

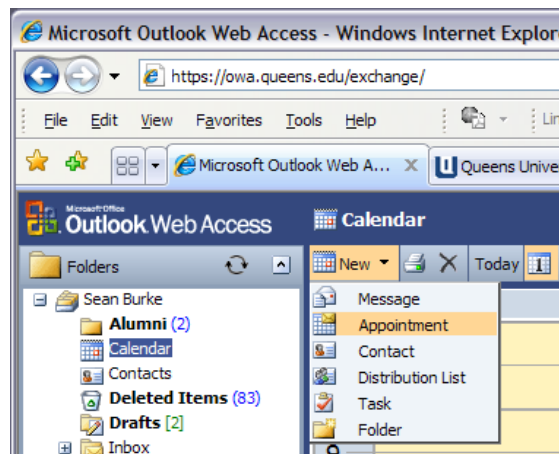
## Scheduling a Meeting in OWA

You are now able to more effectively schedule meetings with other Queens Faculty and Staff members who use Microsoft Outlook/Exchange or OWA. You'll see how to check the free/busy schedule of meeting attendees so that you can pick a time that should work best for those you wish to invite.

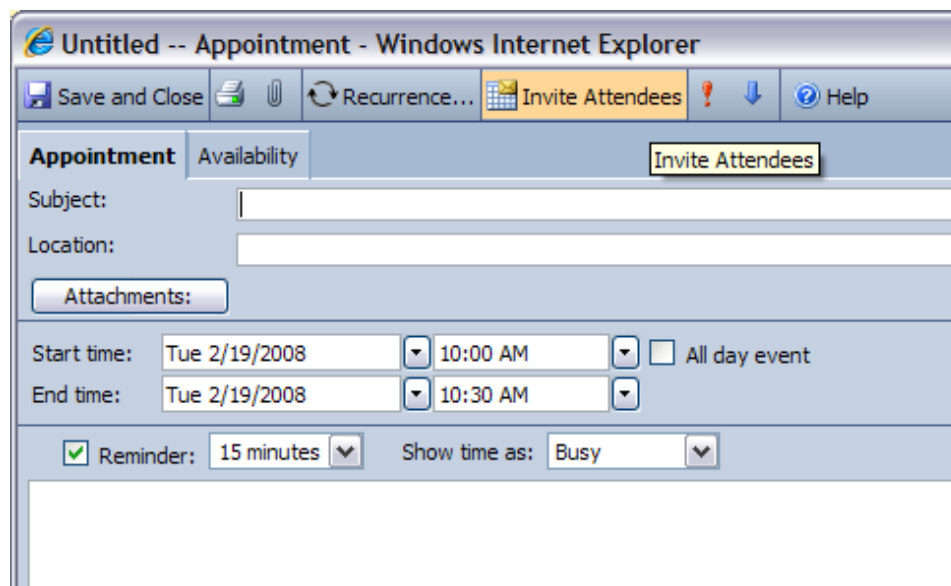
We will now walk through scheduling a meeting with another OWA or Outlook/Exchange user.

Please be aware that OWA uses popup windows, if they do not appear, you may need to turn off the popup blocker.

1. To begin, login to OWA if it isn't open yet.  
<http://owa.queens.edu>
2. Then click on Calendar
3. To create a new meeting, click on **New** and select **Appointment**.



