

To Create Meeting Schedules & Reserve Rooms and Equipments:

1. Click on “Create a Meeting.”

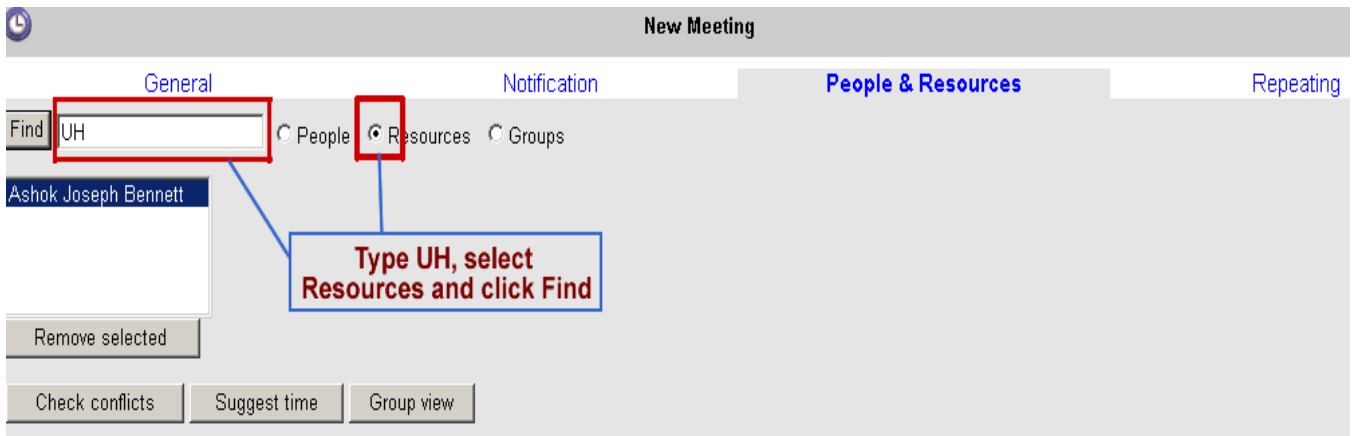
The screenshot shows the 'Daily View' of an agenda for Wednesday, 26 May 2004. At the top, there is a navigation bar with a 'Create a Meeting' button. The agenda lists a 30-minute slot starting at 10:00 a.m. with a meeting titled 'MSDNAA ELMS Online...'. To the right, there is a 'Daily Notes & Day Events' section which is currently empty.

2. On the General part fill out the area which needed to be filled.
3. Please select the meeting time and VERIFY if the a.m. / p.m. selection is appropriate (a.m. is the default value).

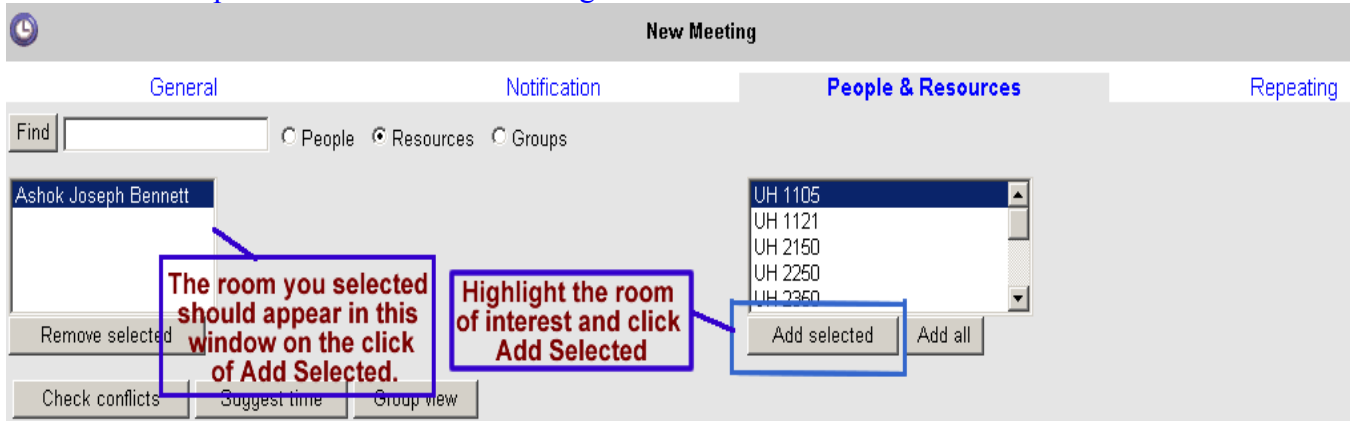
The screenshot shows the 'New Meeting' form, 'General' tab. The 'Location' field is highlighted with a red box and contains 'UH 721'. The 'Time' field is set to 9:00 a.m. A red callout box points to the 'Location' field with the text: "This is just a comment. You have to add the room as a by clicking People & Resources". A purple callout box points to the 'a.m.' dropdown with the text: "Please make the appropriate selection here. The default is a.m."

