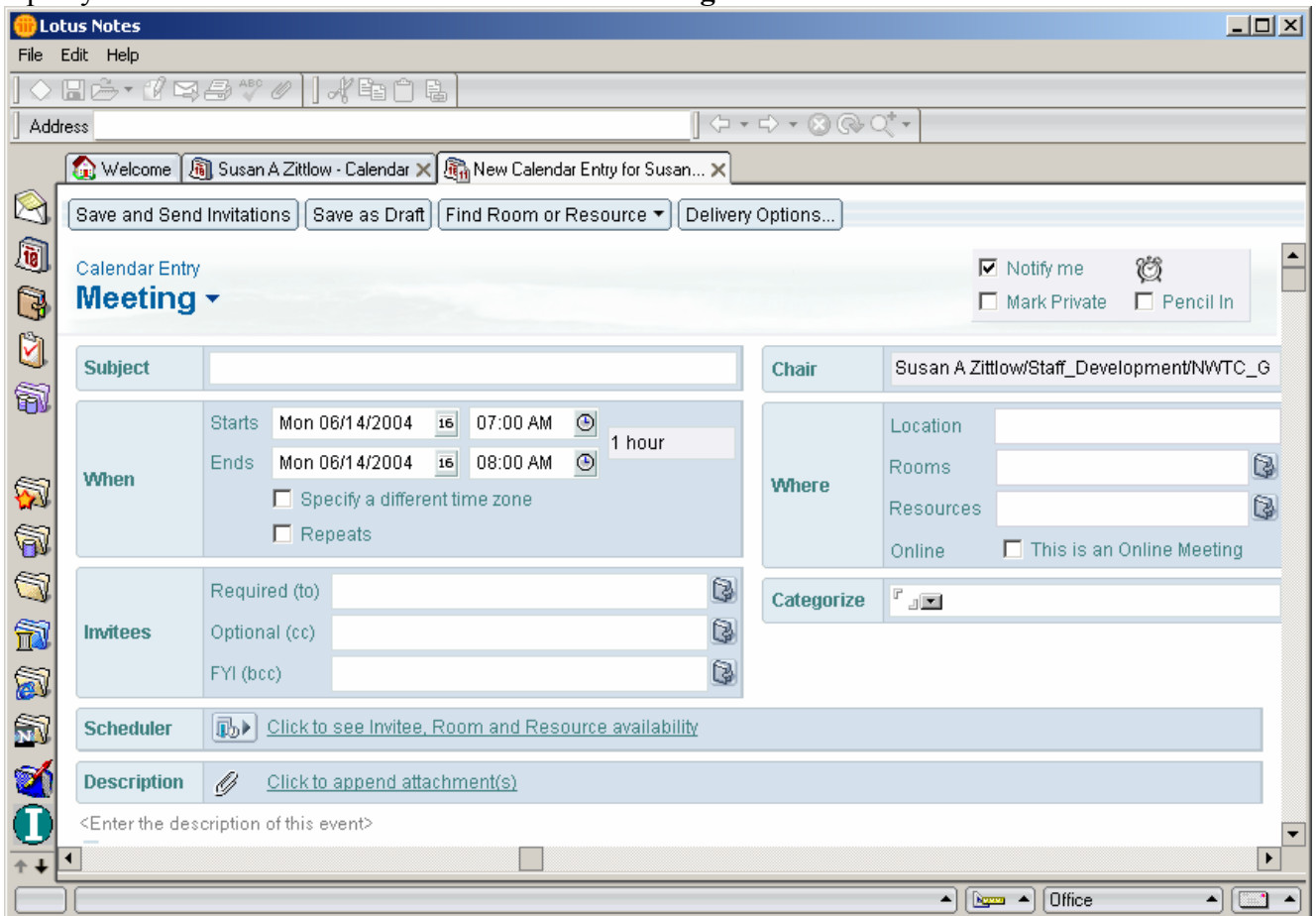


Meeting Invitations

Create and Send a Meeting Invitation

1. Open your **Calendar** and click the **Schedule a Meeting** action button 



2. **Subject Section:**

Subject

Type a brief description of the meeting in the **Subject** field.

