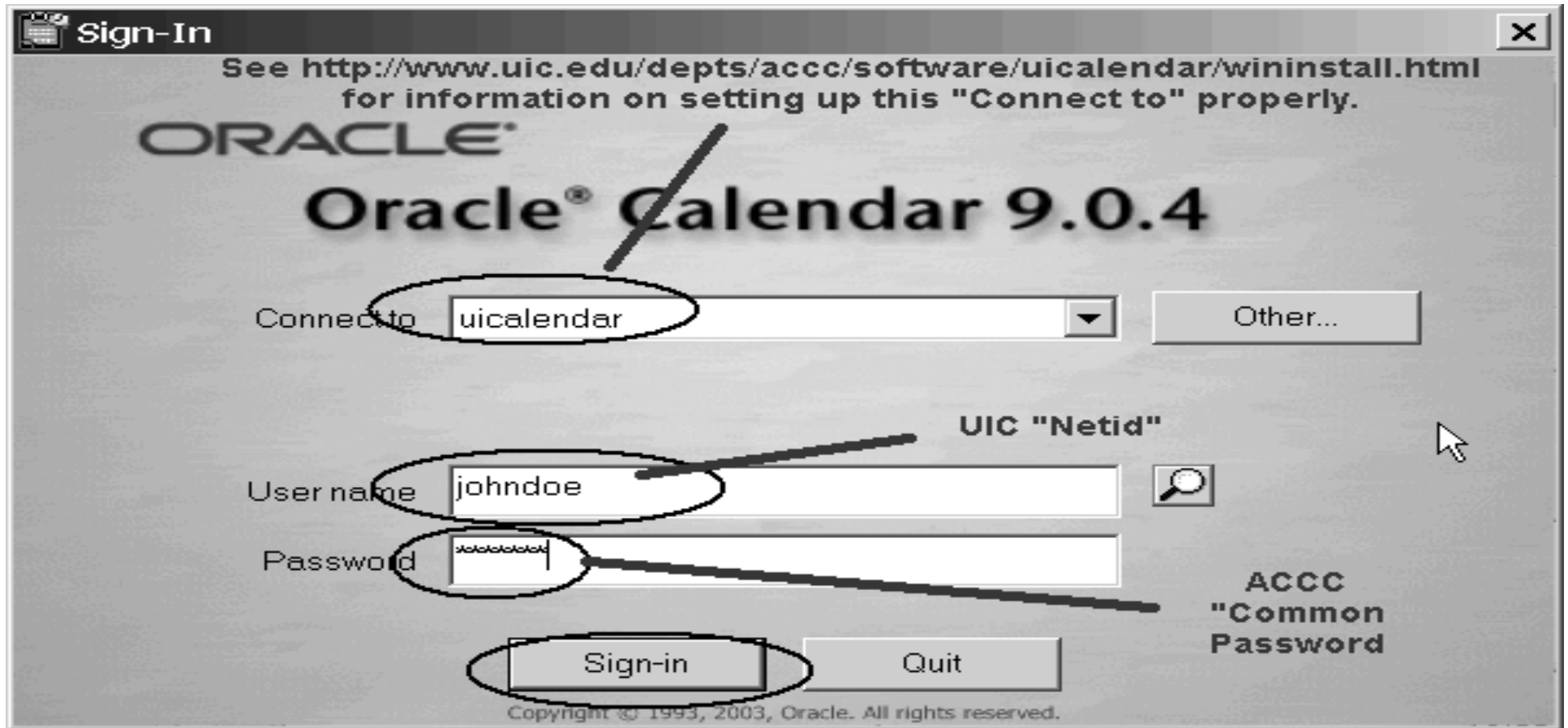


Quick Guide to Scheduling Meetings with **UIC**alendar

UIC Academic Computing and
Communications Center Center

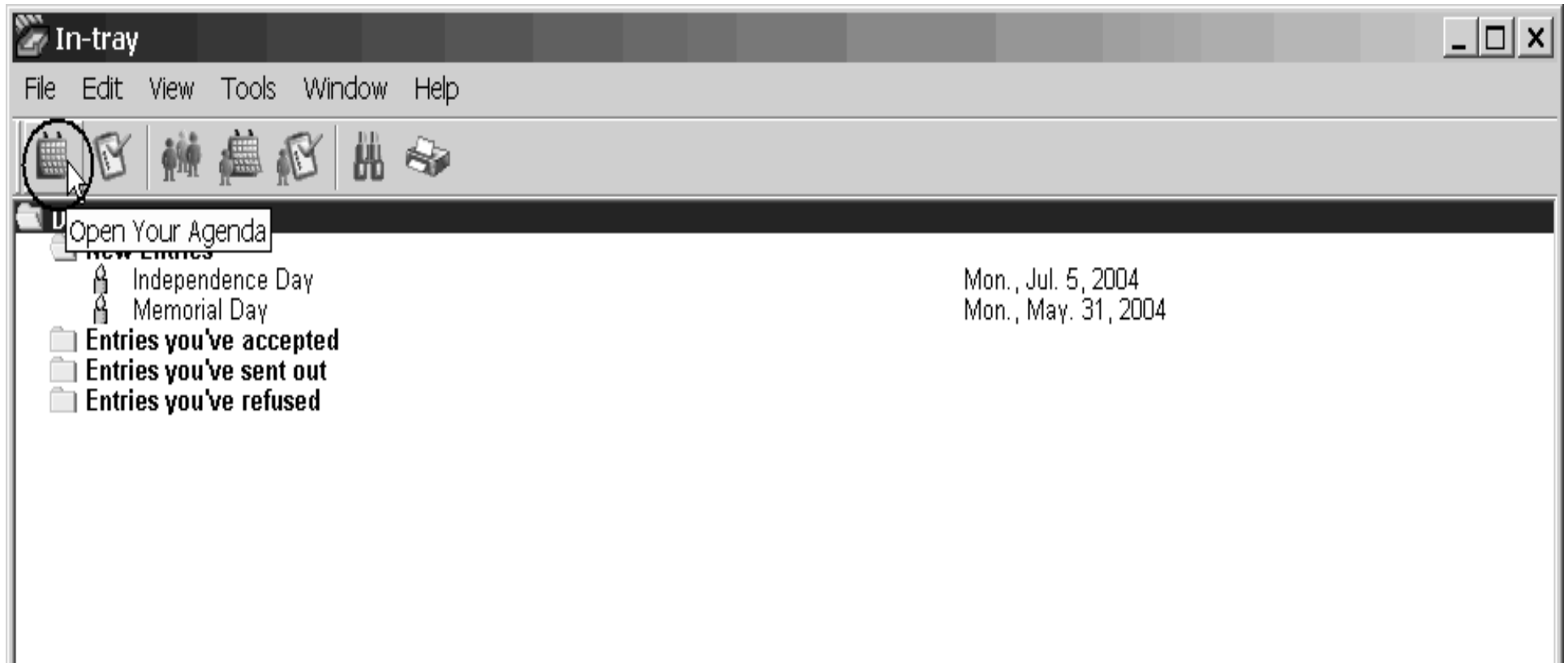
Allow others to invite you to meetings

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

