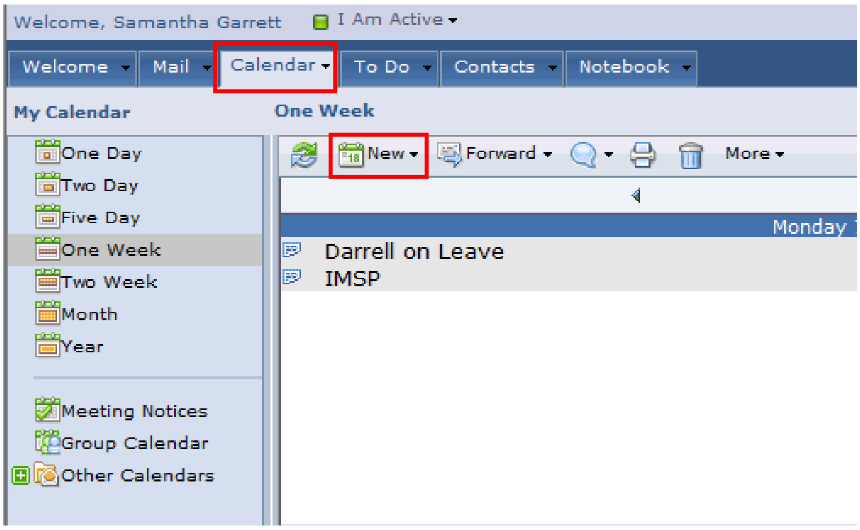
Perquisite learning card: To learn how to login to Lotus Notes webmail (Domino Web Access) please see ***Overview of Lotus Notes Webmail (Domino Web Access) (DWA01).***

This learning topic outlines how to:

- create a new meeting,
- invite participants,
- check availability, and
- make the entry repeat.

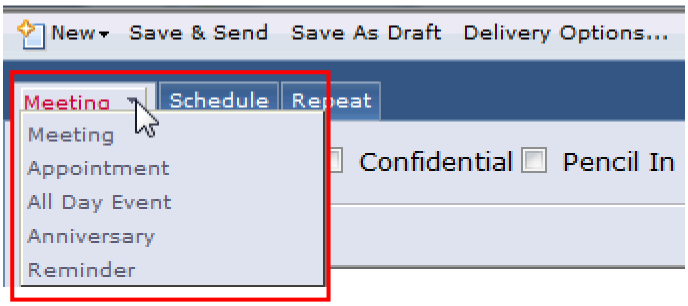
1. Select the **Calendar** tab.