3. **When Section:**

When

Starts Thu 02/26/2004 08:30 AM 1 hour

Ends Thu 02/26/2004 09:30 AM

Specify a different time zone




Repeats

Specify dates and times in the **Starts** and **Ends** fields.

Optional: Select **Specify a different time zone** if the meeting is online or in another state where the time zone is different. Lotus Notes will convert the time zone to our current time so you do not need to do the conversion.

Optional: Select **Repeats** to repeat the meeting. Then specify **repeat options** and click **OK**.

4. **Invitees Section:**

Invitees	Required (to)	<input type="text"/>	
	Optional (cc)	<input type="text"/>	
	FYI (bcc)	<input type="text"/>	

Option	Description
Required (to)	Specify one or more names to send people an invitation to the meeting. <i>*Note:</i> To add names from an address book, click the button after the field name. To view members of groups or alternate names for individuals in the address book, click the Details button.
Optional (cc)	Specify one or more names to send people an information-only copy of the invitation. <i>*Note:</i> To add names from an address book, click the button after the field name. To view members of groups or alternate names for individuals in the address book, click the Details button.
FYI (bcc)	Specify one or more names to send people a blind information-only copy of the invitation. Other recipients cannot see the names of people you specify in this field. <i>*Note:</i> To add names from an address book, click the button after the field name. To view members of groups or alternate names for individuals in the address book, click the Details button.

5. **Where Section:**

Where	Location	<input type="text"/>
	Rooms	<input type="text"/> 
	Resources	<input type="text"/> 
	Online	<input type="checkbox"/> This is an Online Meeting

Option	Description
Location	Enter the room where the meeting will occur
Rooms	Click the button after the field name to select a room to reserve for the meeting. <i>*Note:</i> The rooms available are CO-302A (conference room) and 3201 (staff computer training room). You can schedule CO-302A directly as long as it is available. For room 3201 you will receive an e-mail from Staff & Organizational Development to accept or decline the use of the room. <i>*Note:</i> To view the entire calendar of the rooms do the following: <ol style="list-style-type: none"> 1. Select File – Database – Open 2. Use the first drop-down box to find server: FS_GBNOTES2/NWTC_GB 3. Scroll down the list of databases to Resources – Rooms & Equipment, double-click it (or single click and then Open) 4. Change views on the left side to see the calendar for a particular room or particular time. 5. Once the database is opened you can right-click on the title bar of the database and select Bookmark. This will allow you to store the bookmark in your bookmark or favorite databases folder on the left side of the Lotus Notes screen.
Resources	At this time there are no resources available to reserve