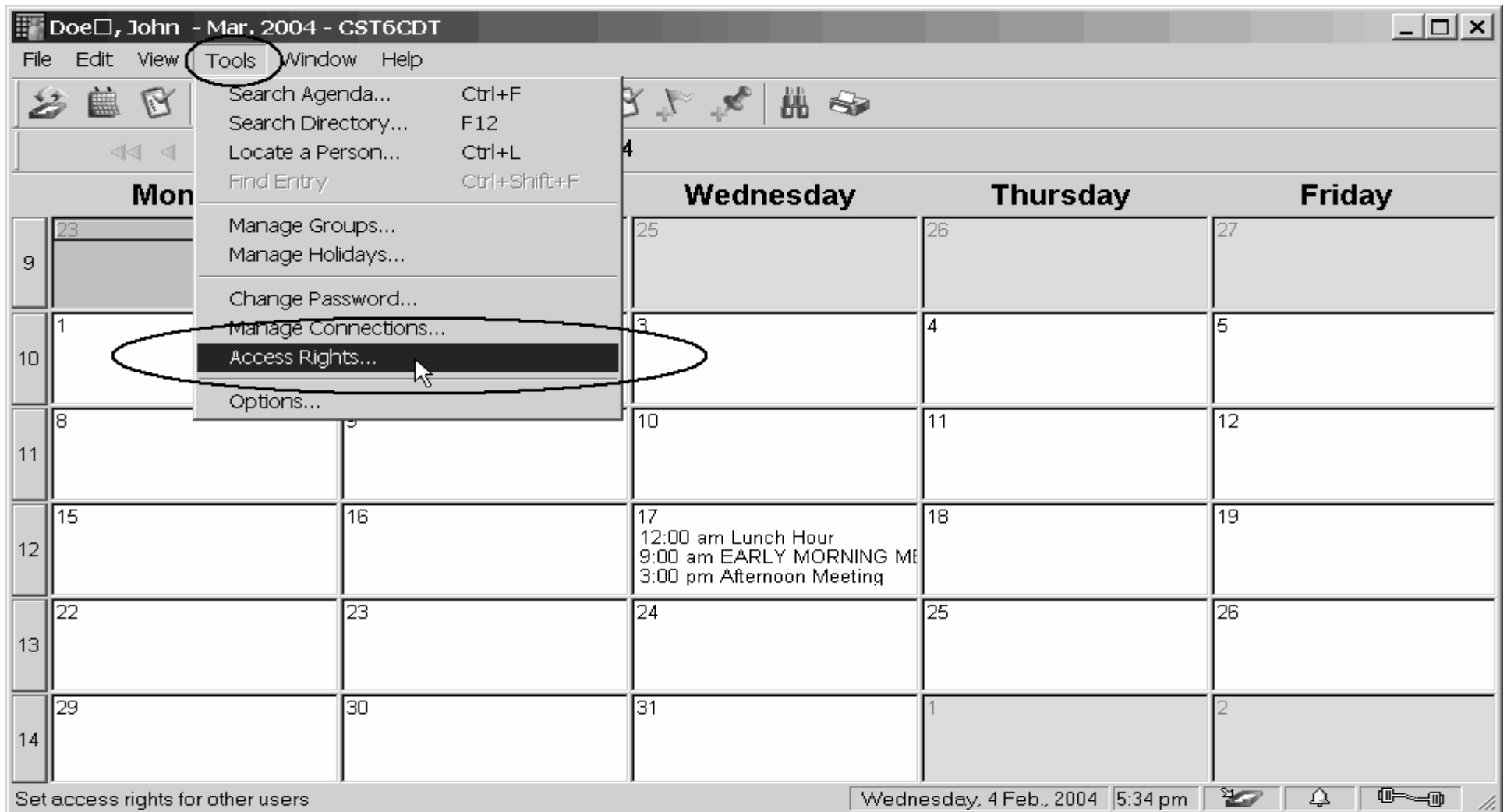


Hide the In-Tray, for now

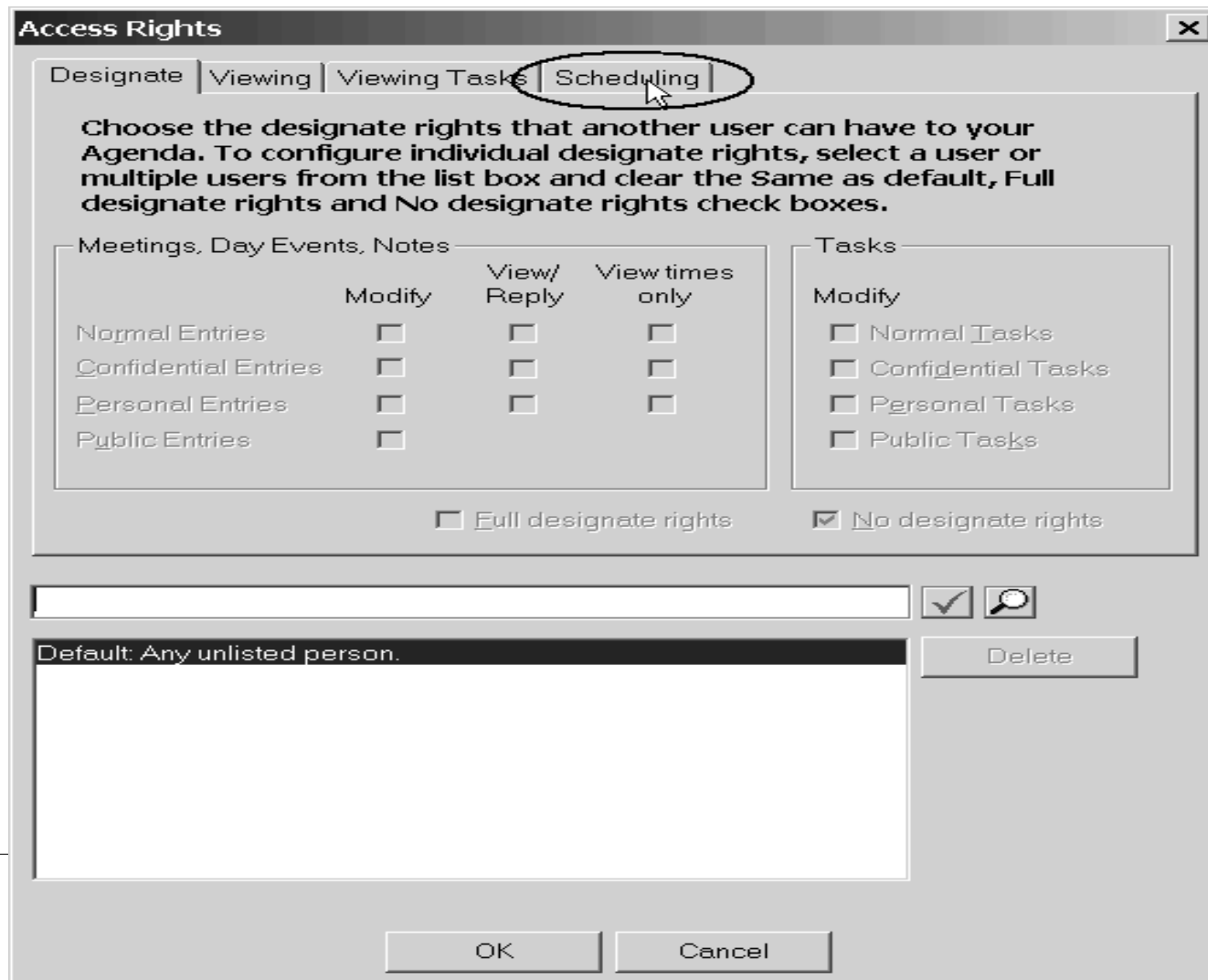
- John sees his “In-Tray” on startup. There are no new invitations in his “New Entries” folder, so he clicks on the “Open Your Agenda” icon to see his Agenda.



