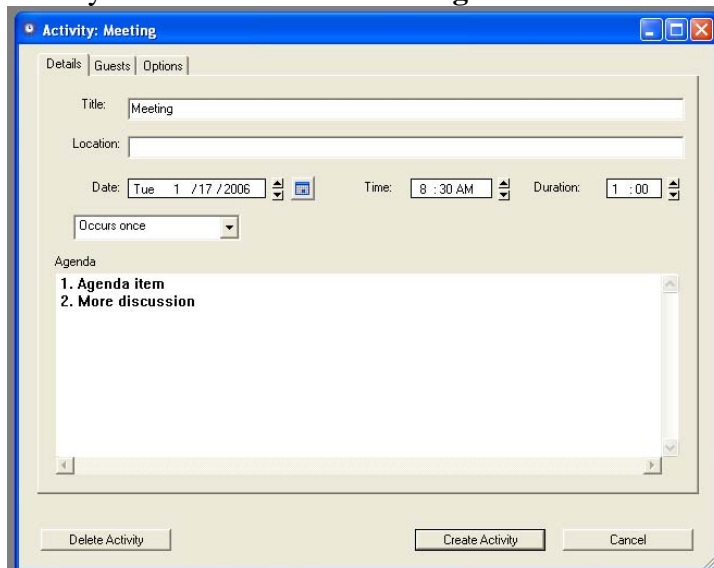


Scheduling a Location or Resource in MeetingMaker¹

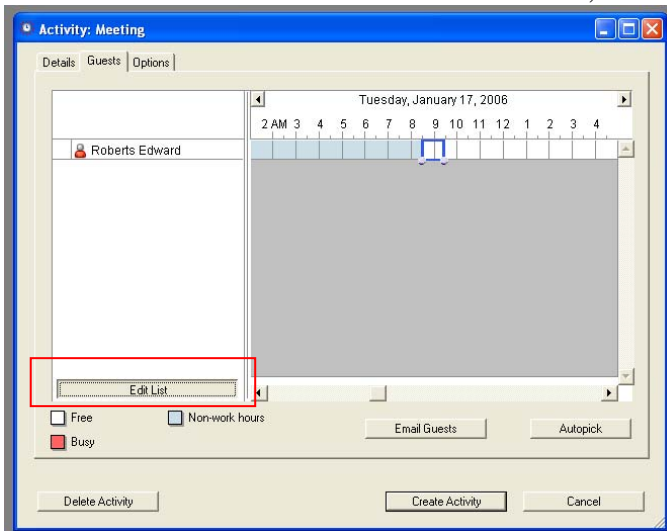
Scheduling for a Group including you..... 1
Scheduling for a Group not including you..... 3

Scheduling for a Group including you

1. In Task Bar, Click Create Activity/Meeting:
2. Enter the meeting title, agenda, start time, and duration on the “Details” tab of the Activity Window. **NOTE: Entering a location here does not reserve the location.**