6. Scheduler Section:

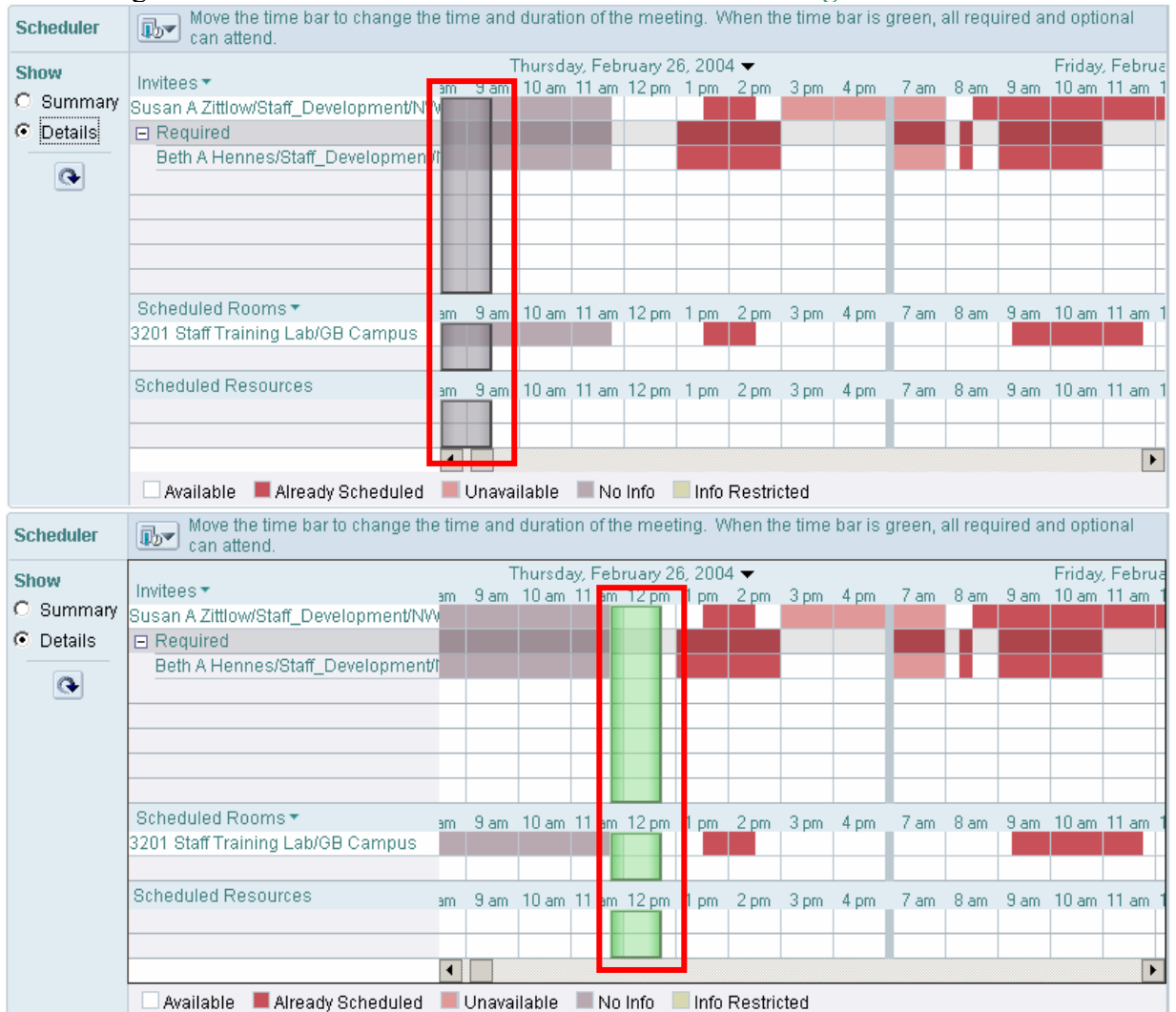
Scheduler  [Click to see Invitee, Room and Resource availability](#)

Click to see Invitee, Room, and Resource availability to look up free time for the invitees and rooms you specified.

***Note:** You have two options to determine if the invitees and rooms are available.

Option One:

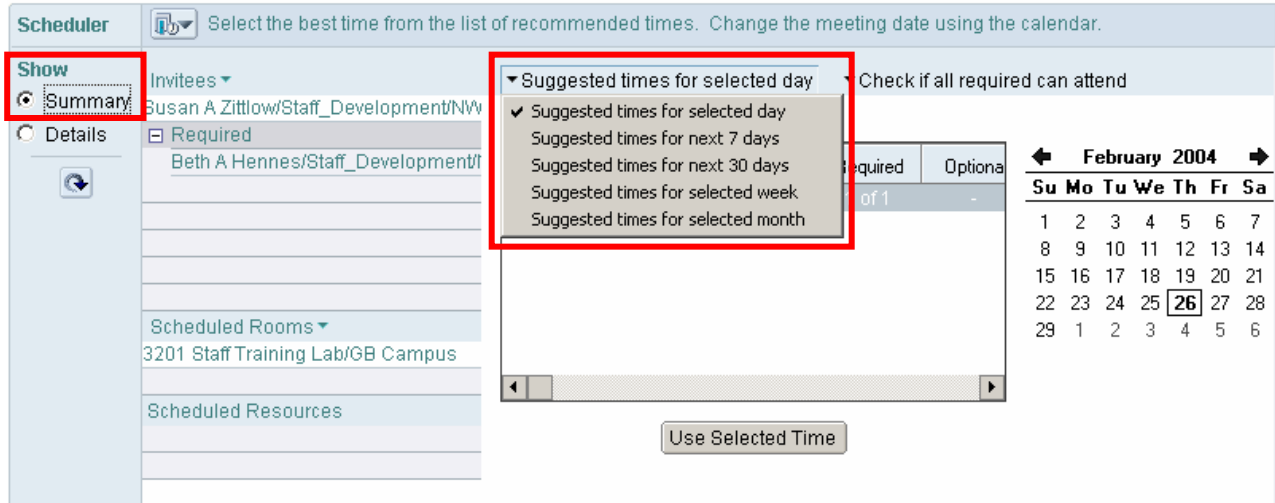
Left-click and drag the bar to a location on the calendar until the bar turns **green**.



The image displays two screenshots of the Lotus Notes Scheduler interface, illustrating the process of checking availability for a meeting. Both screenshots show a calendar view for Thursday, February 26, 2004, and Friday, February 27, 2004. The interface includes a 'Scheduler' section with a 'Show' dropdown menu set to 'Details'. The 'Invitees' section lists 'Susan A Zittlow/Staff_Development/NW' and 'Beth A Hennes/Staff_Development/NW'. The 'Scheduled Rooms' section lists '3201 Staff Training Lab/GB Campus'. The 'Scheduled Resources' section is empty. A legend at the bottom indicates the status of each time slot: Available (white), Already Scheduled (red), Unavailable (light red), No Info (grey), and Info Restricted (yellow). In the top screenshot, a grey bar is being moved over the calendar grid, and it is currently grey. In the bottom screenshot, the same bar is now green, indicating that the time slot is available.

Option Two:

Use the **Summary view** and choose to show **Suggested times for selected day** drop-down menu



Note:* You can click the icon  in the **Scheduler Section to collapse the section.

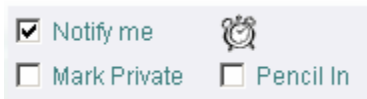
7. Description Section:



<Enter the description of this event>

Type a description of the meeting in the **Description** field or attach an agenda or other file pertaining to the meeting.

8. Optional: Select the check boxes for options located at the top right of the form:



Option	Description
Notify me	Select this to set an alarm for the meeting. Then specify alarm options and click OK .
Mark Private	Select this to prevent people who have access to your calendar from reading the invitation. People who can manage your calendar can see the time but not the contents of hidden calendar entries.
Pencil In	Select this to keep the time of the meeting free in your free time schedule.

9. *Optional:* Click **Delivery Options** , select any of the following, and click **OK**.

Option	Description
Delivery Report	Select when you want to receive a report about your message. None is the default.
Delivery Priority	Select the priority of your message.
Return Receipt	Select if you want a receipt telling you when your message has been opened.
I do not want to receive replies from participants	Select this to send the invitation as a broadcast message. This gives recipients the option of adding it to their calendars without prompting them to send an answer back to you.
Prevent counter-proposing	Select this to prevent recipients from proposing different start or due dates for the invitation.
Prevent delegating	Select this to prevent recipients from sending the invitation to someone else to answer.
Sign	Select this to add a digital signature to the invitation so that recipients are sure you're the person who sent it.
Encrypt	Select this to encrypt the invitation so that only the intended recipients can read it.

10. Click **Save & Send Invitations**