John sees his agenda and clicks on TOOLS then ACCESS RIGHTS

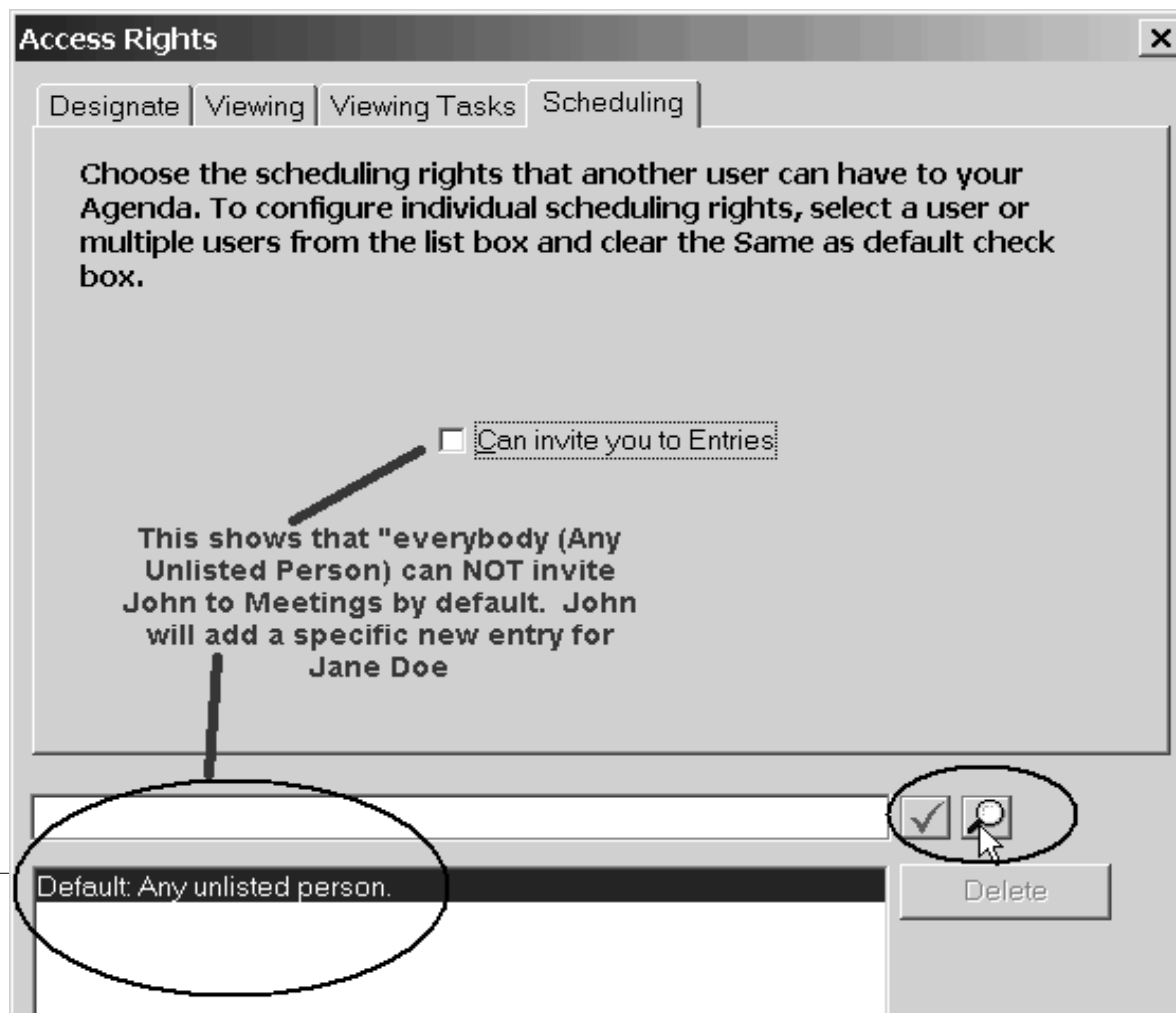


John clicks the SCHEDULING tab



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

Directory Search

People Groups

Define the criteria for a directory search of users. Double-click a name to view information about that particular user.