2. Click the **New** button on the **action bar**.



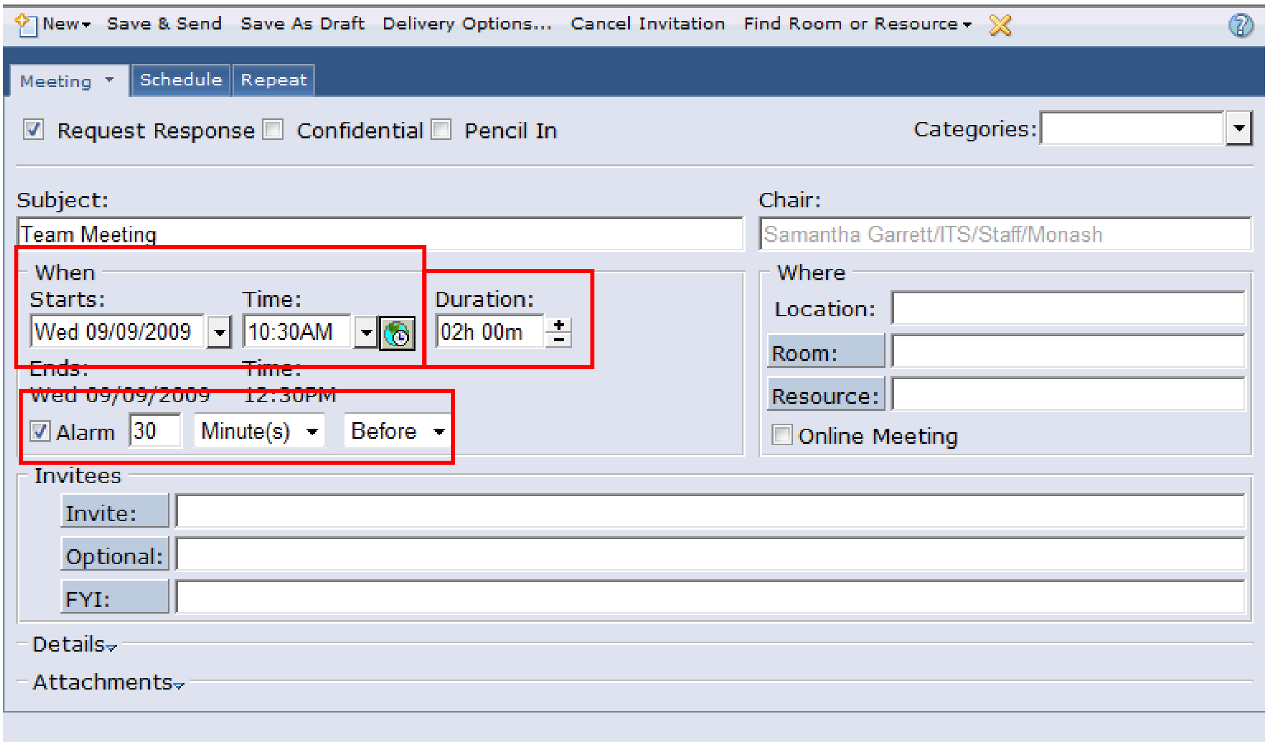
- The new **Calendar Entry** window will open.

Tip: The default entry type is a new meeting. You can change the entry type by clicking the arrow next to the word **Meeting** at the top of the window.



3. Enter a subject in the **Subject** field.

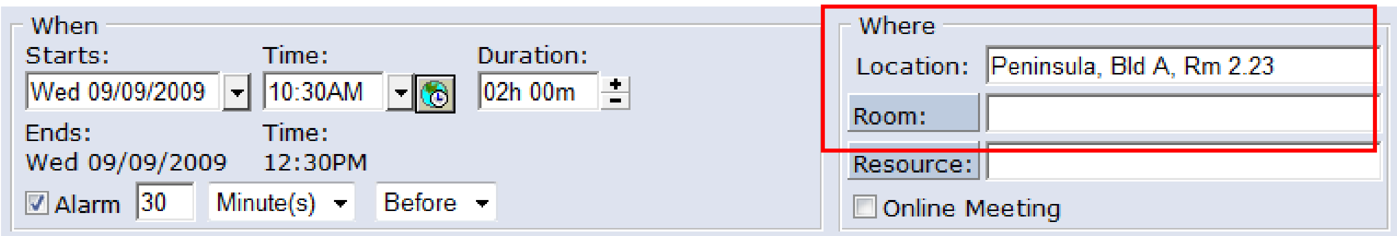
4. Select a start date and time in the **Starts** and **Time** fields.



