for one week beyond the date selected in **Calendar's date selection area**.
    Attendee time conflicts are listed below suggested meeting times for each day.

<table>
<thead>
<tr>
<th></th>
<th>Appointment</th>
<th>Scheduling Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suggested Times</strong> for:</td>
<td><strong>Friday, December 15, 2006</strong> - <strong>Thursday, December 21, 2006</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Friday, December 15, 2006</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 - 13:00</td>
<td>4 of 4 free</td>
<td>no rooms free</td>
</tr>
<tr>
<td>12:30 - 13:30</td>
<td>4 of 4 free</td>
<td>no rooms free</td>
</tr>
<tr>
<td>13:00 - 14:00</td>
<td>4 of 4 free</td>
<td>no rooms free</td>
</tr>
<tr>
<td>15:00 - 16:00</td>
<td>4 of 4 free</td>
<td>no rooms free</td>
</tr>
<tr>
<td>13:30 - 14:30</td>
<td>3 of 4 free</td>
<td>Conflicts: Weiser, Jeri Lynn; Griggs, Ty</td>
</tr>
</tbody>
</table>

11. From the **Navigation** sidebar, in the **Duration** pull-down list, select the appropriate meeting duration.
    **NOTES:**
    Durations are provided in 30-minute increments, ranging from 30 minutes to 24 hours.
    By default, the **Scheduling Assistant** displays suggested meeting times only for working hours.
12. OPTIONAL: To display all possible meeting times, deselect **Show only working hours**
13. To select a suggested meeting time, click the appropriate time suggestion.
    The **Appointment** tab reappears, with the suggested meeting date and time automatically selected in the **Start time** and **End time** pull-down lists.
14. Add any **Additional Options**
15. To send the meeting request to the selected attendees, click **SEND**.
    The meeting request is sent.
    The **Calendar** screen appears with the meeting added your calendar.

**Additional Meeting Options**

There are additional options for managing meetings, such as checking names and establishing a recurring meeting.

**Check Names**

Outlook does not allow you to send a meeting request with an invalid username (i.e., a username not in Webmail's global address list). The **Check Names** feature lets you verify usernames in your meeting request.
before sending the request. Additionally, if a username has more than one possible email address, Check Names will show all matches and let you choose the correct email address.

**Recurring Meetings**

Outlook lets you set up meetings that recur daily, weekly, monthly, or yearly, so that you have to enter the meeting details only once. For more information, refer to Scheduling Appointments: Scheduling a Recurring Appointment.

**Rescheduling a Meeting**

Outlook makes it easy to reschedule meetings and send update notifications.

1. From the Navigation pane, click **CALENDAR**.
2. In the schedule area, click the meeting that needs to be rescheduled.
   The **Appointment** screen for the selected meeting appears.
   **NOTE:** If it is a recurring meeting, a message appears under the toolbar explaining that you are changing only a single occurrence of the meeting.
3. **OPTIONAL:** To change all occurrences of a recurring meeting, click **EDIT SERIES**.
4. Using the **Start Time** and **End Time** pull-down lists, make the appropriate changes.
5. To send the updated information to the attendees, click **SEND UPDATE**.

**Canceling a Meeting**

When canceling a meeting, Outlook can send a cancellation notification to attendees.

1. From the Navigation pane, click **CALENDAR**.
2. In the schedule area, click the meeting to be cancelled.
   The **Appointment** screen for the selected meeting appears.
   **NOTE:** If it is a recurring meeting, a message appears under the toolbar explaining that you are changing only a single occurrence of the meeting.
3. **OPTIONAL:** To delete all occurrences of a recurring meeting, click **EDIT SERIES**.
4. Click **DELETE**.
   **NOTE:** If you are deleting a recurring meeting, a message appears under the toolbar allowing you to cancel all occurrences after the selected date or to cancel all occurrences. If this applies, make the appropriate selection.
5. To send attendees a cancellation notification, click **SEND CANCELLATION**.
   The **Calendar** screen appears.
   The meeting is cancelled and all attendees are sent a cancellation notice.