

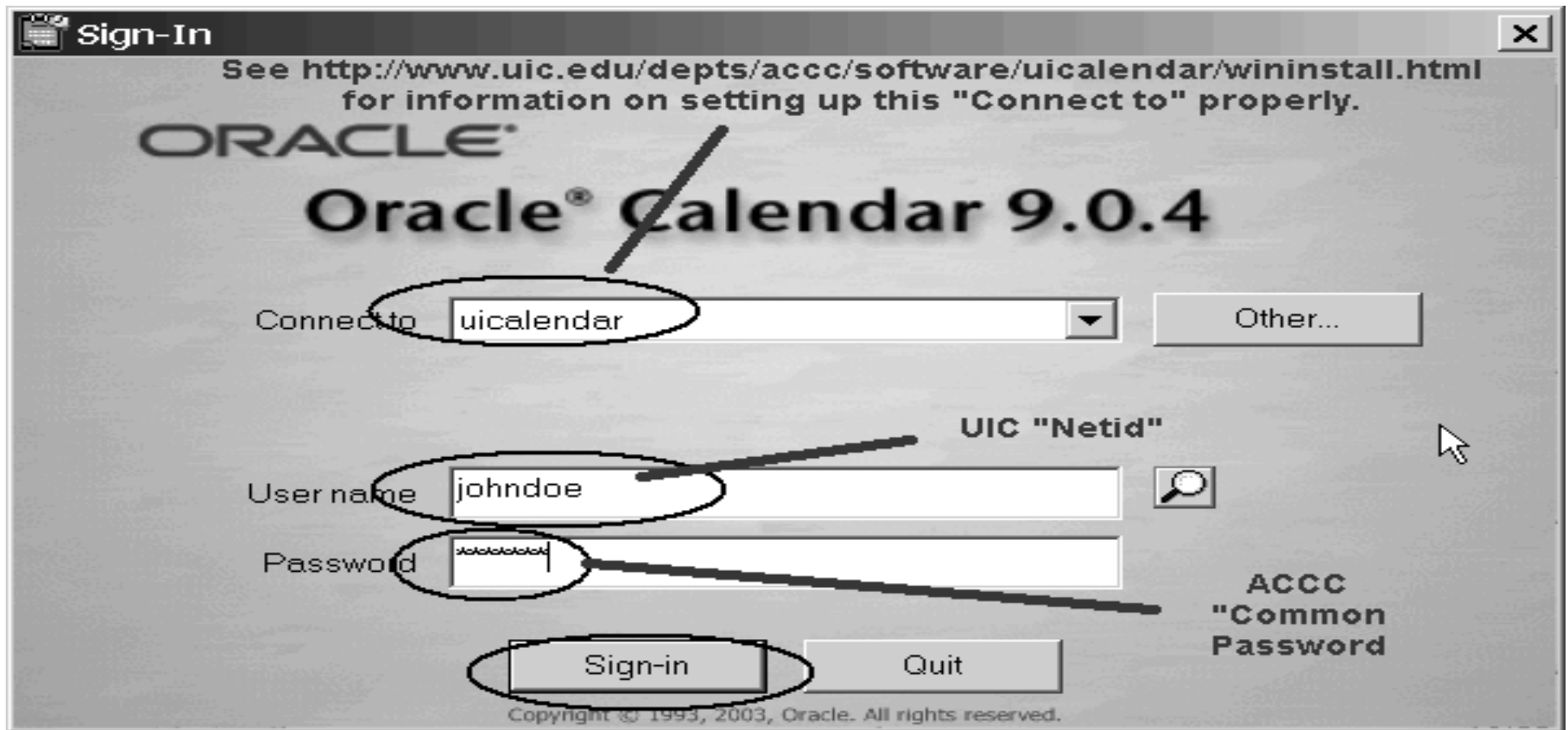
# Quick Guide to Scheduling Meetings with **UIC**alendar

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UIC Academic Computing and  
Communications Center Center

# Allow others to invite you to meetings

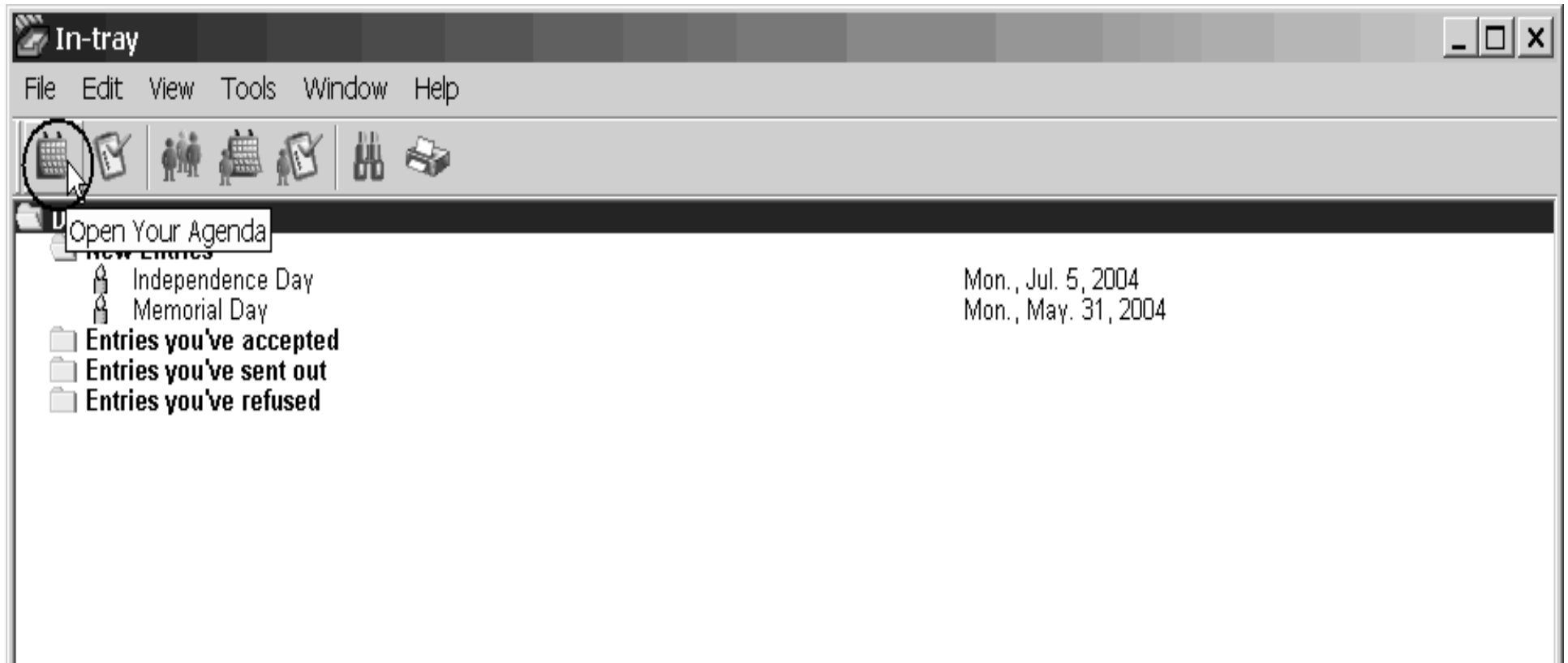
- John Doe would like to allow Jane Roe to invite him to meetings. He starts the Desktop (native) client for Oracle Calendar:



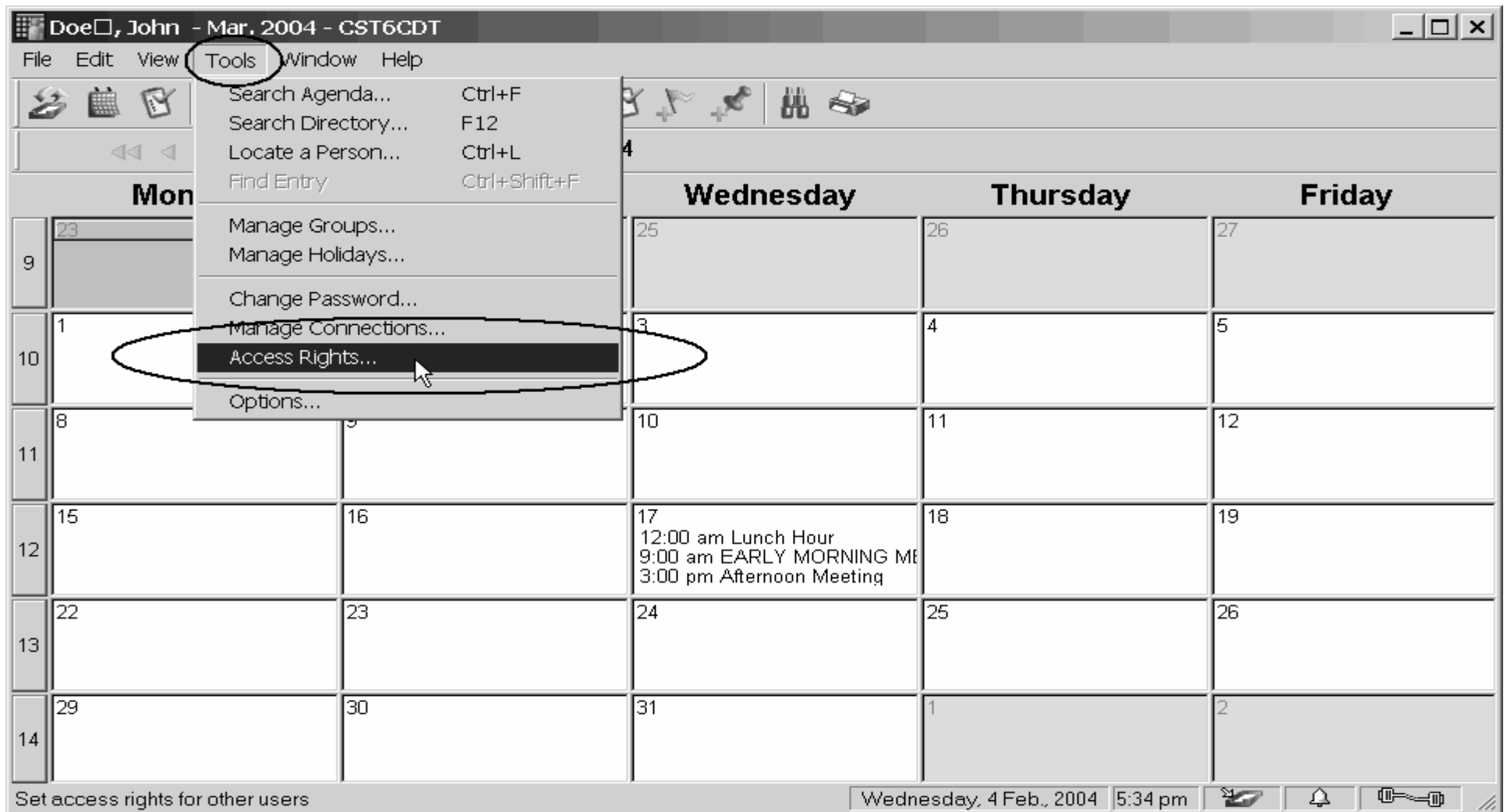
# Hide the In-Tray, for now

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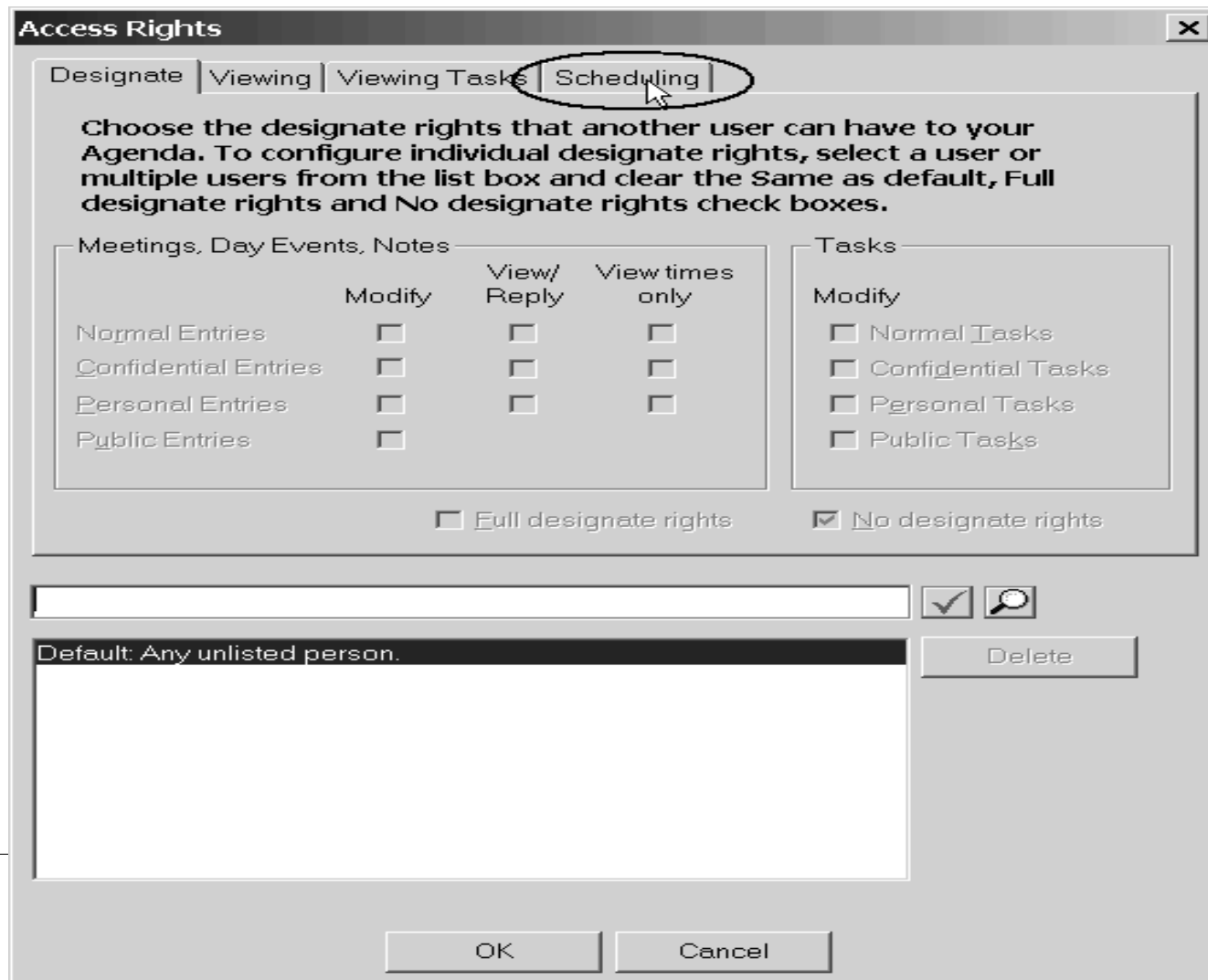
- John sees his “In-Tray” on startup. There are no new invitations in his “New Entries” folder, so he clicks on the “Open Your Agenda” icon to see his Agenda.