5. Specify the duration of the meeting in the **Duration** box. Use the **+** and **–** buttons to adjust it.

6. If you would like to set an alarm for the meeting, tick the **Alarm** box. Specify the time the alarm should occur.

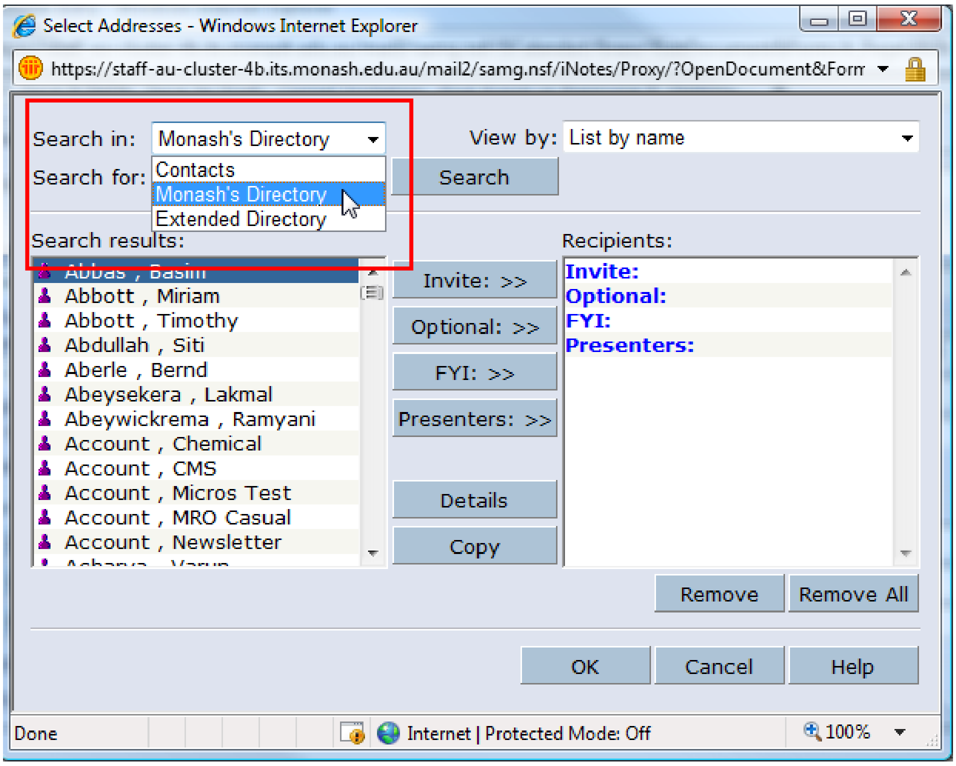
7. Enter a location for the meeting in the **Location** field or book a **Room**.



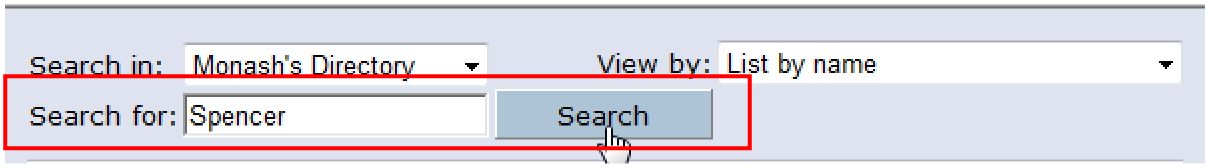
8. To invite participants to the meeting, click the **Invite** button.

- The **Select Addresses** window will open.

