

Methods to Use Scheduler

Either Use the Kettering Calendar Direct or Use Microsoft Outlook

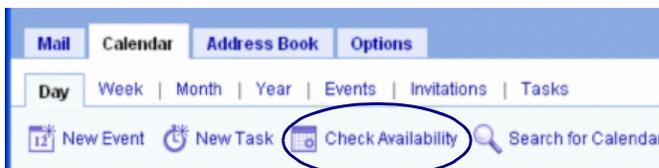
1) Using Kettering Calendar Direct

Enter the WebMail Appointment
Calendar System

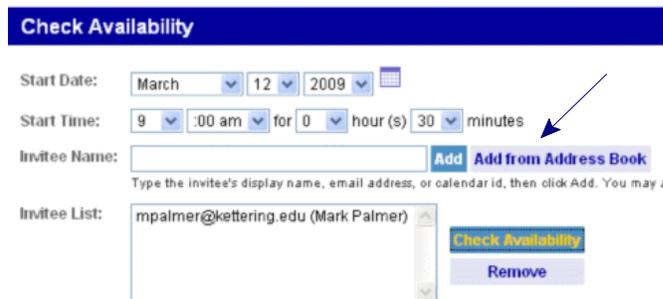
Information Systems

- [Webmail / Appointment Calendar](#) ← Click Here
- [Banner](#)
- [Banner Web / Self Service](#)
- [Barracuda Spam Filter](#)
- [Barracuda Spam Filter Statistics](#)
- [Blackboard](#)
- [Co-op Navigator](#)
- [Kettering Connect](#)
- [Faculty & Staff Directory](#)
- [Kettering Homepage](#)
- [Student Search](#)
- [Footprints](#)
- [Jabber / IM](#)

Enter the Calendar, Click Check Availability



Enter Invitees from Address Book

A screenshot of the 'Check Availability' form. The form has a blue header with the text 'Check Availability'. Below the header, there are several input fields: 'Start Date' (March 12, 2009), 'Start Time' (9:00 am for 0 hour(s) 30 minutes), and 'Invitee Name'. The 'Invitee Name' field has an 'Add' button and an 'Add from Address Book' button. A blue arrow points to the 'Add from Address Book' button. Below the 'Invitee Name' field, there is a text prompt: 'Type the invitee's display name, email address, or calendar id, then click Add. You may :'. Below this, there is an 'Invitee List' field containing 'mpalmer@kettering.edu (Mark Palmer)'. To the right of the 'Invitee List' field, there are two buttons: 'Check Availability' and 'Remove'.

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.

New Event

Event Details Invitees Attachment
Recurrence Reminders

Event Details

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

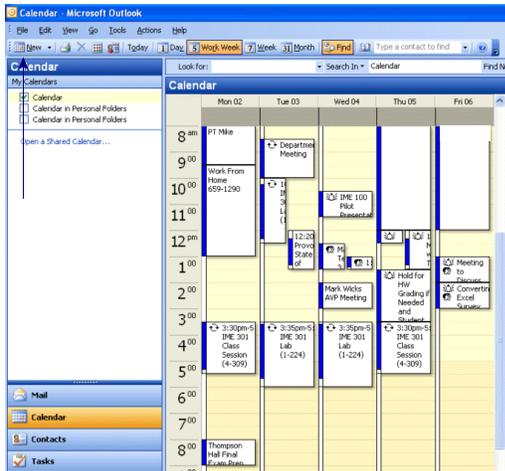
Save Save and Add Another

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.

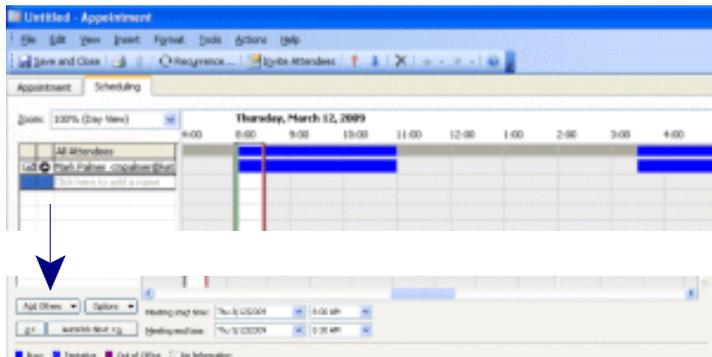
When I accept the meeting you will receive an e-mail confirming the appointment.