# John sees his agenda and clicks on TOOLS then ACCESS RIGHTS

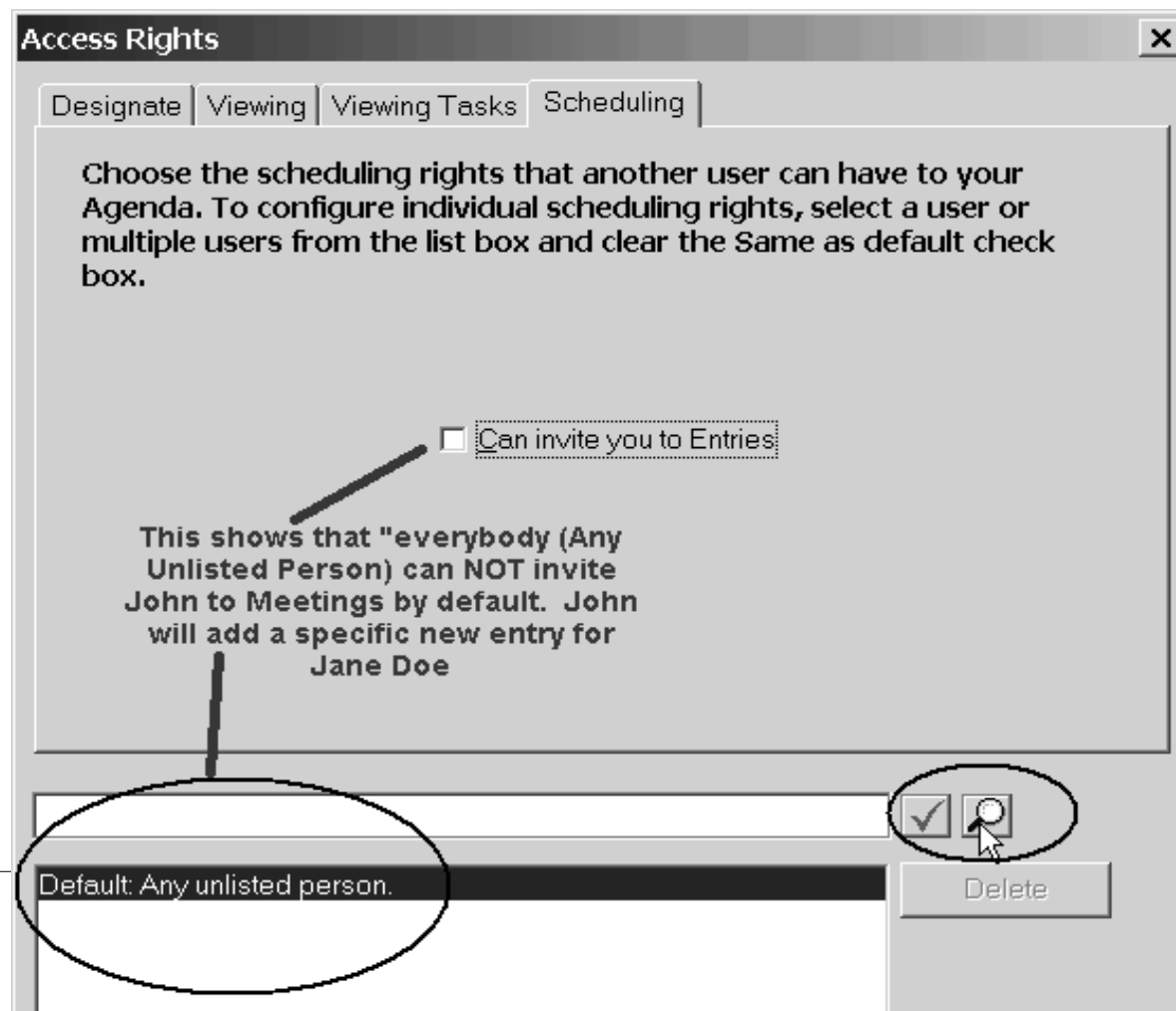


# John clicks the SCHEDULING tab



# Now, on the SCHEDULING TAB,

John will click on the "magnifying glass" icon to look for Jane Roe



# John Types in Jane's last name and clicks SEARCH

Directory Search

People Groups

Define the criteria for a directory search of users. Double-click a name to view information about that particular user.

Surname:  Given Name:  Initials:

