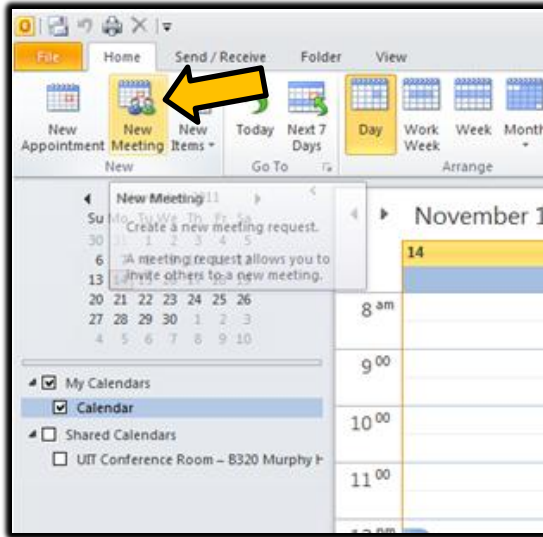
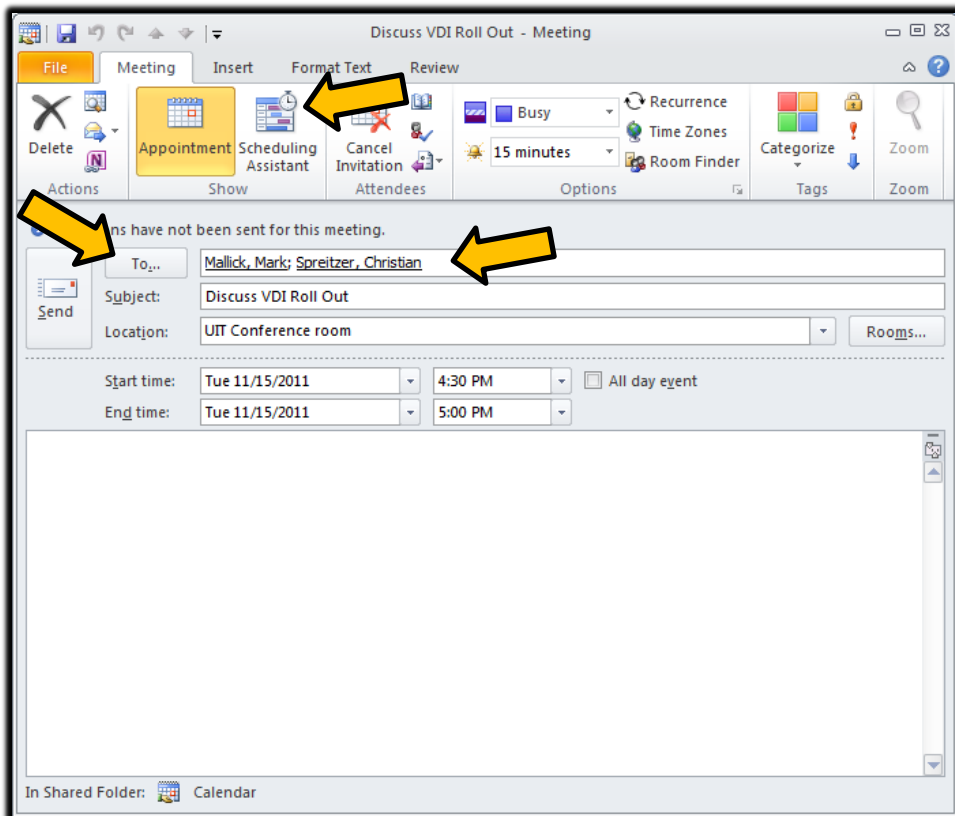