Surname: Given Name: Initials:

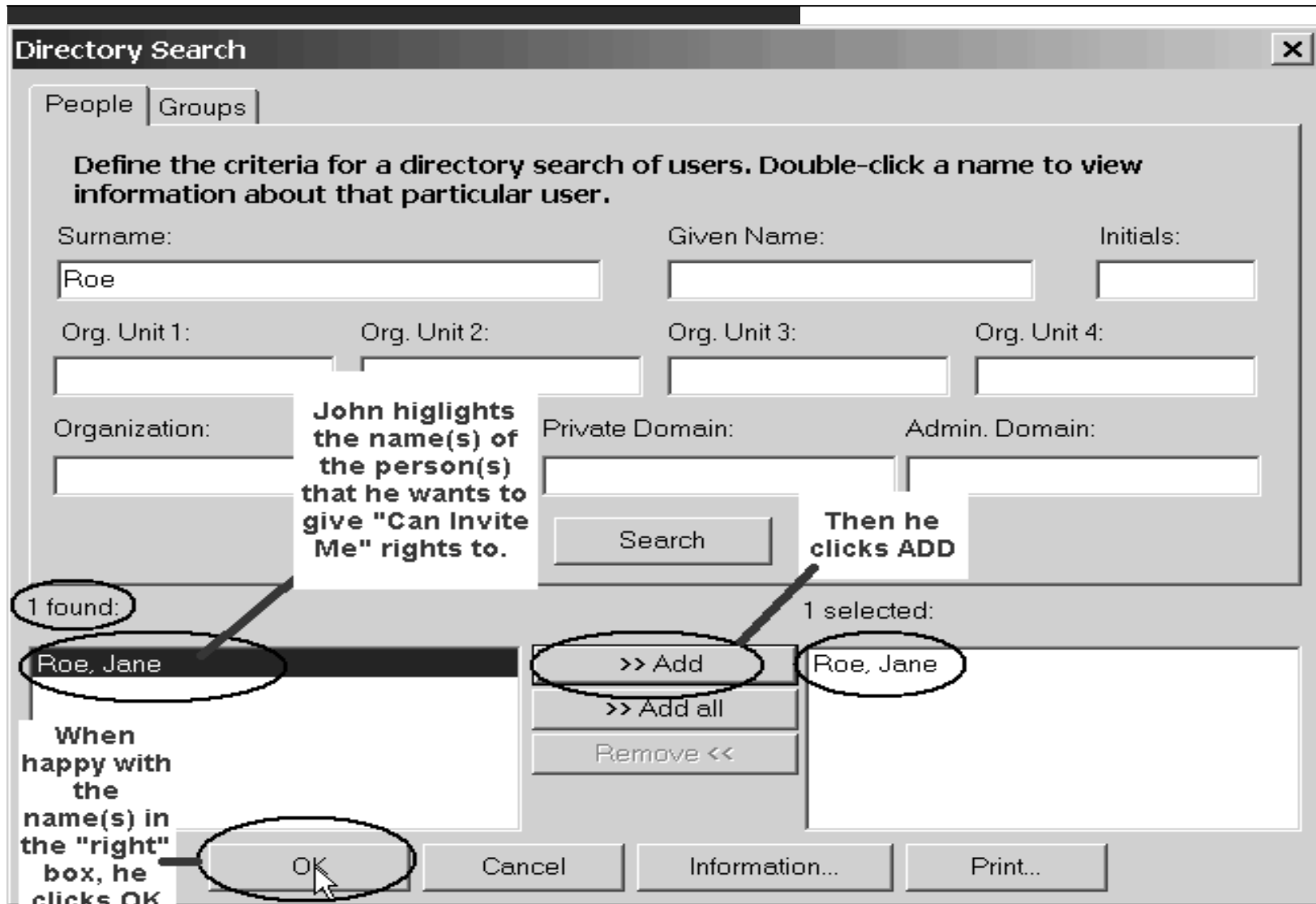
Org. Unit 1: Org. Unit 2: Org. Unit 3: Org. Unit 4:

Organization: Private Domain: Admin. Domain:

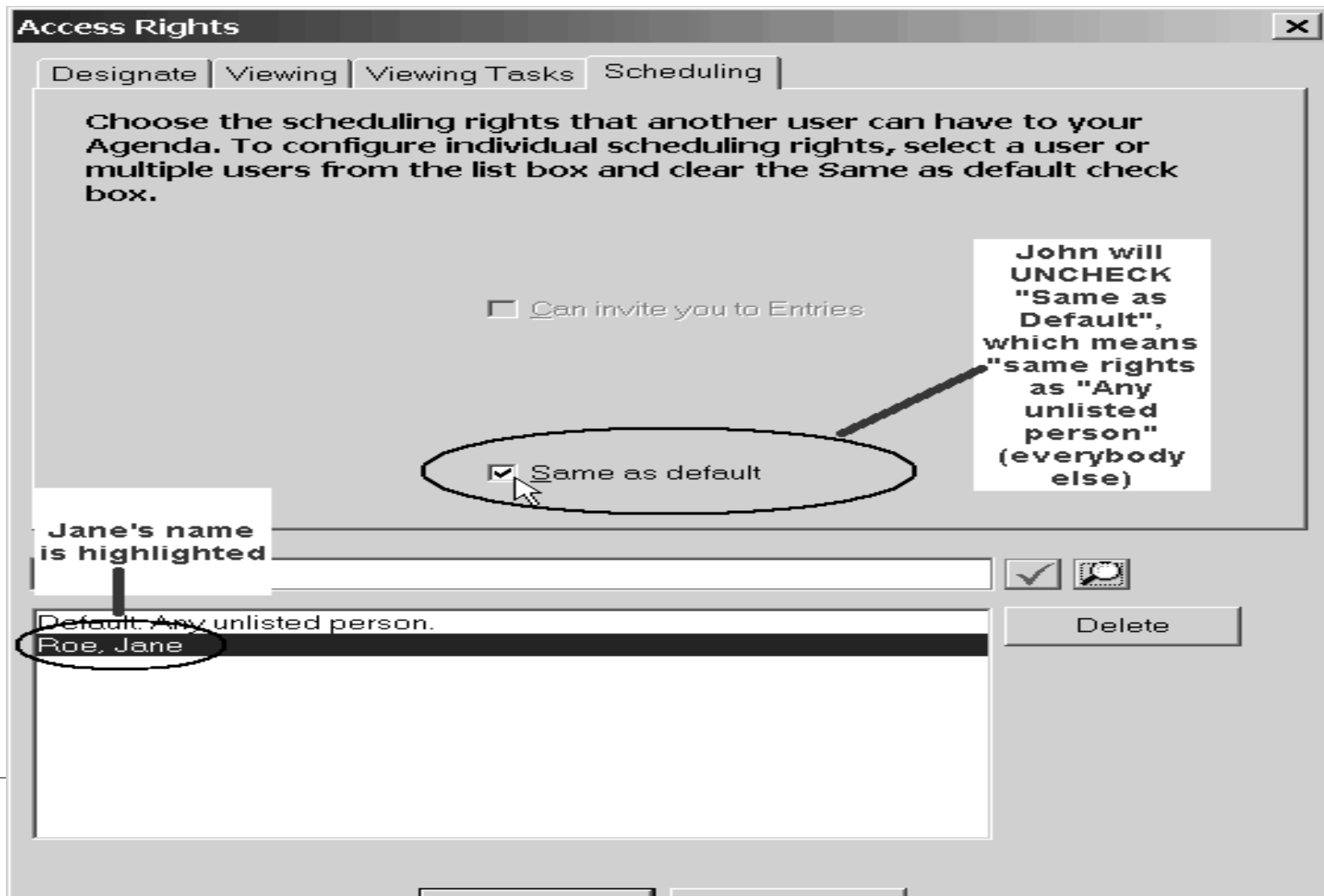
0 found:

>> Add
>> Add all
Remove <<

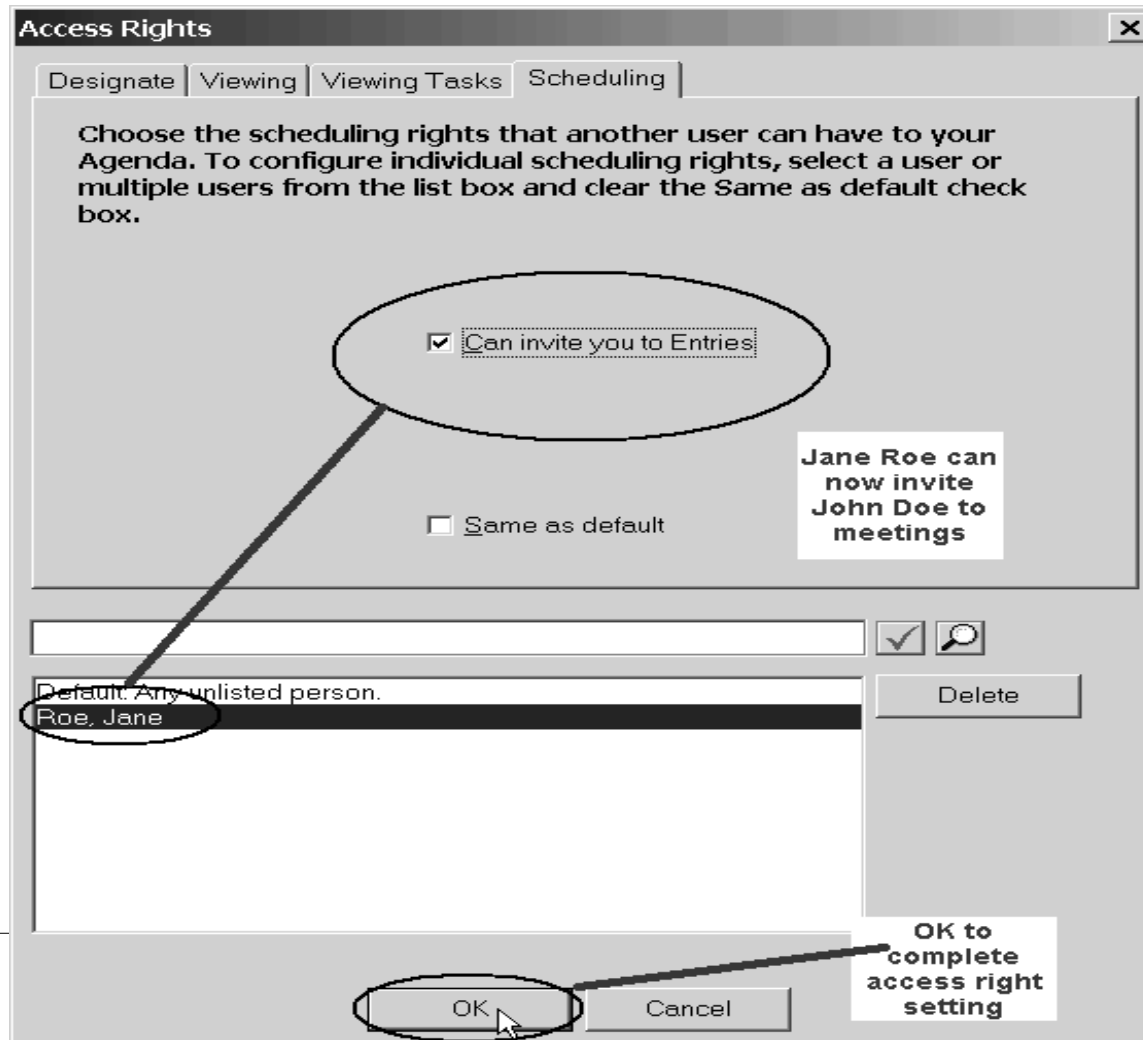
John gets one result. He clicks Jane's name, then ">>Add" then OK



John UNchecks "Same as Default"