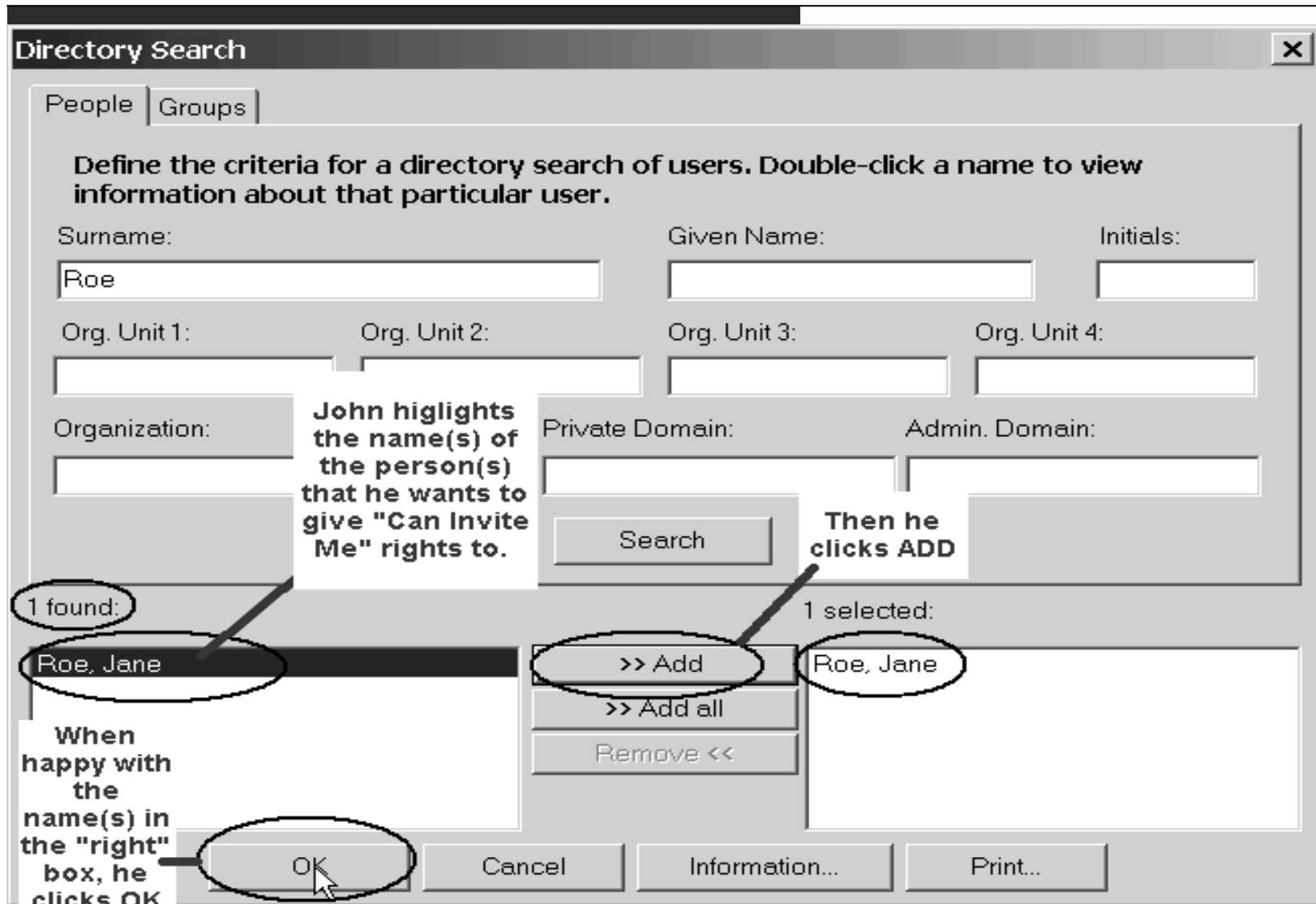
Org. Unit 1:  Org. Unit 2:  Org. Unit 3:  Org. Unit 4:

Organization:  Private Domain:  Admin. Domain:

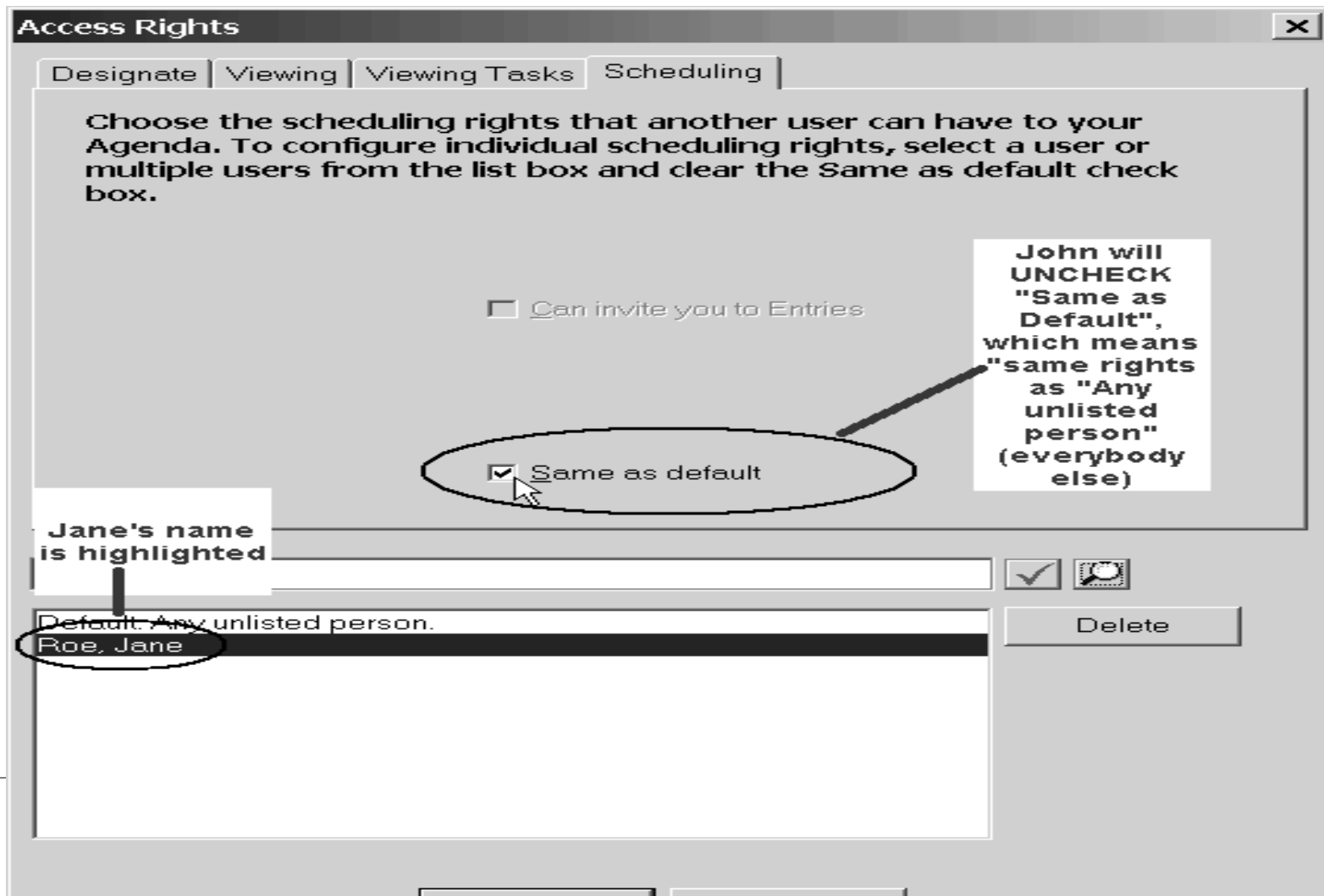
0 found:

>> Add  
>> Add all  
Remove <<

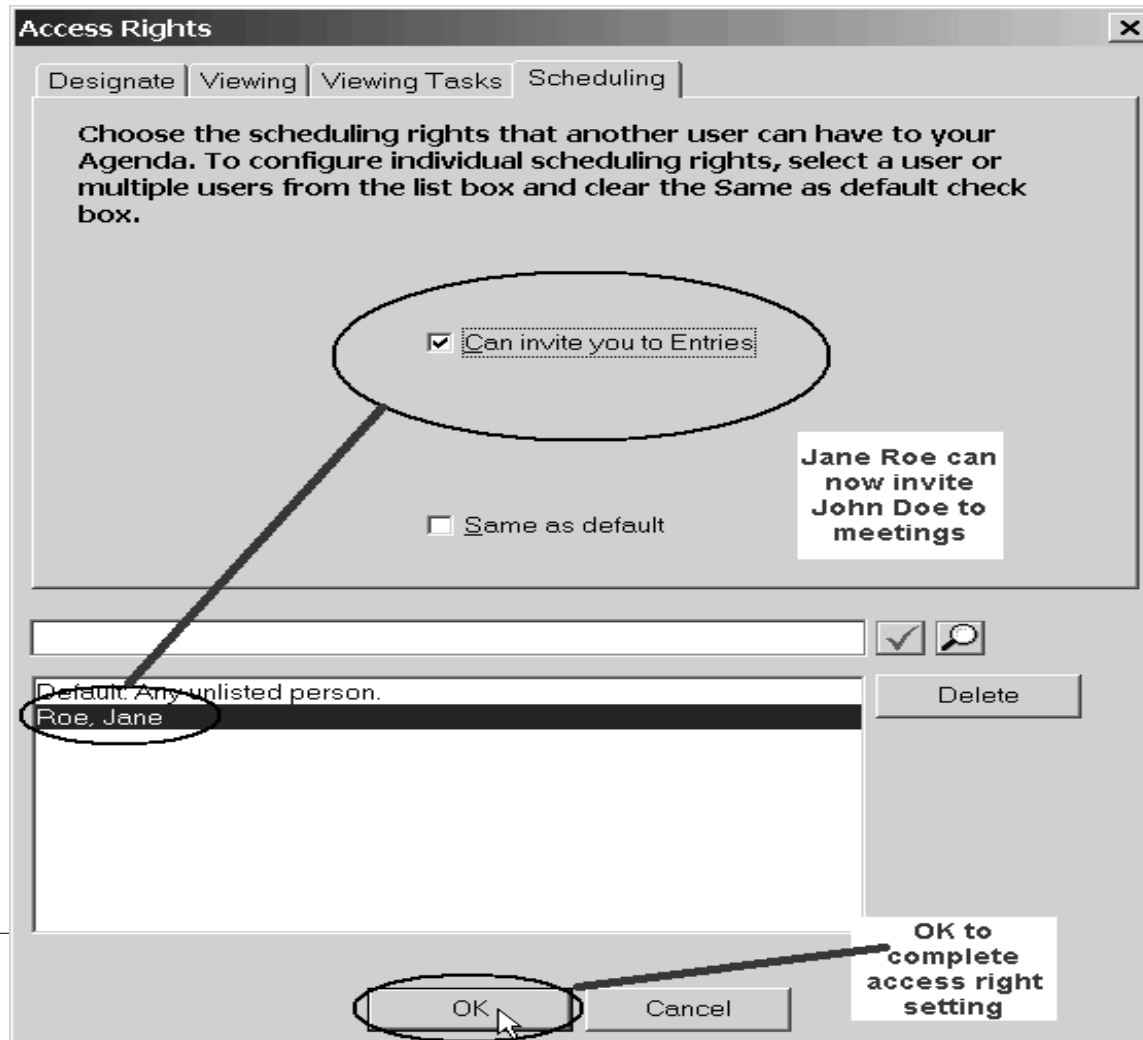
John gets one result. He clicks Jane's name, then ">>Add" then OK