4. A new window will open, if the **To...** button is not visible click the **Invite Attendees** button.



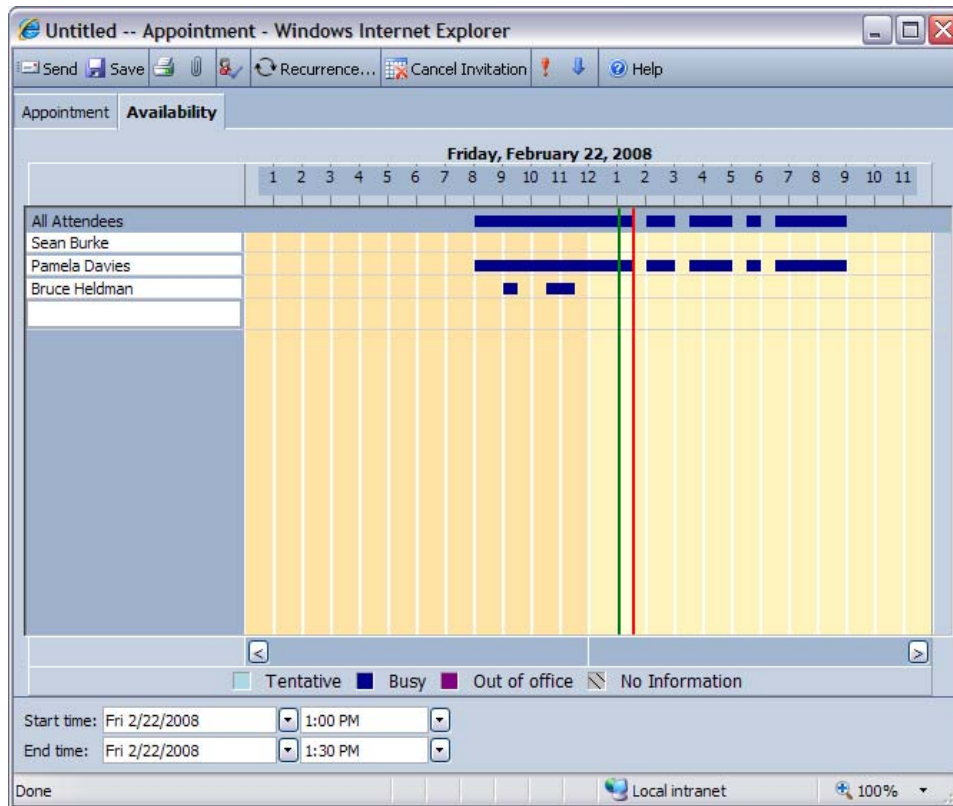
- If you know the people you want to invite, you may type their names separated by a semicolon. Or click the **To...** button to look them up.

If you do type their names in, be sure to press the Check Names button (looks like person with a checkmark) to correct the names.

- From the Global Address List select your first attendee, in this case President Pamela Davies. You can search for Pamela Davies by typing her name and pressing the FIND button.

Name	Phone	Alias	Office	Job title	Company
Pamela Davies		daviesp	President		Queens University of Charlotte

7. Once it finds Pamela Davies, you can double click on her name to add or click her name and press one of the buttons at the bottom: Required, Optional, Resources
  - a. When you add an attendee, their name will be added to the meeting window that may be behind the Find Names window. If you keep clicking on a name, it will keep adding them to the meeting.
8. Repeat for all other attendees.
9. Once you have selected all the attendees, click OK.
10. Now click the **Availability** tab, you can see a time that will work for all individuals that you invited. Times that are blocked out in blue for a particular user mean that person already has something scheduled for that time. Please notice that you cannot see the details of anyone's meetings; you can only see whether or not they are free. This feature can help foster a better sense of collaboration across the University.



11. Once you have selected a time, you can then click on the **Appointment** tab and fill out the remaining fields and e-mail the invitation.

Please remember that just because a time appears to be free or busy in Outlook/OWA, it does not mean the person will be able to accept your invitation. Sometimes a person's Outlook calendar may not have all his/her appointments in it. This is, however, a good start at picking a mutually convenient time.

You can now send your appointment invitation. The recipients will receive an email that allows them to accept, reject or propose a new time for the proposed meeting. **Please note that if you press Propose New Time, the new time is just a suggestion and is only sent to the Meeting Organizer.**

✓ Accept | ? Tentative | ✗ Decline | ⌚ Propose New Time | 📅 Calendar...

### Test Meeting

● Bruce Heldman

No responses have been received for this meeting.

**Required:** Bruce Heldman

**When:** Monday, February 18, 2008 11:30 AM-12:00 PM.

**Location:**

When they click on an action button, for example to **Accept** the meeting, the meeting will be automatically scheduled within their Outlook calendar and the invitation sender will receive an email indicating the invitees' response.

Fully utilizing the Outlook Calendar makes scheduling meetings and activities among faculty and staff much easier and efficient. It's a time saver we highly encourage everyone to check out.