4. To create a Meeting with a person, click on “People & Resources”, type the person’s name on the “Find” area and click on “Find.” Select **PUBLIC** in the access drop box, when creating a meeting.

The screenshot shows the 'New Meeting' form, 'People & Resources' tab. The 'People & Resources' tab is highlighted with a green circle. The 'Location' field is highlighted with a red box and contains 'UH 721'. The 'Time' field is set to 9:00 a.m. A red callout box points to the 'Location' field with the text: "This is just a comment. You have to add the room as a by clicking People & Resources". A purple callout box points to the 'a.m.' dropdown with the text: "Please make the appropriate selection here. The default is a.m."



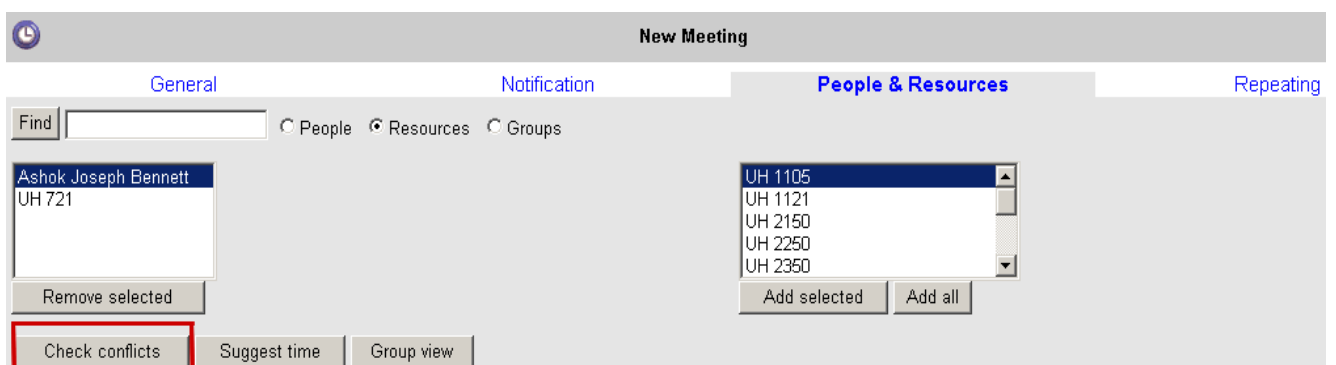
5. To see if that person can attend the meeting click on “Check Conflicts.”



6. To Reserve a Room, on the People & Resources click on ‘RESOURCES’ and type the building name. For example, for rooms in university hall type UH in the “Find” area and click on “Find.” Select the desired room and click on “Add Selected.” For Rice Building, type RB, select ‘RESOURCES’ and click Find.

7. To see if that room is available for your selected time click on “Check Conflicts.”

If you do not check for conflicts, there is a possibility that the room/equipment is already reserved and the reservation will overlap.



8. To reserve Equipments, on the People & Resources click on resources and type BA in the “Find” area and click on “Find.” Select the desired equipment and click on “Add Selected.”
9. To see if that equipment is available for your selected time click on “Check Conflicts.”
10. To finalize the meeting click on “Create.”

ACCC ACADEMIC COMPUTING and COMMUNICATIONS CENTER

Accounts Email Facilities Telecon Network Security Software Services Education Help

UICalendar

| | | | | | | | | | |
|----|----|----|----|----|----|----|--|---|---|
| | | | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | |

New Meeting

General Notification **People & Resources** Repeating

Find People Resources Groups

- BA Additional Laptop
- BA Digital_Camera
- BA Laptop
- BA Projector
- BA Speaker Phone w/Code Card

11. If there are any conflicts, click “Suggest Time”. Fill the date, time and duration fields and click “List Suggestions”. Five suggestions that match your criterion get listed at the bottom. You can select the appropriate time slot.
12. To view the availability of the resource, “Group View”. The availability of the resource for the day appears at the bottom of the pop-up window titled ‘Group View’. You can change the date and click ‘View’ to view the calendar of the resource.