# John UNchecks "Same as Default"

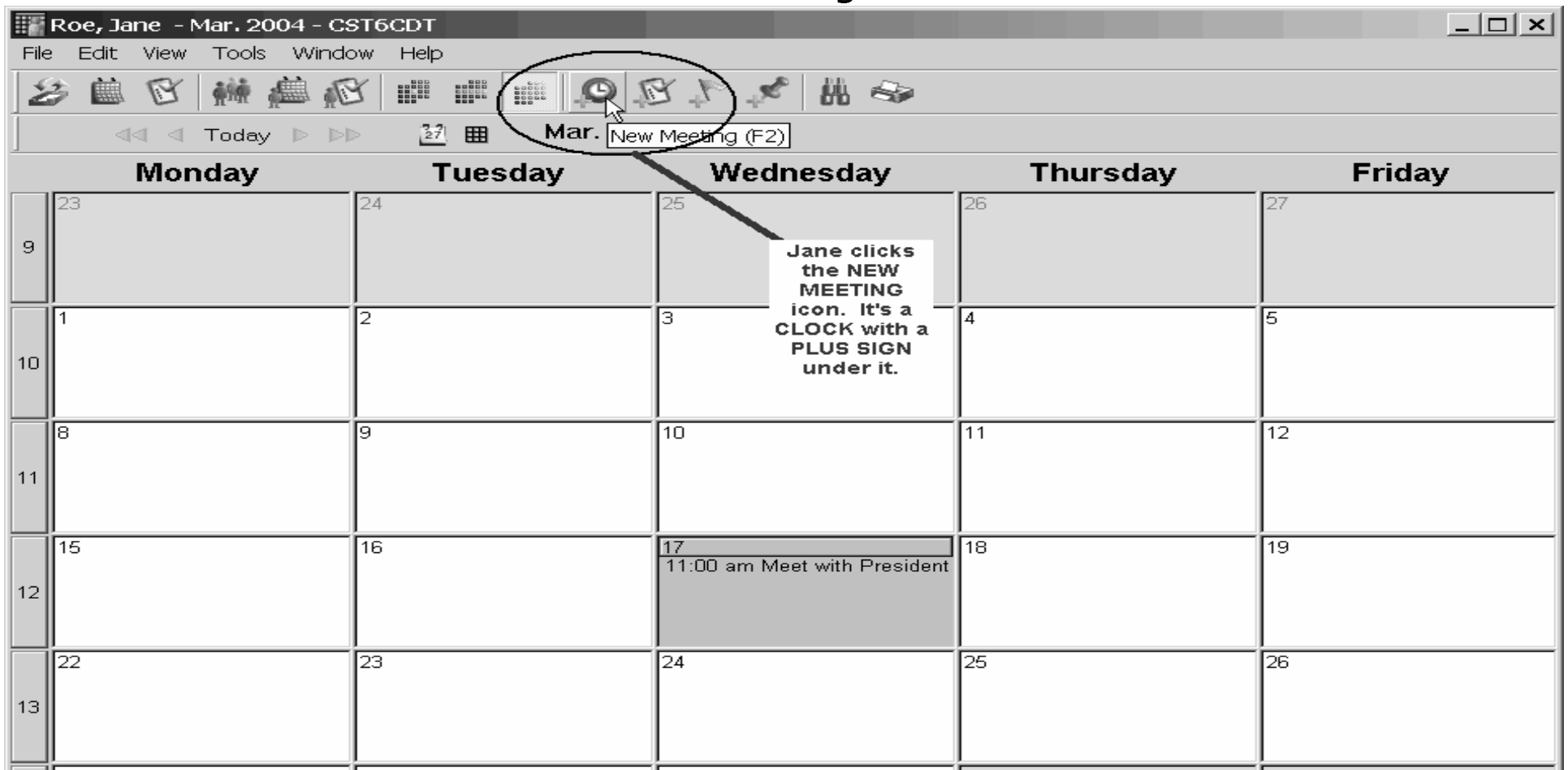


# John grants Jane "Can Invite Me" privilege and clicks OK.

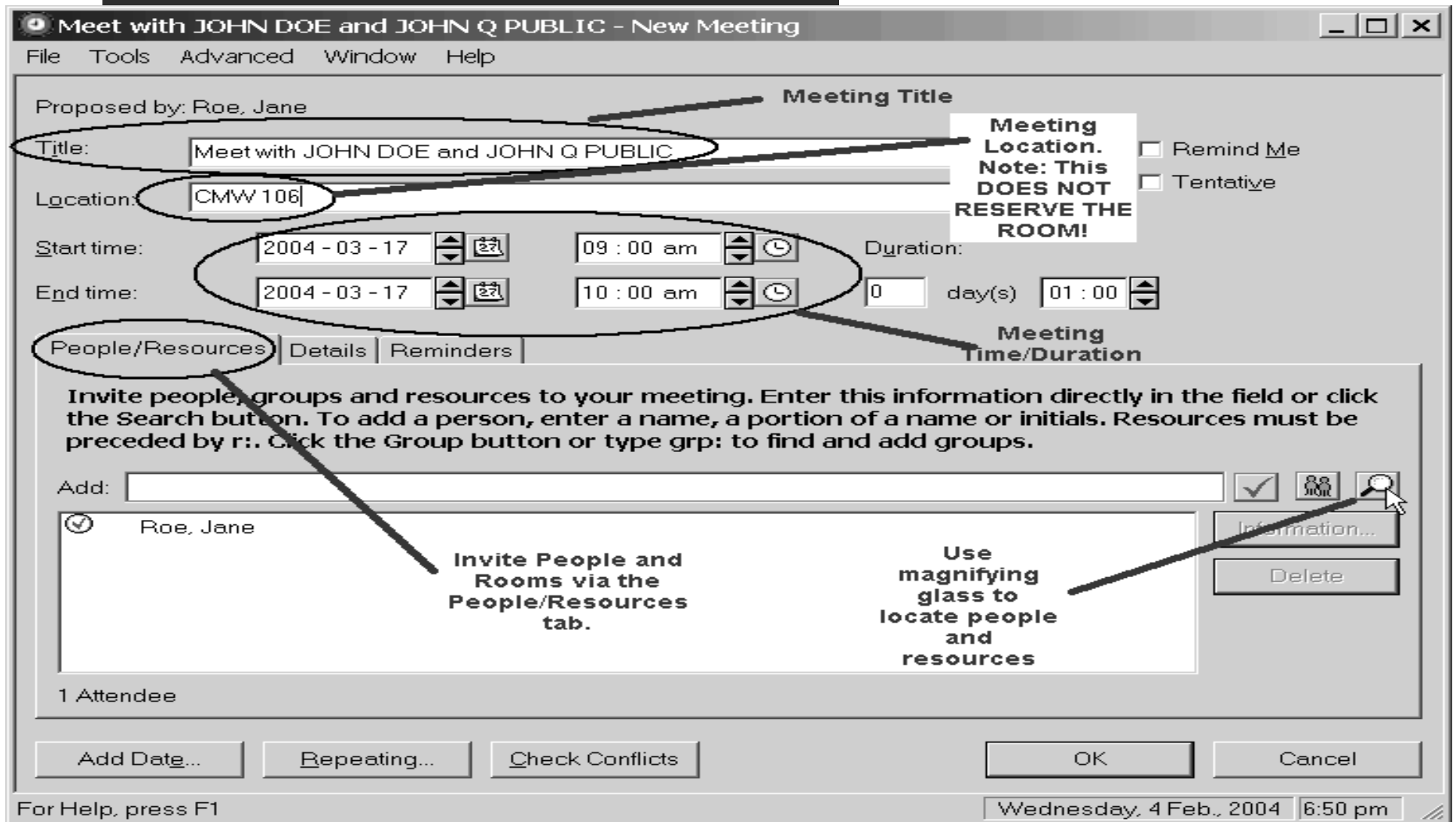


# OK now Jane Roe wants to invite John Doe and John Q. Public to a meeting.

- First, she logs in to her own account and closes her In-Tray. Then she clicks the "New Meeting" icon



Jane sets the tentative meeting time. On the People/Resources tab she clicks the magnifying glass.



# Jane searches for the people and the room to "invite" to the meeting

The screenshot shows a 'Directory Search' dialog box with the following components and annotations:

- Search Criteria Section:**
  - Buttons: People, **Resources** (circled), Groups
  - Text: Define the criteria for a directory search of resources. Found list box to add it to the list of attendees.
  - Resource name: cmw (circled)
  - Resource number: [empty]
  - Local Resources only:
  - Search button: circled
- Results Section:**
  - 5 found: CMW 119FK Faculty Kitchen, CMW 217 Seminar Room, CMW 219 Seminar Room, CMW 258 Seminar Room, **CMW 536 Seminar** (circled)
  - 3 selected: Doe, John, Public, John, CMW 536 Seminar (circled)
  - Buttons: >> Add (circled), >> Add all, Remove <<
- Bottom Section:**
  - Buttons: **OK** (circled), Cancel, Information..., Print...

**Annotations:**

- A text box on the left: "Finally, in the right-side box, Jane has collected the list of people and rooms she wishes to invite. She clicks OK" with an arrow pointing to the OK button.
- A text box on the right: "Jane added John Doe and John Q. Public by using the PEOPLE tab, much as you saw before. Then Jane clicked the RESOURCES tab and typed the start of the room name and clicked SEARCH" with arrows pointing to the Resources tab, the 'cmw' text, and the Search button.

# Jane checks for conflicts among the invitees

Meet with JOHN DOE and JOHN Q PUBLIC - New Meeting

File Tools Advanced Window Help

Proposed by: Roe, Jane

Title: Meet with JOHN DOE and JOHN Q PUBLIC  Remind Me

Location: CMW 106  Tentative

Start time: 2004 - 03 - 11 09 : 00 am Duration: 0 day(s) 01 : 00

End time: 2004 - 03 - 11 10 : 00 am

People/Resources Details

Invite people, groups and the Search button. To add preceded by r:. Click the G

Add:

- CMW 536 Seminar
- Doe, John
- Public, John
- Roe, Jane

4 Attendees; 1 will attend, 0 will not attend, 3 did not confirm

Check Conflicts

OK Cancel

Wednesday, 4 Feb., 2004 7:40 pm

Jane is told how many attendees there will be and how many have confirmed (just one - Jane herself!). The question marks mean "no confirmation yet" and the green checkboxes indicate "invitation accepted."