How To Schedule A Meeting

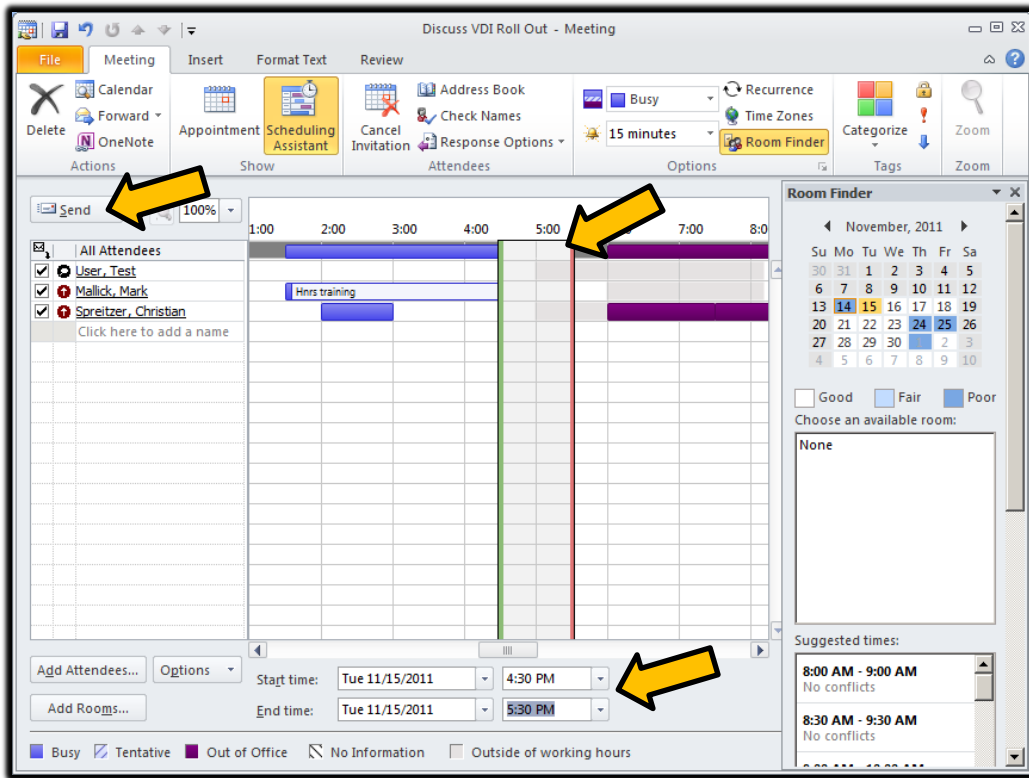


In the Calendar view, click on the 'New Meeting' icon.



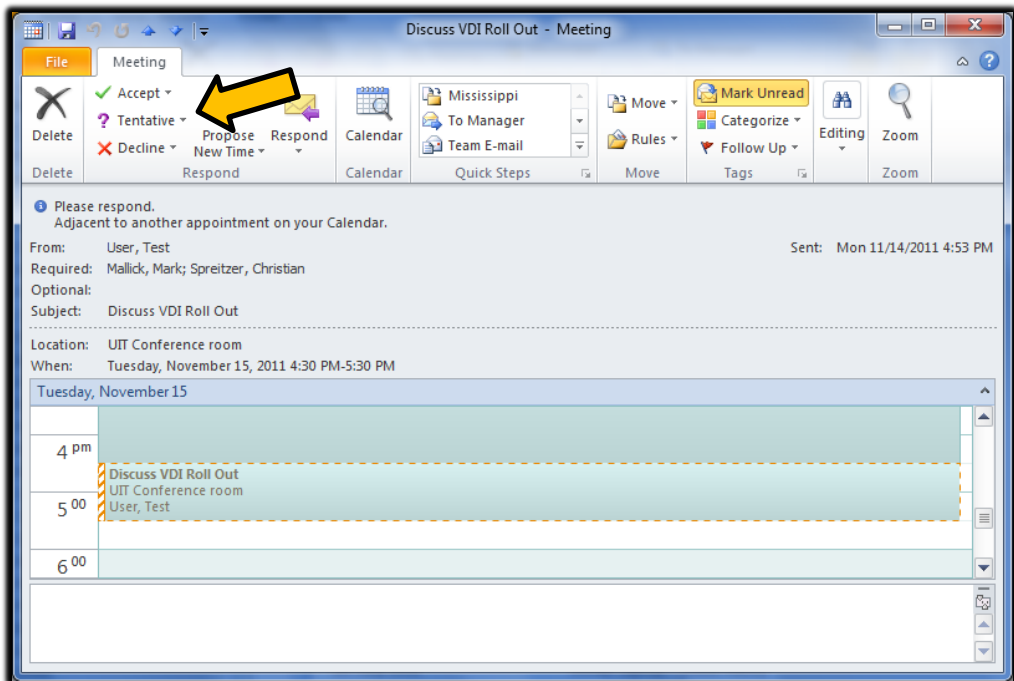
Type in the names of those you would like to invite to the meeting (or click on 'To' to select them from the Address Book).

To check the availability of meeting attendees, click on the 'Scheduling Assistant' tab.



The 'Scheduling Assistant' window shows what times are available for each person invited to the meeting.

Adjust the date and/or time for the meeting and click on the 'Send' button.



Invited members receive an email asking for their response to the meeting request.

(Until a reply is sent, the appointment shows as "Tentative" on their Calendar.)