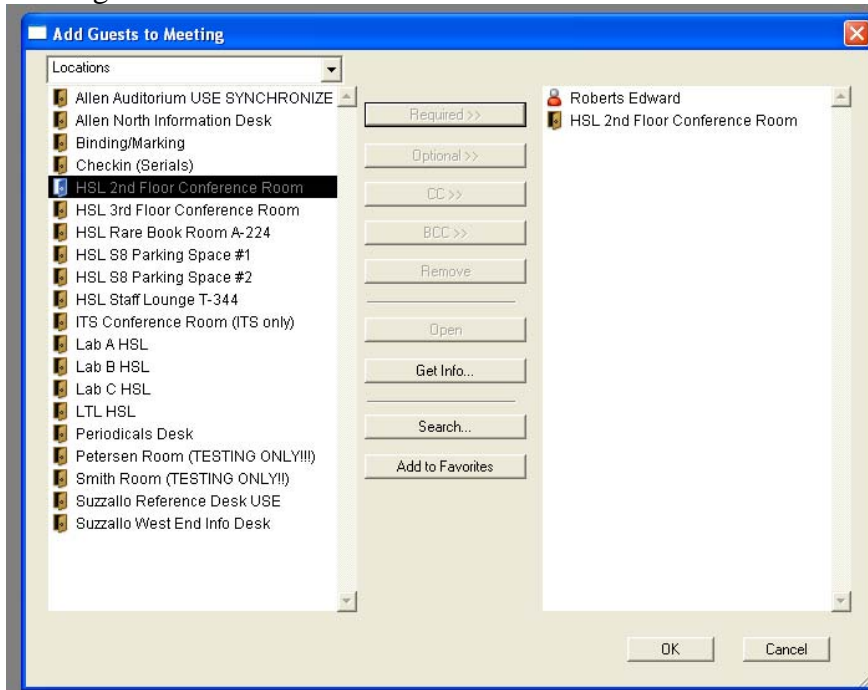


3. On the Guests tab click the “Edit List” button, and select guests:



¹ Created on Sunday, December 18, 2005 by Ed Roberts

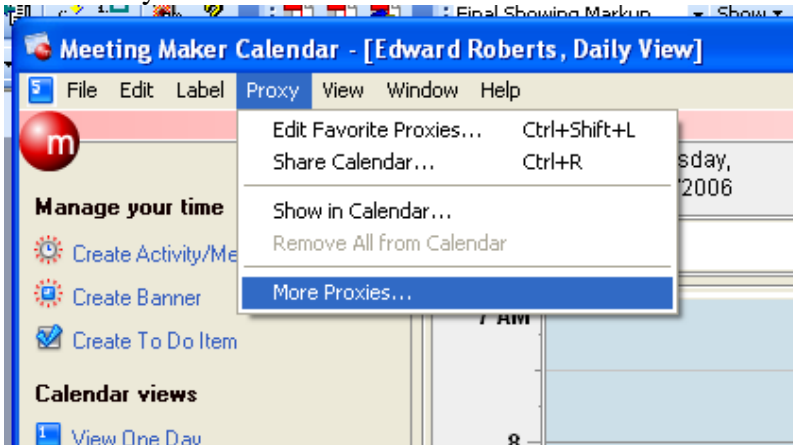
4. Click Required, Optional, CC, or BCC, and the guests appear in the right pane.
5. Use the dropdown menu above the left pane to view Resources or Locations, and select the Resource you want at your meeting and/or the Location where you want to hold your meeting:



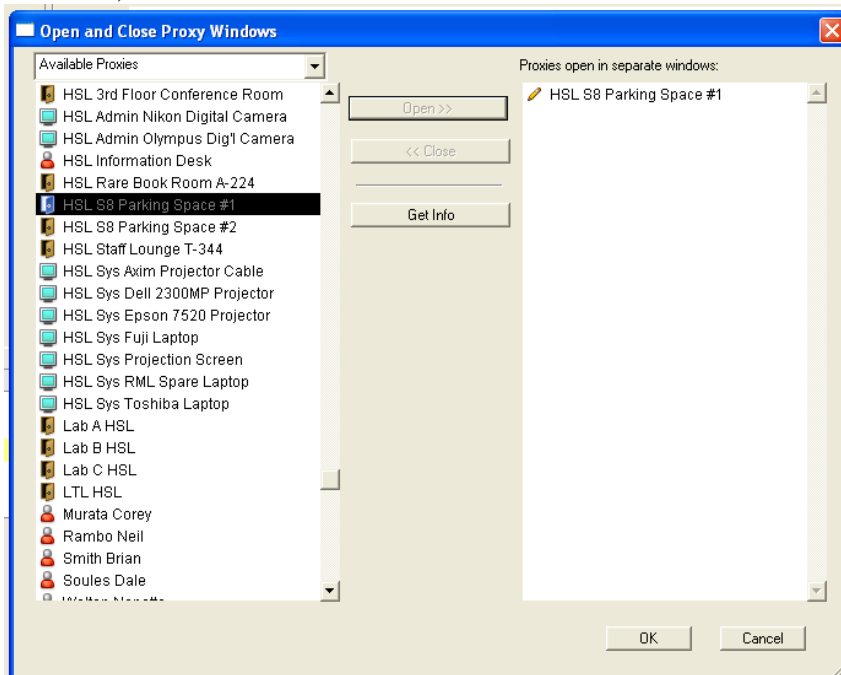
6. The time grid displays guests' busy time in pink, free work hours in gray, out-of-the-office time in light blue, and a dark blue rectangle shows the meeting time.
NOTE: the Autopick button can help you find available times for all invited Users, Resources, and Locations.
7. Drag or resize the blue meeting rectangle in the busy time grid to a time when all your guests are free, or use Auto-Pick to quickly find a time
8. Click Create Meeting. The meeting invitation is sent to your guests and the meeting is added to your calendar.