Jane clicks the CHECK CONFLICTS button to see if the invitees are all available

# Oops! There are conflicts in scheduling the tentative meeting!

**Details of Conflict** [X]

Conflict date: Wed., Mar. 17, 2004 at 9:00 am

People/Resources affected: 2

Meetings causing conflict: 1

Doe, John  
Public, John

9:00 am - 10:00 am

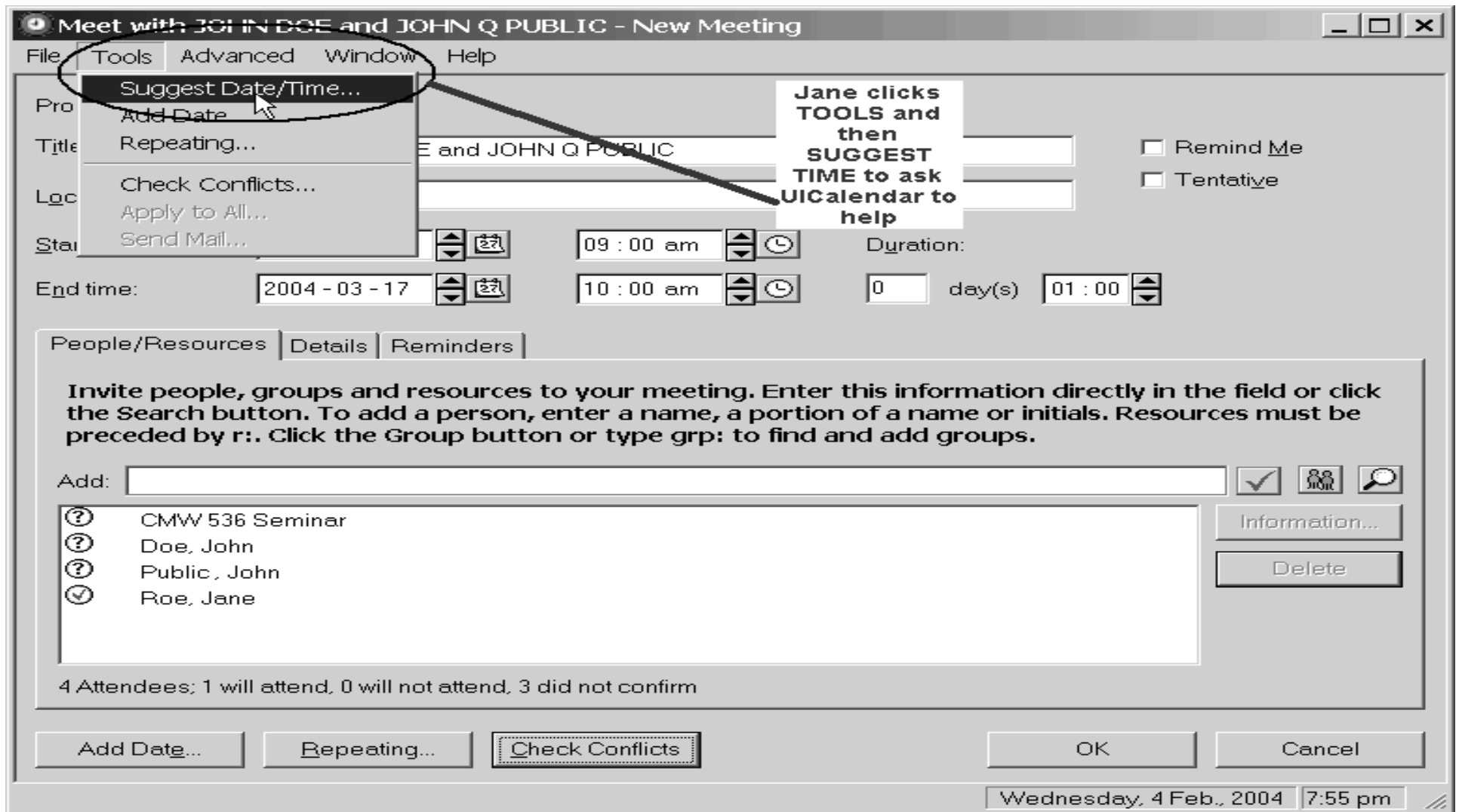
**Oops! John Doe and John Q. Public are attending another meeting together at that time!!!**

**Jane clicks OK**

OK

The screenshot shows a dialog box titled "Details of Conflict" with a close button (X) in the top right corner. The main content area displays the conflict date as "Wed., Mar. 17, 2004 at 9:00 am". Below this, two statistics are shown: "People/Resources affected: 2" and "Meetings causing conflict: 1", both of which are circled in black. Under "People/Resources affected", a list contains "Doe, John" (highlighted in black) and "Public, John". Under "Meetings causing conflict", the time slot "9:00 am - 10:00 am" is listed. A large, bold message in the center reads "Oops! John Doe and John Q. Public are attending another meeting together at that time!!!". At the bottom center, there is an "OK" button with a mouse cursor hovering over it. A separate line of text at the bottom right says "Jane clicks OK".

# Jane asks UICalendar to help select a time without conflicts.



UICalendar makes suggestions. Jane chooses one and hits OK.

**Suggest Date/Time**

Search for an available day and time for your meeting. Click List Suggestions to show a list of possible days and times. Click OK to insert the chosen day and time in the New Meeting dialog.

**Date and duration**

Between: 2004 - 03 - 17 and: 2004 - 03 - 24  
Duration: 01 : 00

**Search for time**

Between: 08 : 00 am and: 06 : 00 pm  
Within normal hours  
Within extended hours

**Include**

Saturdays  Sundays

**Suggestions**

Maximum number of suggestions: 5

Date	From	To	Hrs	Mins
Wed., Mar. 17, 2004	8:00 am	9:00 am	1	0
Wed., Mar. 17, 2004	10:00 am	11:00 am	1	0
Fri., Mar. 19, 2004	1:00 pm	6:00 pm	5	0