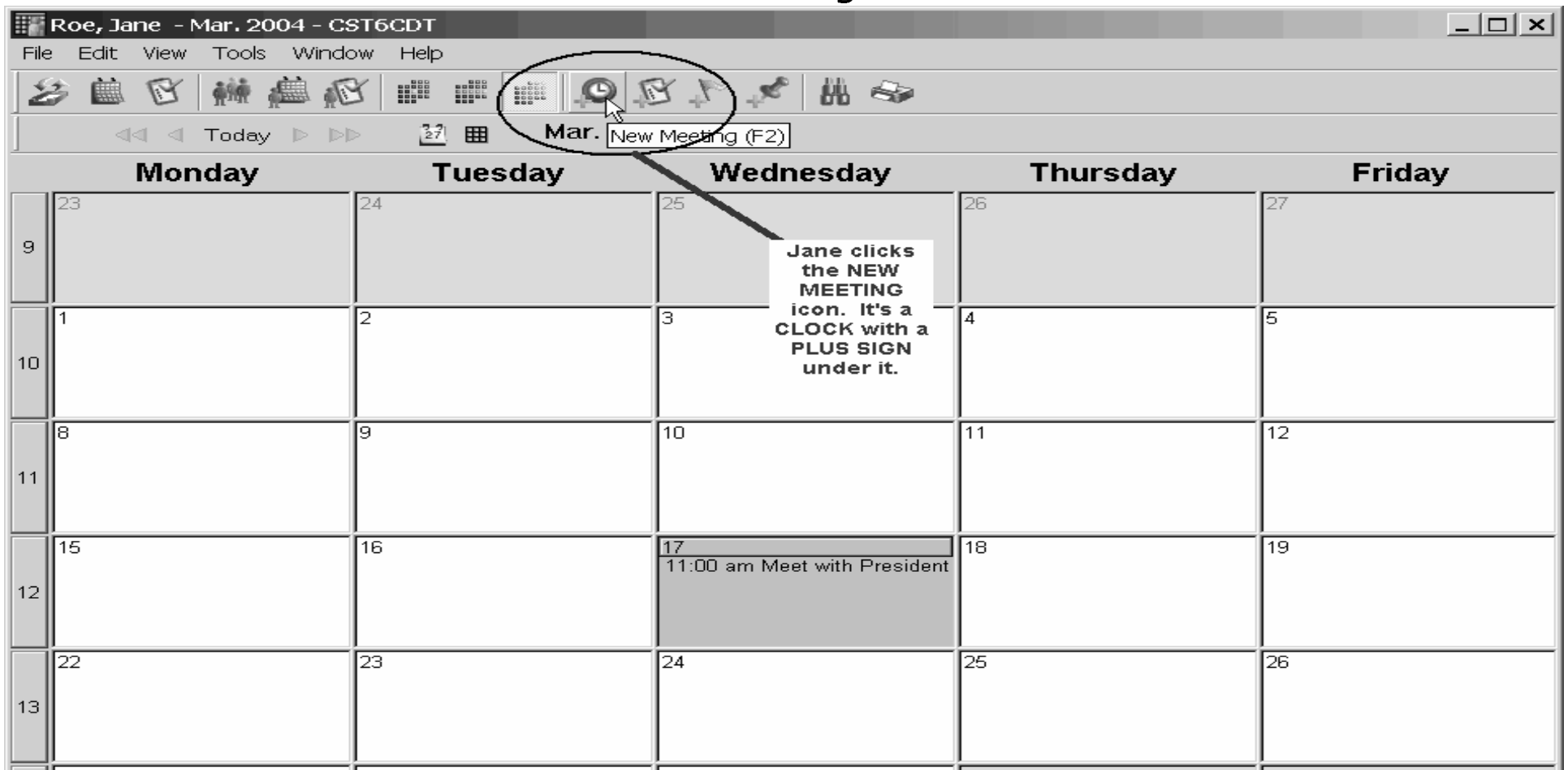


John grants Jane "Can Invite Me" privilege and clicks OK.

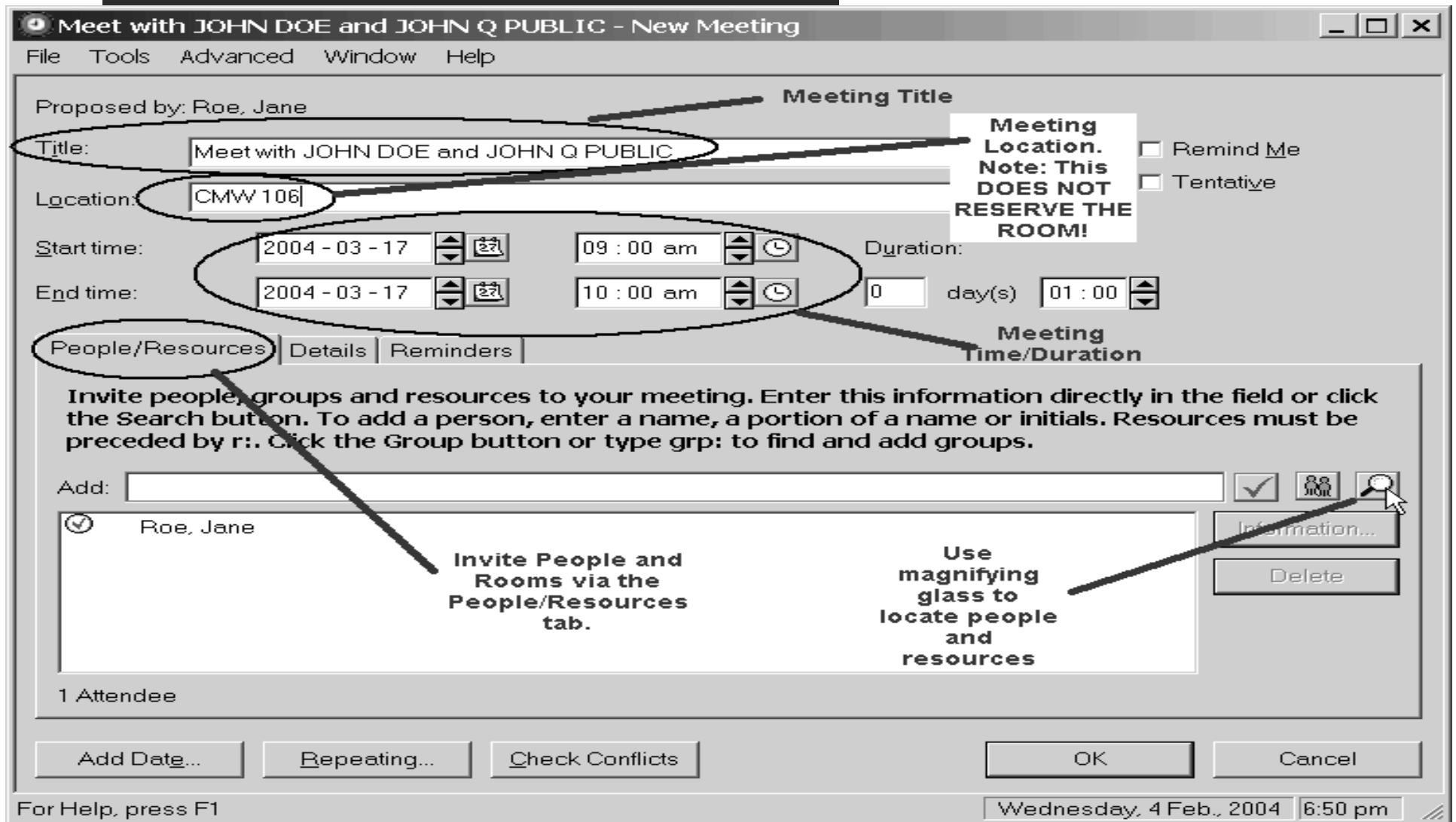


OK now Jane Roe wants to invite John Doe and John Q. Public to a meeting.