Scheduling for a Group not including you

1. Click Proxy → More Proxies:

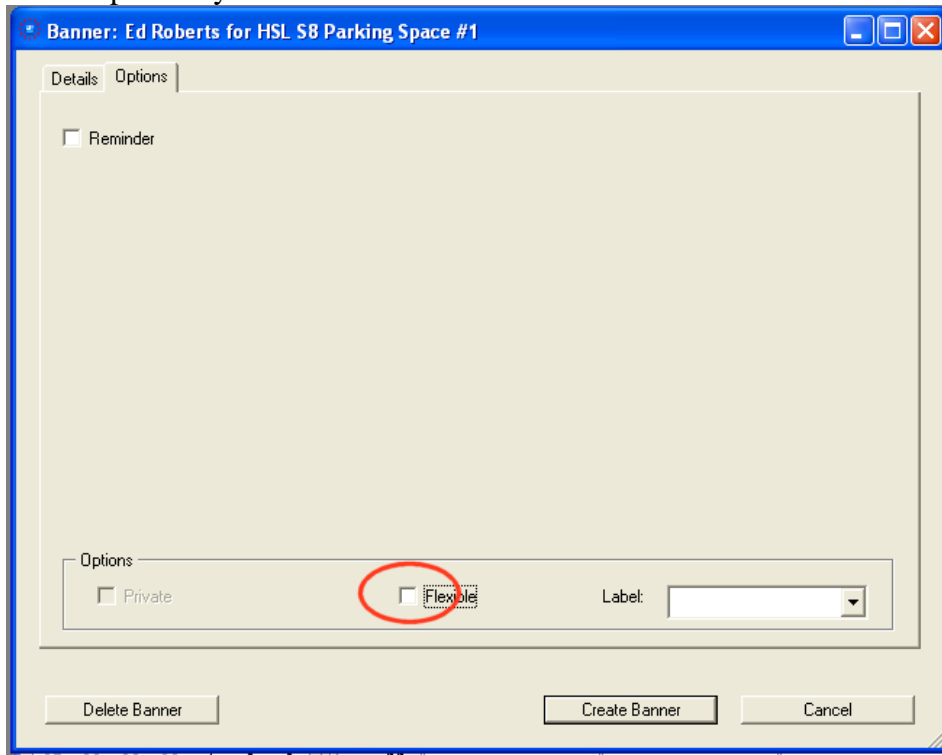


2. In the “Open and Close Proxies” window choose the Location/Resource you wish to schedule, then click OK:



3. This will open up the calendar for the selected Location/Resource. Navigate to the day/time of the appointment you wish to create, and create the meeting.
4. **If you are creating an all day event**, then create a Banner instead, and be sure to uncheck the Flexible checkbox on the Options tab, to ensure you're your appointment

shows up as busy time:



Banner: Ed Roberts for HSL S8 Parking Space #1

Details Options

Reminder

Options

Private Flexible Label: [dropdown]

Delete Banner Create Banner Cancel