9. Select the **Monash Directory** from the **Search in** drop down box.

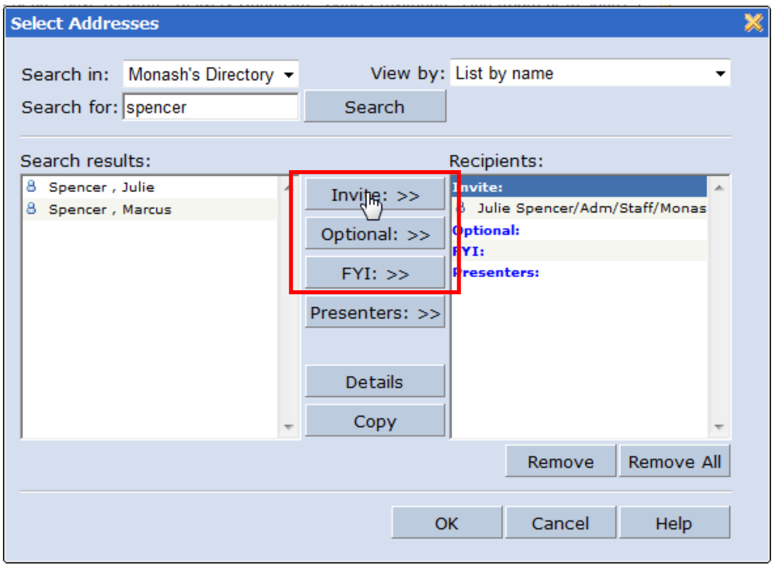


10. Type the surname of the person you want to search for in the **Search for** field. Click the **Search** button.



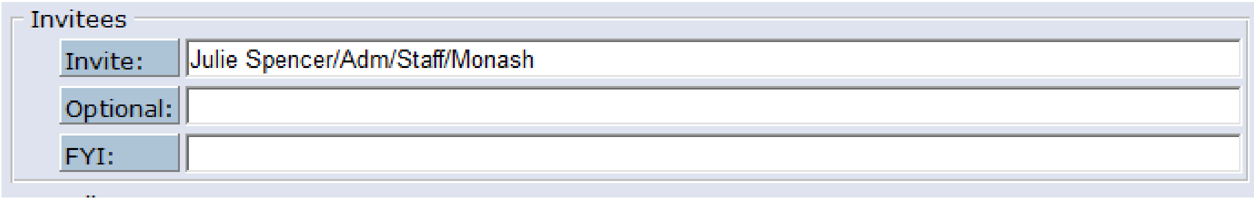
11. Highlight the correct person from **Search results** window. Then:

- If you want to **invite** the person, click the **Invite** button.
- If you want to invite the person as **optional,** click the **Optional** button.
- If you want to just inform the person of the meeting, click the **FYI** button.



12. Click the **OK** button.

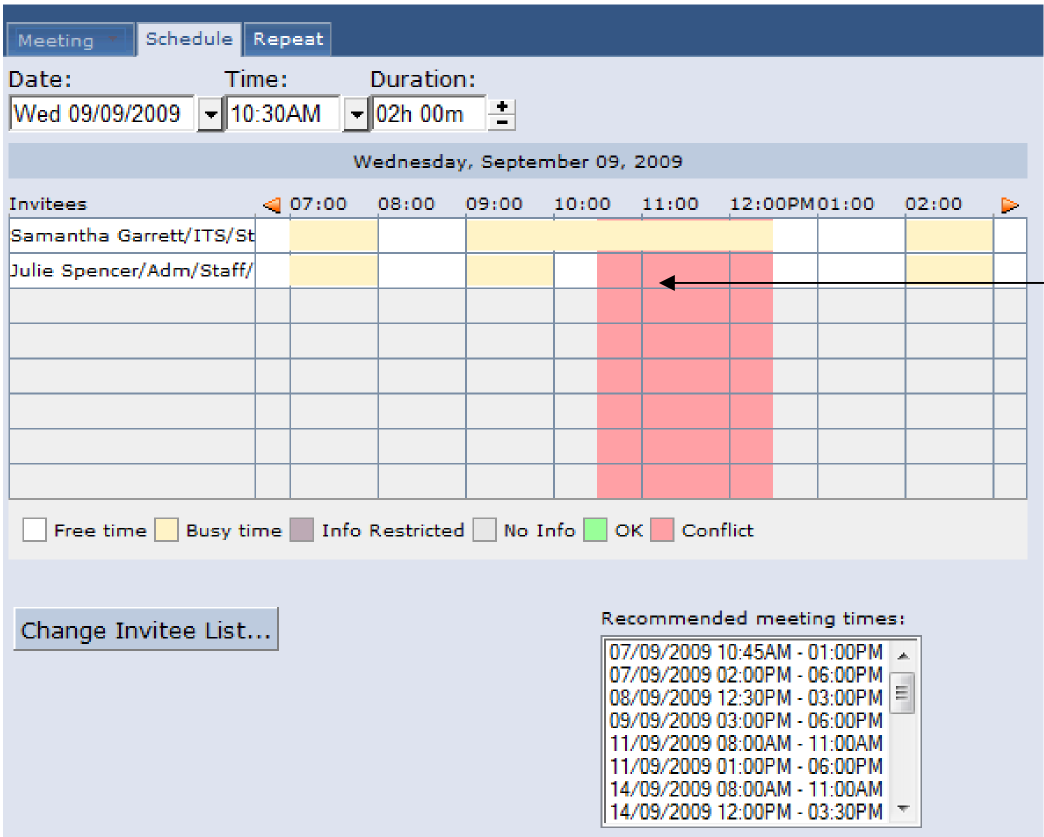
- The person will now be added to the meeting.