- 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

The screenshot shows a 'Directory Search' dialog box with the following elements and annotations:

- Search Criteria:** The 'Resources' tab is selected. The 'Resource name' field contains 'cmw'. The 'Local Resources only' checkbox is checked. The 'Search' button is circled.
- Found List:** A list of 5 found resources is shown on the left, with 'CMW 536 Seminar' circled. A list of 3 selected resources is shown on the right, including 'Doe, John', 'Public, John', and 'CMW 536 Seminar', which are also circled.
- Annotations:** Three text boxes provide context: one on the left explains Jane's selection of the list and clicking OK; one in the middle explains Jane's search criteria (PEOPLE tab, room name 'cmw', and SEARCH button); one on the right explains Jane's selection of resources from the found list.
- Buttons:** At the bottom, the 'OK', 'Cancel', 'Information...', and 'Print...' buttons are visible.

Jane checks for conflicts among the invitees

Meet with JOHN DOE and JOHN Q PUBLIC - New Meeting

File Tools Advanced Window Help

Proposed by: Roe, Jane

Title: Meet with JOHN DOE and JOHN Q PUBLIC Remind Me

Location: CMW 106 Tentative

Start time: 2004 - 03 - 11 09 : 00 am Duration: 0 day(s) 01 : 00

End time: 2004 - 03 - 11 10 : 00 am

People/Resources Details

Invite people, groups and the Search button. To add preceded by r:. Click the G

Add:

- CMW 536 Seminar
- Doe, John
- Public, John
- Roe, Jane

4 Attendees; 1 will attend, 0 will not attend, 3 did not confirm

Check Conflicts

OK Cancel

Wednesday, 4 Feb., 2004 7:40 pm

Jane is told how many attendees there will be and how many have confirmed (just one - Jane herself!). The question marks mean "no confirmation yet" and the green checkboxes indicate "invitation accepted."

Jane clicks the CHECK CONFLICTS button to see if the invitees are all available

Oops! There are conflicts in scheduling the tentative meeting!

Details of Conflict [X]

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

People/Resources affected: 2

Meetings causing conflict: 1

Doe, John
Public, John

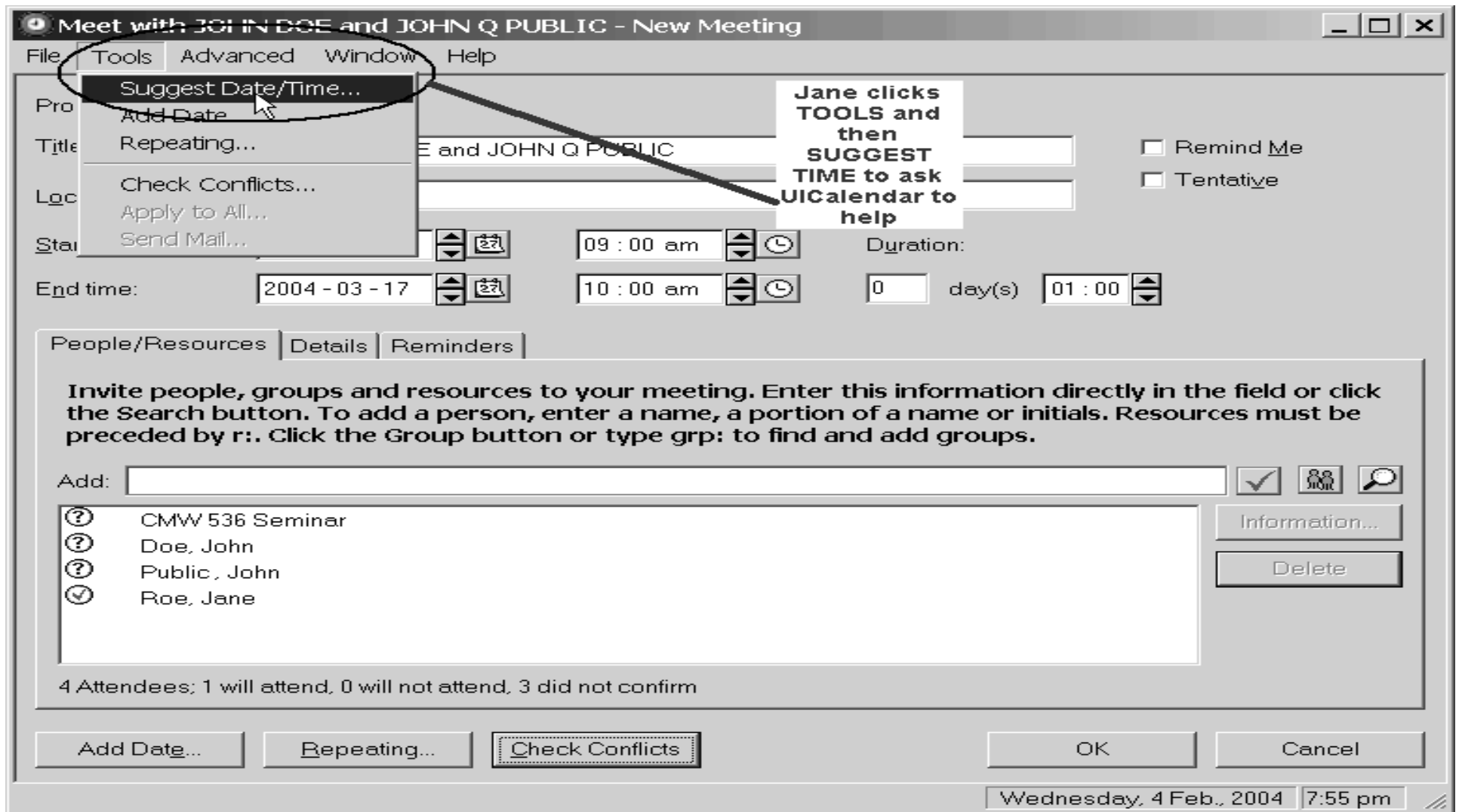
9:00 am - 10:00 am

Oops! John Doe and John Q. Public are attending another meeting together at that time!!!

OK

Jane clicks OK

Jane asks UICalendar to help select a time without conflicts.



UICalendar makes suggestions. Jane chooses one and hits OK.

Suggest Date/Time

Search for an available day and time for your meeting. Click List Suggestions to show a list of possible days and times. Click OK to insert the chosen day and time in the New Meeting dialog.