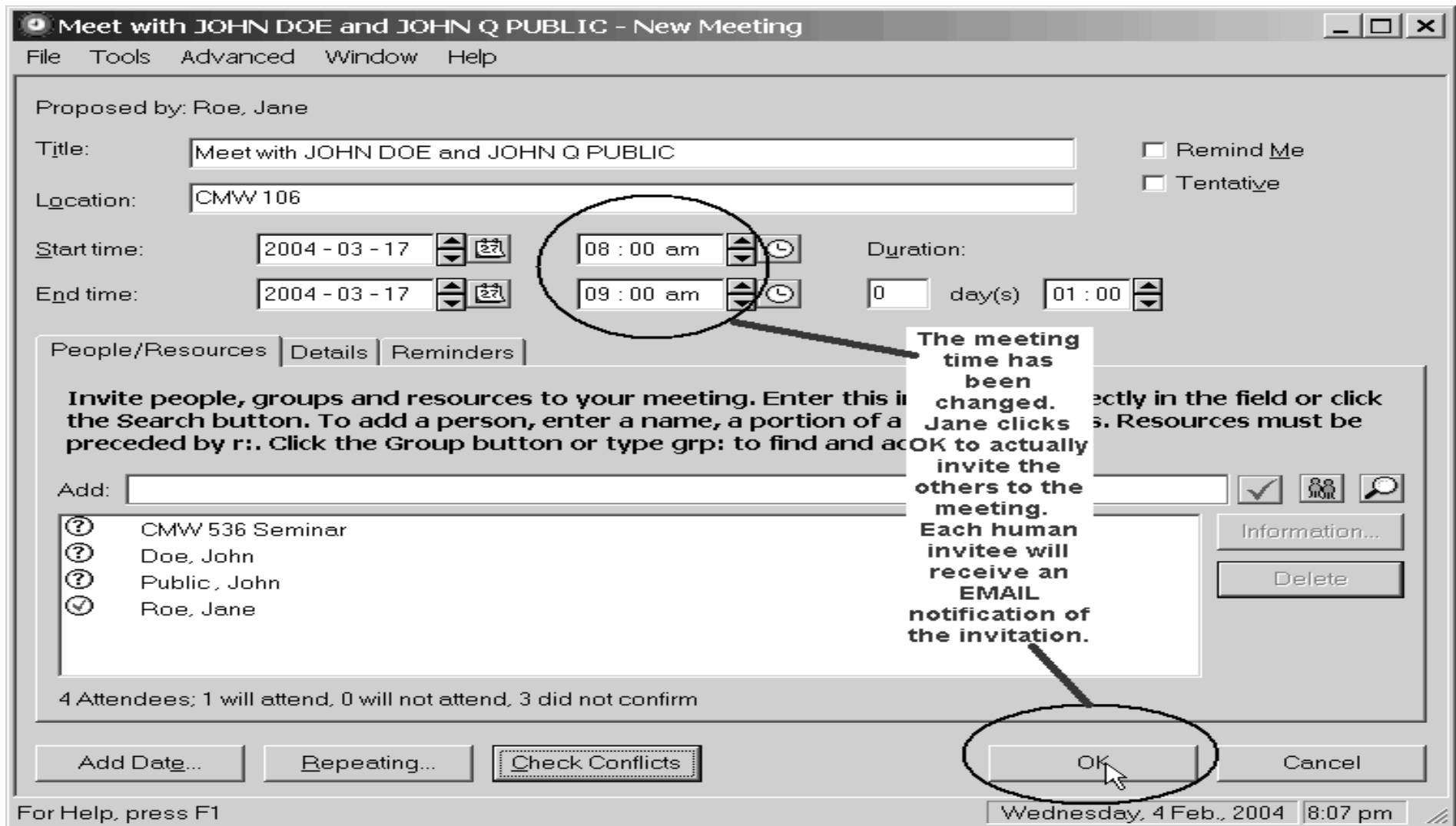
Selected date: 2004 - 03 - 17 at: 08 : 00 am

OK Cancel List suggestions

**Jane sets constraints on the dates and times that can be suggested**

**Next, Jane clicks LIST SUGGESTIONS. Some are listed. She likes the highlighted choice, so clicks OK**

# Jane OKs the suggested meeting. Invitations are sent via email.



# OK – John Doe has received Jane Roe’s meeting invitation via email.

The screenshot shows a desktop calendar application with two windows. The main window, titled 'Doe, John', displays a list of 'New Entries'. One entry is circled: 'Meet with JOHN DOE and JOHN Q PUBLIC' by 'Roe, Jane' on 'Wed., Mar. 17, 2004 at 8:00 am - 9:00 am'. Other entries include 'Independence Day' and 'Memorial Day'. A sidebar on the left shows folders for 'Entries you've accepted', 'Entries you've sent out', and 'Entries you've refused'. A second window, 'Meet with JOHN DOE and JOHN Q PUBLIC - View Meeting', is open. It shows the meeting details: 'Proposed by: Roe, Jane', 'Title: Meet with JOHN DOE and JOHN Q PUBLIC', 'Location: CMW 106', and 'Start time: Wed., Mar. 17, 2004 8:00 am'. The 'End time' is 'Wed., Mar. 17, 2004 9:00 am' with a 'Duration' of '1 hour(s)'. There are checkboxes for 'Remind Me' and 'Tentative'. Below the details are tabs for 'People/Resources', 'Details', 'Reminders', and 'Reply'. The 'Reply' tab is active, showing a 'Reply to the meeting' form. The 'Response' dropdown menu is open, showing options: 'I will attend', 'I will not attend', and 'I will confirm later'. The 'I will attend' option is selected and circled. A 'Mail message' button is at the bottom.

**OK - John Doe has received an email invitation from Jane Roe. He once again logs into his UICalendar agenda using the Desktop (native) client. In His IN-TRAY, he sees the invitation from Jane Roe. John double clicks that invitation to open the window at the right. He clicks on the REPLY tab and then selects "I WILL ATTEND" from the pulldown. He then clicks OK (lower right corner - not displayed here).**

Later, Jane Roe logs in to her agenda, and double clicks the meeting to see if anyone has responded.

The screenshot shows a calendar application window titled "Roe, Jane - 04-03-17 - CST6CDT". The main window displays a calendar grid for Wednesday, 17 Mar., 2004 (Week 12). A meeting titled "Meet with JOHN DOE and JOHN Q PUBLIC (CMW 106) 8:00am-9:00am" is highlighted. A dialog box titled "Meet with JOHN DOE and JOHN Q PUBLIC - Edit Meeting" is open, showing the meeting details. The "People/Resources" tab is selected, displaying a list of attendees: "CMW 536 Seminar", "Doe, John", "Public, John", and "Roe, Jane". A text box explains the invite process: "Invite people, groups and resources to your meeting. Enter this information directly in the field or click the Search button. To add a person, enter the name or initials. Resources must be preceded by r:. Click the Group button." The status bar at the bottom indicates "4 Attendees; 2 will attend, 1 will not attend, 1".

Proposed by: Roe, Jane

Title: Meet with JOHN DOE and JOHN Q PUBLIC  Remind Me

Location: CMW 106  Tentative

Start time: 2004-03-17 08:00 am Duration: 0 day(s) 01:00

End time: 2004-03-17 09:00 am

People/Resources Details Reminders Reply

Invite people, groups and resources to your meeting. Enter this information directly in the field or click the Search button. To add a person, enter the name or initials. Resources must be preceded by r:. Click the Group button.

Add:

- CMW 536 Seminar
- Doe, John
- Public, John
- Roe, Jane

4 Attendees; 2 will attend, 1 will not attend, 1

Information... Delete

Add Date... Repeating... Check Conflicts OK Close