13. To check the availability of all invitees, click the **Schedule** tab at the top of the window.

14. Use the colour legend to identify if all invitees are available at the specified time.

- A **green** vertical line indicates that everyone is free.
- A **red** vertical line indicates conflict.



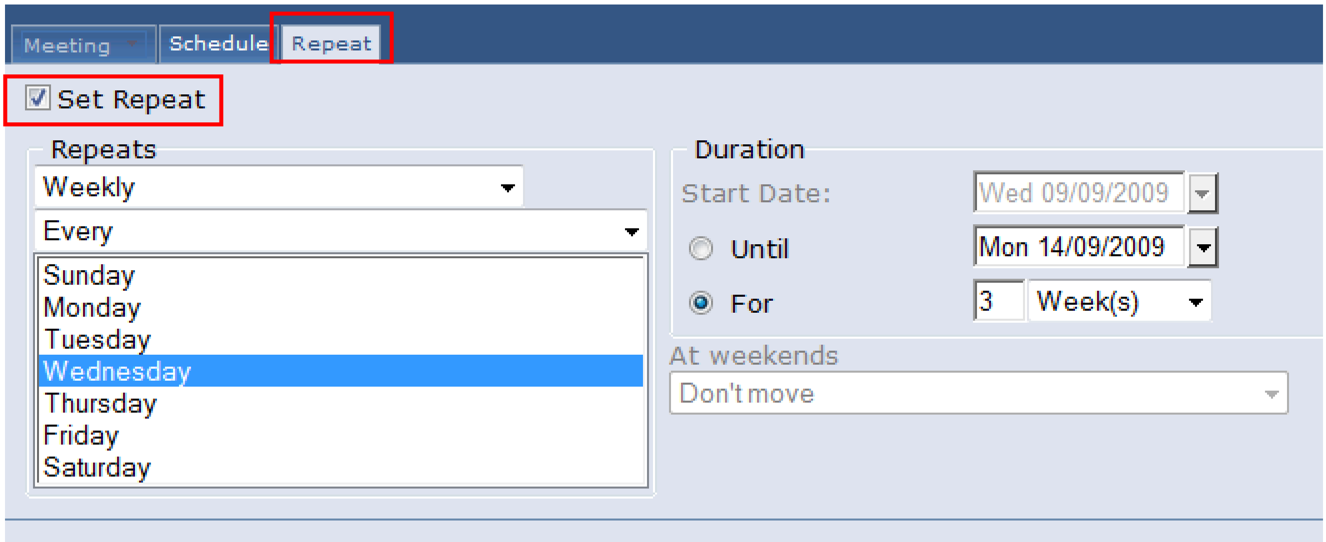
In this example, the meeting time is not suitable as there is a conflict in availability (the red vertical line)

Tip: Use the **Recommended meeting times** box to find a time when everyone is available. Alternatively, use the **Change Invitee List** button to remove busy attendees from a meeting.

15. To schedule a repeating meeting, click the **Repeat** tab at the top of the window.

Note: If you do not wish to make a repeating meeting, proceed to **step 18**.

16. Tick the **Set Repeat** box.



17. Select the frequency and duration of the repeat.

18. When you are satisfied with the meeting, click the **Save & Send** button at the top of the window.