Date and duration

Between: 2004 - 03 - 17 and: 2004 - 03 - 24
Duration: 01 : 00

Search for time

Between: 08 : 00 am and: 06 : 00 pm
 Within normal hours
 Within extended hours

Include

Saturdays Sundays

Suggestions

Maximum number of suggestions: 5

Date	From	To	Hrs	Mins
Wed., Mar. 17, 2004	8:00 am	9:00 am	1	0
Wed., Mar. 17, 2004	10:00 am	11:00 am	1	0
Fri., Mar. 19, 2004	1:00 pm	6:00 pm	5	0

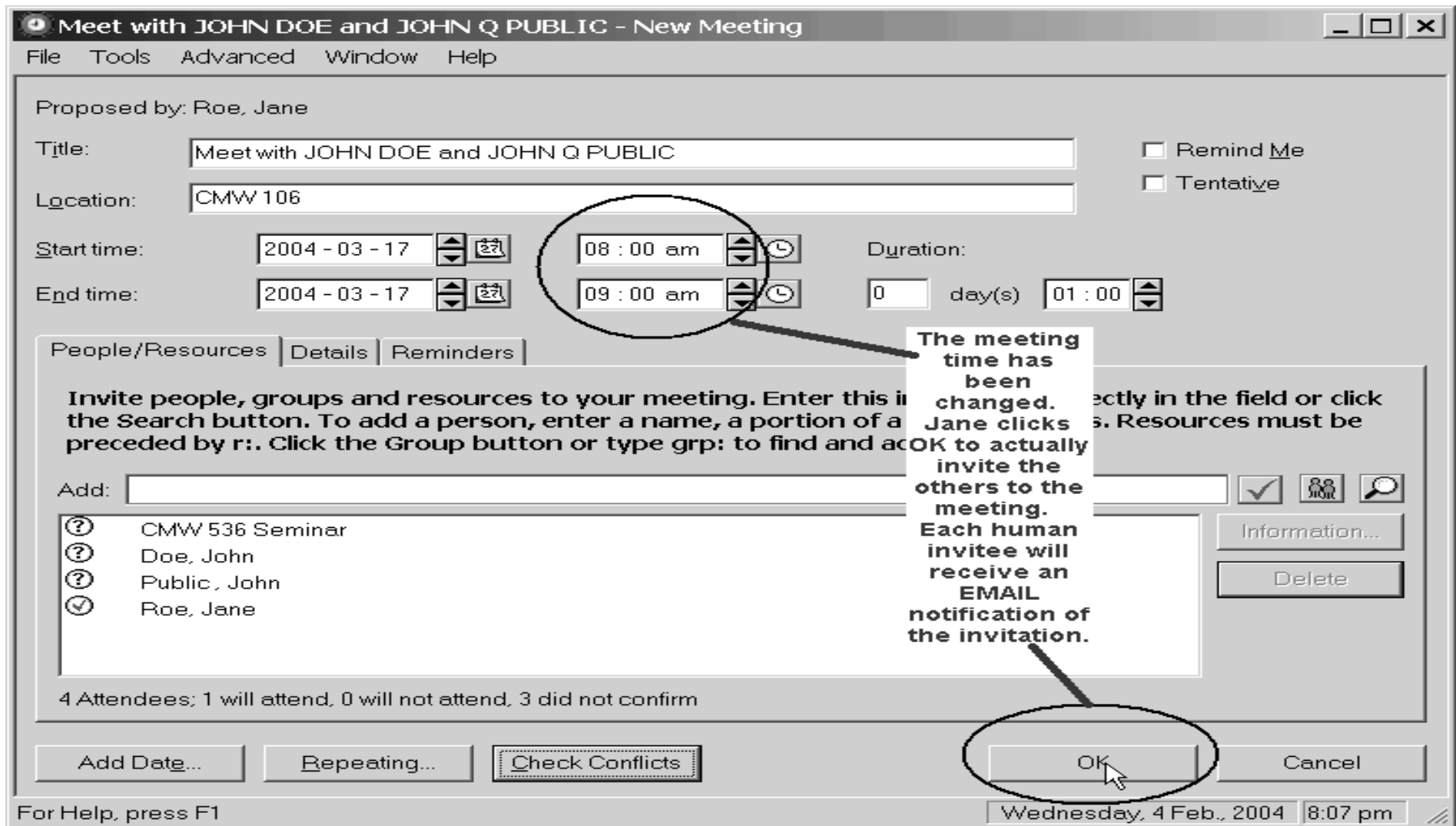
Selected date: 2004 - 03 - 17 at: 08 : 00 am

OK Cancel List suggestions

Jane sets constraints on the dates and times that can be suggested

Next, Jane clicks LIST SUGGESTIONS. Some are listed. She likes the highlighted choice, so clicks OK

Jane OKs the suggested meeting. Invitations are sent via email.



OK – John Doe has received Jane Roe’s meeting invitation via email.

The screenshot shows a desktop calendar application window titled "Doe, John". The "In-tray" icon is circled. A meeting invitation is highlighted in the "New Entries" list, with a callout pointing to it. The invitation details are shown in a separate window titled "Meet with JOHN DOE and JOHN Q PUBLIC - View Meeting". The "Reply" tab is circled, and the "I will attend" option in the response dropdown is also circled.

OK - John Doe has received an email invitation from Jane Roe. He once again logs into his UICalendar agenda using the Desktop (native) client. In His IN-TRAY, he sees the invitation from Jane Roe. John double clicks that invitation to open the window at 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).

For Help, press F1

Later, Jane Roe logs in to her agenda, and double clicks the meeting to see if anyone has responded.

Roe, Jane - 04-03-17 - CST6CDT

File Edit View Tools Window Help

Today Wednesday, 17 Mar., 2004 (Week 12)

8:00am Meet with JOHN DOE and JOHN Q PUBLIC (CMW 106) 8:00am-9:00am

8:30am

9:00am

9:30am

10:00am

10:30am

11:00am Meet with Preside

11:30am

12:00pm

12:30pm

1:00pm

1:30pm

2:00pm

2:30pm

3:00pm

3:30pm

4:00pm

4:30pm

5:00pm

Meet with JOHN DOE and JOHN Q PUBLIC - Edit Meeting

File Tools Advanced Window Help

Proposed by: Roe, Jane

Title: Meet with JOHN DOE and JOHN Q PUBLIC Remind Me

Location: CMW 106 Tentative

Start time: 2004-03-17 08:00 am Duration:

End time: 2004-03-17 09:00 am 0 day(s) 01:00

People/Resources Details Reminders Reply

Invite people, groups and resources to your meeting. Enter this information directly in the field or click the Search button. To add a person enter a name or initials. Resources must be preceded by r:. Click the Group button.

Add:

- CMW 536 Seminar
- Doe, John
- Public, John
- Roe, Jane

Information...

Delete

4 Attendees; 2 will attend, 1 will not attend, 1

Add Date... Repeating... Check Conflicts OK Close

For Help, press F1