## Methods to Use Scheduler

Either Use the Kettering Calendar Direct or Use Microsoft Outlook

1) Using Kettering Calendar Direct

Enter the WebMail Appointment Calendar System



Enter the Calendar, Click Check Availability



## Enter Invitees from Address Book

Check Ava	ilability
Start Date:	March 💌 12 💙 2009 💙 🧮
Start Time:	9 🗸 :00 am 🗸 for 0 🗸 hour (s) 30 🗸 minutes
Invitee Name:	Add         Add from Address Book           Type the invitee's display name, email address, or calendar id, then click Add. You may a
Invitee List:	mpalmer@kettering.edu (Mark Palmer)

Enter Name (in this case Lucy King), Check the Box on the Left and Click Add Invitees at Bottom of Page

Display	Name 👻 contains 💌 Lucy King	in Corporate Directory	✓ Search
Searc	h Results in Corporate Directory: ""Li	ucy King*"	Showing 1 - 1 of
28	Name	Email (primary)	
	🛔 Lucy King	lking@kettering.edu	
			Showing 1 - 1 of

When All Names Are Selected Click the Check Availability Button and the Screen Below Appears, then Click on a time Everyone is Available (for this example I picked 12:30)

Check Availa	bility - A	Mozilla Firefox											
https://webn	nail.ketteri	ng.edu/uwc/calclient/Availa	ability?ca	alid=mp	almer@	kettering	g.edu&c	altype=0	alid&dat	e=2009	90307T	172942	Z&ca
Check Ava	ilability	y											
Start Date:	March	✓ 12 ✓ 2009	*										
Start Time:	9 🗸	:00 am 🔽 for 0 💌	hour (s	30	🔽 mir	nutes							
Invitee Name:				1	Add Ac	ld from	Addre	ss Bool	k				
	Type the	invitee's display name, em	ail addre	ess, or o	alendar	id, then	click Ad	d. You m	ay also a	add invit	tees fro	m your	Addr
In atoo Liets	and the second second												
IIIVRee LISI.	mpaim Iking@ cvwhite	er@kettering.edu (Mark kettering.edu (Lucy King i@kettering.edu (cwwhite	Palme I) e@kette	r) ering.e	:d)	Che	ck Avai Remov	lability /e	•				
Availability with	in next 1	er@kettering.edu (Mark kettering.edu (Lucy King @kettering.edu (cwhite	Palme i) e@kette	r) ering.e	:d)	Che	ck Avai Remov	lability /e	•				_
Availability with	mpaim Iking@ cvwhite	er@kettering.edu (Mark kettering.edu (Lcuy King @kettering.edu (cwwhite	Palme i) e@kette	r) ering.e Thur	rd.)	Chee	ck Avai Remov	lability /e 2009 p	<b>←</b>				_
Availability with	mparm Iking@ cvwhite	er@kettering.edu (Mark kettering.edu (Lory King @kettering.edu (cwkhite	Palme i) e@kette 9:00	r) ering.e Thur 9:30	rsday, 10:00	Marcl	ck Avai Remov h <b>12, 2</b> 11:00	lability /e 2009 p 11:30	<ul> <li>▲</li> <li>12:00</li> </ul>	12:30	1:00	1:30	2:00
Availability with Busy Ava	ilable	er@kettering.edu (Mark kettering.edu (ucy King @kettering.edu (cwwhite I day v t No Information	Palme )) e@kette 9:00 +	r) ering.e Thur 9:30 +	rsday, 10:00 +	Marcl 10:30 +	ck Avai Remov h <b>12, 2</b> 11:00 +	2009 p 11:30 +	12:00+	12:30	1:00	1:30	2:00
Availability with Busy Ava cwhite@kette	ilable ring.edu	er@kettering.edu (Mark kettering.edu (ucy King @kettering.edu (cw/hite I day v t No Information (cw/hite@kettering.edu)	Palme )) e@kette 9:00 +	r) ering.e Thur 9:30 +	sday, 10:00 +	Marc 10:30 +	h <b>12, 2</b> 11:00	2009 p 11:30 +	12:00	12:30	1:00	1:30	2:00
Availability with Busy Ava cwhite@kette Iking@ketterin	ringaim Iking@ cvwhite iin next 1 ilable ring.edu g.edu (Lu	er@kettering.edu (Mark kettering.edu (cwy-king @kettering.edu (cwy-hite http://www.hite No Information (cwwhite@kettering.edu) ucy King)	Palme )) e@kette 9:00 +	r) ering.e Thur 9:30 +	sday, 10:00 +	Cher Marc 10:30 +	h <b>12, 2</b> 11:00	2009 p 11:30	12:00+	12:30	1:00	1:30	2:00
Availability with Busy Ava cwhite@kette lking@ketterin mpalmer@ket	ring.edu (Lu tering.edu	er@kettering.edu (Mark kettering.edu (cwy-king @kettering.edu (cwy-hite to avecome and avecome No Information (cwy-hite@kettering.edu) ucy King) u (Mark Palmer)	Palme )) e@kette 9:00 +	r) ering.e Thur 9:30 +	sday, 10:00	Marc 10:30 +	h 12, 2	2009 p 11:30 +	12:00	12:30	1:00	1:30	2:00

This is the Final Step, Enter Title, Location and Notes Then 1) The appointment will appear on everyone's calendar, they can accept, decline or make it tentative 2) If they have everything set up correctly they will get an e-mail that

includes the notes.

Event Detai Recurrence	ls
event Deta	ils
Title:	Meeting to Discuss Issue
Calendar:	mpalmer@kettering.edu (Mark Palmer) 🛛 👻
Start time:	March 🗸 12 🗸 2009 🗸 📑 12 🗸 :30 pm 🗸 🗌
End time:	March 💙 12 💙 2009 💙 🥅 1 💙 :00 pm 💙
Availability:	Show as busy
Type:	Business 💌
Privacy:	Public Event
Location:	Honolulu Hawaii
Notes:	Lucy's Paying

Entering Notes is Extremely Important. The notes will get sent in the e-mail message notifying me that you requested an appointment. I can respond to them.

When I accept the meeting you will receive an e-mail confirming the appointment.

## 2) Using Outlook

Open Calendar (This was mine 3/2-3/6). Click on **New** 

📴 Calendar - Microsoft Outlook							
Elle Edit View Go Iools Action	ns <u>H</u> elp						
New 🖓 🗙 🏭 🛐 Today	1 Day 5	Work Week 7	Week 31 Month	So Find LL	Type a contact to	find •	2 e
Calendar	Look fo	r:		<ul> <li>Search In * C</li> </ul>	alendar		Find No
My Calendars	Calend	dar					
Calendar Calendar in Personal Folders Calendar in Personal Folders		Mon 02	Tue 03	Wed 04	Thu 05	Fri 06	^
Open a Shared Calendar		PT Mile Work From Home 659-1290	Departme Meeting     Meeting     1	Lý I ME 100     Plot     Desertal     Secta     Se	LÓF JÀÓF I LÓF Hảd for Hư Neckal Neckal Mit 300m-St IME 301 Class Session (4-300)	105 Meeting To to 206 Constant 206 Convert Survey	
📄 Mail	6 <sup>00</sup>						
Calendar	700						
Tasks	800	Thompson Hall Final Exam Bren					

Click on the Scheduling Tab and Then Add Others



Enter the Name, Highlight the correct name (you can also access Kettering's Address Book from the drop-down list), Click required and repeat as necessary. Hit OK when done

Select Attendees and Resources					X
Type Name or Select from List:				Show Names from the:	
Lucy <			$\longrightarrow$	Contacts	*
Name	Dicolay Name	E-mail Address	E-mail Type		
	Lucy King	"kina"@kettering.edu	SMTD		
	Lucy King	king@kettering.edu	SMTD		
	Lucy King	king@kettering.edu	SMTD		
Ludd6546@Kettering.Edu	ludd6546@kettering	ludd6546@kettering	SMTP	<b>^</b>	
Lux5359@Kettering, Edu	Lux5359@Kettering	lux5359@kettering.edu	SMTP		
Lync1851@Kettering, Edu	Lync1851@Kettering	lync1851@kettering	SMTP		
Lyon Fauss	Lvnn Fauss	ritationonline@ohero	SMTP		~
					>
					_
Required -> Mark Palmer; Lucy I	<u>(ing</u>				
Optional ->					
Resources ->					
					_
Advanced 🔻				OK Canc	el

Find an Open Time for Everyone (I picked 1PM, you can drag the green and red bars as needed)

🛄 Untitled - Meeting											
Ele Edit View Insert Fo	mat <u>T</u> ool	s <u>A</u> ctions	Help								
: 🖃 Send   🎒 🕕 🛄 🌡 / 📢	Recurren	ce 🙀 Ca	ncel I <u>n</u> vitatio	on 🕴 🦊	X 🛛	=					
Appointment Scheduling											
Zoom: 100% (Day View)	~	Thursd	ay, March I	12, 2009							F
	4:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	8
All Attendees											
O Mark Palmer <mpalmer@k< td=""><td><u>x</u></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></mpalmer@k<>	<u>x</u>										
C Lucy King											
Chuck White						and tenerous		11. NO 25 A	an march		

Then Click on the Appointment Tab. Enter the Subject, Location and Any Notes. Once You Hit Send - it will appear on their calendars for them to accept, decline, or make tentative; and if they have their e-mail set up the notes will be sent to them also.

ppointment	Scheduling					
Invitations h	ave not been sent for th	is meetin	ıg.			
To	Lucy King; Chuck White					
Subject:	Meeting to Discuss Issu	e 🗲				
Location:	Honoluilu Hawaii			_		
Start time:	Thu 3/12/2009	~	1:30 PM	*	All day event	
En <u>d</u> time:	Thu 3/12/2009	~	2:00 PM	*		
Reminder	: 15 minutes	~	Sho	w time	e as: 📕 Busy	~

Entering Notes is Extremely Important, this gets sent with the e-mail message telling me you want to meet. I can respond.

This is the Final Step. Add a Meeting Title, Insert the Location, and Include Notes. When you hit Save the Following Will Happen 1) The Appointment will Appear on Everyone's Calendar, they can accept, decline or make tentative

2) They will get an e-mail (if they have the system set up intelligently) that includes the notes.

Event Detail Recurrence	is × Invitees × Attachment × Reminders
vent Detai	ils
Title:	Meeting to Discuss Issue
Calendar:	mpalmer@kettering.edu (Mark Palmer) 🛛 👻
Start time:	March 💙 12 💙 2009 💙 📑 12 💙 :30 pm 💙 🗔
End time:	March 💙 12 💙 2009 🗸 📑 1 👻 :00 pm 🗸
Availability:	Show as busy
Type:	Business
Privacy:	Public Event
Location:	Honolulu Hawaii
Notes:	Lucy's Paying