2) Using Outlook

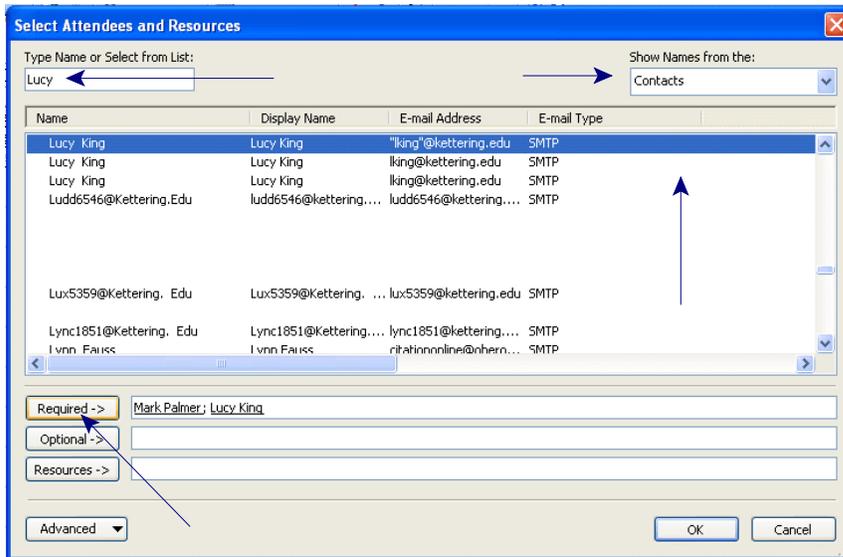
Open Calendar (This was mine 3/2-3/6).
Click on **New**



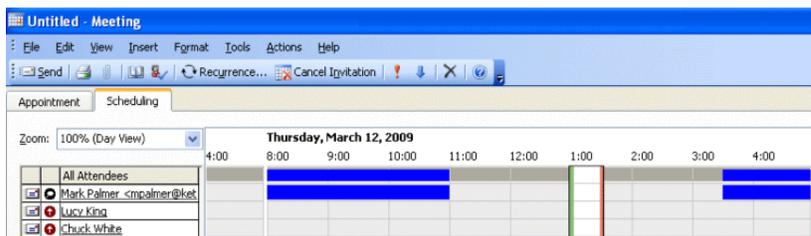
Click on the Scheduling Tab and Then Add Others



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



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



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.

The screenshot shows the 'Appointment' tab in Outlook. The title bar reads 'Meeting to Discuss Issue - Meeting'. The menu bar includes File, Edit, View, Insert, Format, Tools, Actions, and Help. The toolbar contains buttons for Send, Recurrence..., and Cancel Invitation. The 'Appointment' tab is active, and a message states 'Invitations have not been sent for this meeting.' The 'To...' field contains 'Lucy King; Chuck White'. The 'Subject:' field contains 'Meeting to Discuss Issue'. The 'Location:' field contains 'Honolulu Hawaii'. The 'Start time:' is set to 'Thu 3/12/2009' at '1:30 PM', and the 'End time:' is 'Thu 3/12/2009' at '2:00 PM'. There is an 'All day event' checkbox which is unchecked. The 'Reminder:' is set to '15 minutes' and 'Show time as:' is set to 'Busy'. The 'Meeting Workspace...' section has an unchecked checkbox for 'This is an online meeting using:' and a dropdown menu set to 'Microsoft NetMeeting'. The 'Notes' field at the bottom contains the text 'Lucy will Pay for everything'.

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.

New Event

- Event Details
- Invitees
- Attachment
- Recurrence
- Reminders

Event Details

Title:

Calendar:

Start time:

End time:

Availability: Show as busy

Type:

Privacy:

Location:

Notes:
