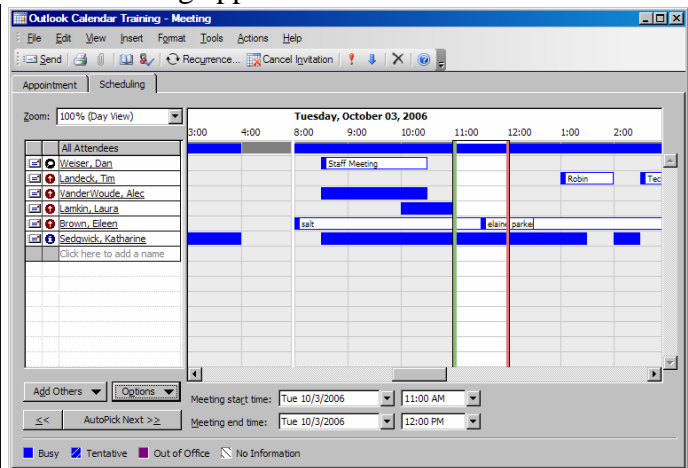
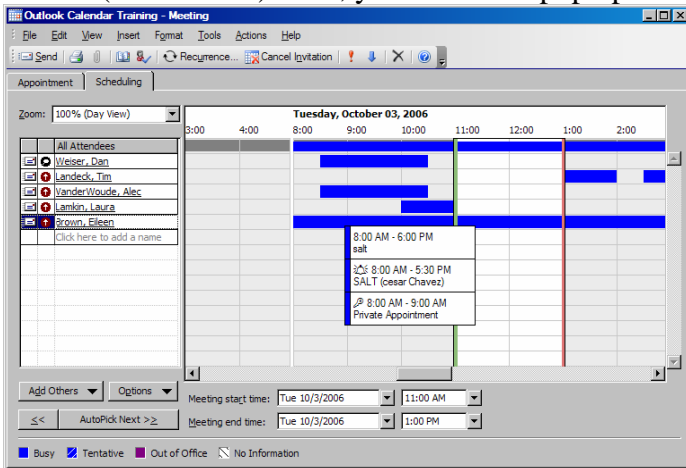
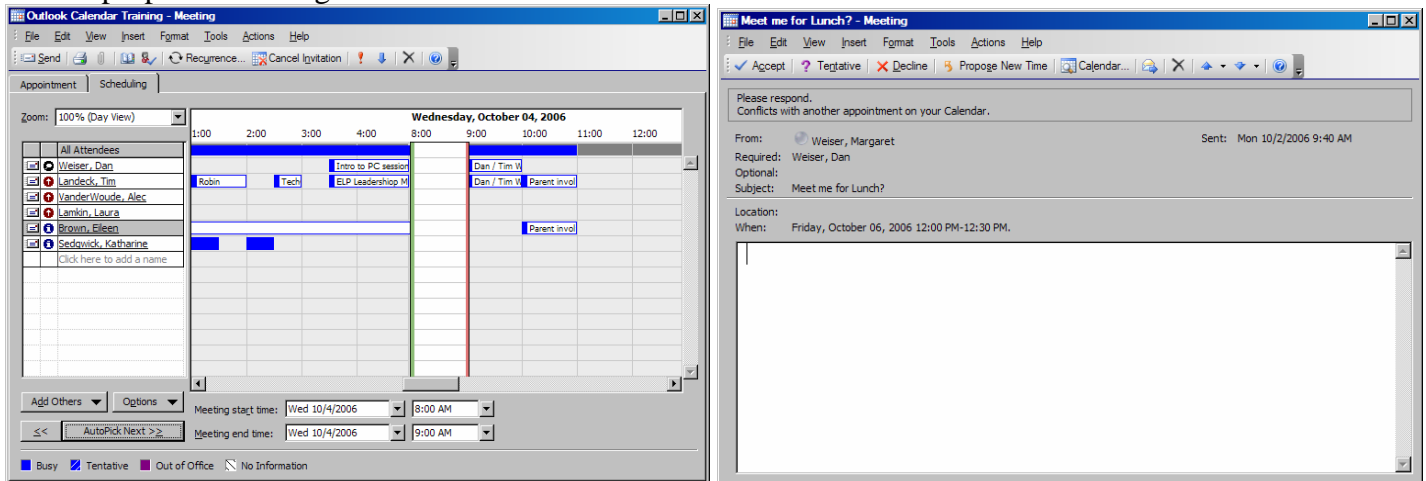


- Click in the row below each attendee to add another one. You can click the “Add Others” button to search for attendees in the Global Address List. You can specify whether attendance is required or optional for each attendee by adding them to either the required or optional box. When you are done adding attendees click the Ok button.
- Once all attendees are added to the list you can easily tell who has the meeting time available on their Outlook calendar and who does not by looking at the blue rows that run through the proposed time column. In this example everyone has the meeting time available with the exception of Eileen Brown. If the staff member has shared his or her calendar then when you move the mouse over one of the blue (unavailable) rows, you will see a pop up with the conflicting appointments listed.

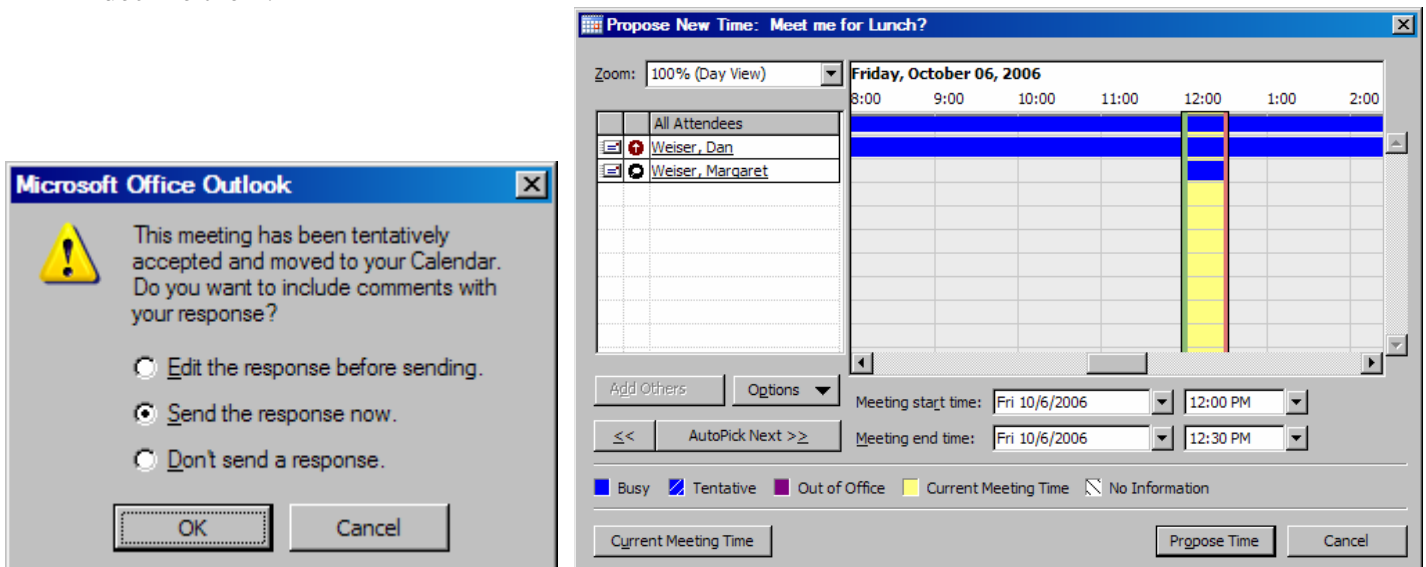


- Or if you click the Options button, and select the “Show calendar details” option, then the blue rows will show brief appointment information for any staff member that has shared his or her calendar.

- When you click the “AutoPick Next” button the timeline will automatically move to the next time slot that all attendees have available. This makes it easy to find a meeting time that everyone can attend. The button to the left of the “AutoPick” button with the double arrows will find a time previous to the proposed meeting time that all attendees have available.



- Once you have the meeting time selected and all of the attendees on the invite list, click the send button and everyone on the list will receive an e-mail invitation to the meeting. Staff members can respond to the meeting request by clicking either the Accept, Tentative, Decline, or Propose new time buttons.
- If the Accept or Tentative button is clicked, you will have the option to edit your response before sending it. You can then add information to your response. **You will see appointments automatically added to your calendar unless you decline them.** They will be erased from your calendar once you decline them.



- If you click the “propose new time” button, a window will open with the scheduling timeline. You can look at the availability of all attendees on the list and drag the meeting column to another time. Once you find another possible time for the meeting, click the “Propose Time” button and the proposed time will be sent as an invitation to all attendees. If they accept the new time, the meeting will automatically be changed on each attendee’s calendar.