Quick Guide to Scheduling Meetings with UIC Calendar

UIC Academic Computing and Communications Center Center
Allow others to invite you to meetings

- John Doe would like to allow Jane Roe to invite him to meetings. He starts the Desktop (native) client for Oracle Calendar:
Hide the In-Tray, for now

- John sees his “In-Tray” on startup. There are no new invitations in his “New Entries” folder, so he clicks on the “Open Your Agenda” icon to see his Agenda.
John sees his agenda and clicks on TOOLS then ACCESS RIGHTS
John clicks the SCHEDULING tab
Now, on the SCHEDULING TAB, John will click on the “magnifying glass” icon to look for Jane Roe.
John Types in Jane’s last name and clicks SEARCH
John gets one result. He clicks Jane’s name, then “>>Add” then OK
John UNchecks “Same as Default”
John grants Jane “Can Invite Me” privilege and clicks OK.
OK now Jane Roe wants to invite John Doe and John Q. Public to a meeting.

First, she logs in to her own account and closes her In-Tray. Then she clicks the “New Meeting” icon.
Jane sets the tentative meeting time. On the People/Resources tab she clicks the magnifying glass.
Jane searches for the people and the room to “invite” to the meeting
Jane checks for conflicts among the invitees
Oops! There are conflicts in scheduling the tentative meeting!

Details of Conflict

Conflict date: Wed., Mar. 17, 2004 at 9:00 am

People/Resources affected: 2

Meetings causing conflict: 1

Doe, John
Public, John

9:00 am - 10:00 am

Oops! John Doe and John Q. Public are attending another meeting together at that time!!! Jane clicks OK
Jane asks UICalendar to help select a time without conflicts.
UICalendar makes suggestions. Jane chooses one and hits OK.
Jane OKs the suggested meeting. Invitations are sent via email.
OK - John Doe has received Jane Roe’s meeting invitation via email.

He once again logs into his UI Calendar agenda using the Desktop (native) client. In his IN-TRAY, he sees the invitation from Jane Roe. John double clicks on that invitation to open the window on the right. He clicks on the REPLY tab and then selects "I WILL ATTEND" from the pulldown. He then clicks OK (lower right corner) - not displayed here.
Later, Jane Roe logs in to her agenda, and double clicks the meeting to see if anyone has responded.