

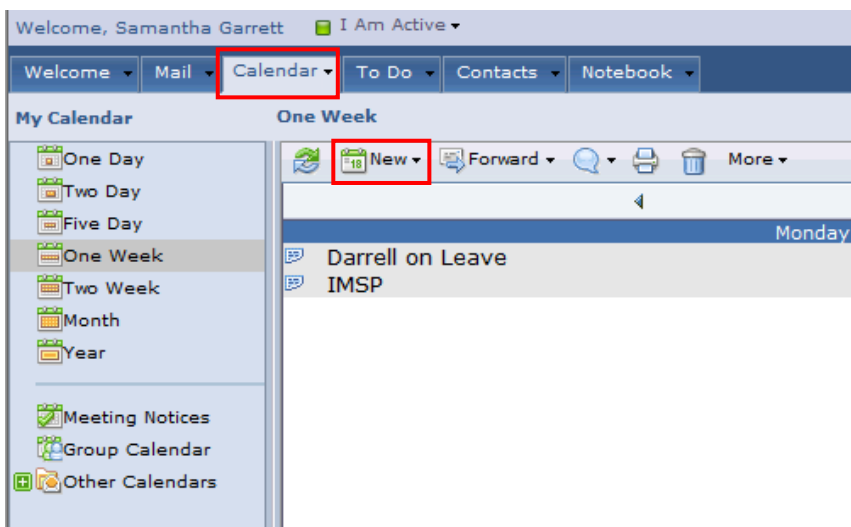
Prerequisite learning card: To learn how to login to Lotus Notes webmail (Domino Web Access) please see *Overview of Lotus Notes Webmail (Domino Web Access) (DWA01)*.

This learning topic outlines how to:

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

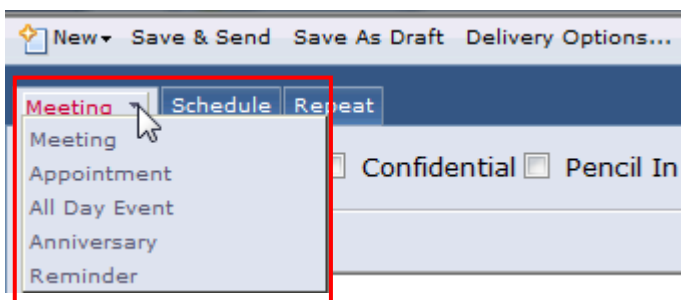
1. Select the **Calendar** tab.

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



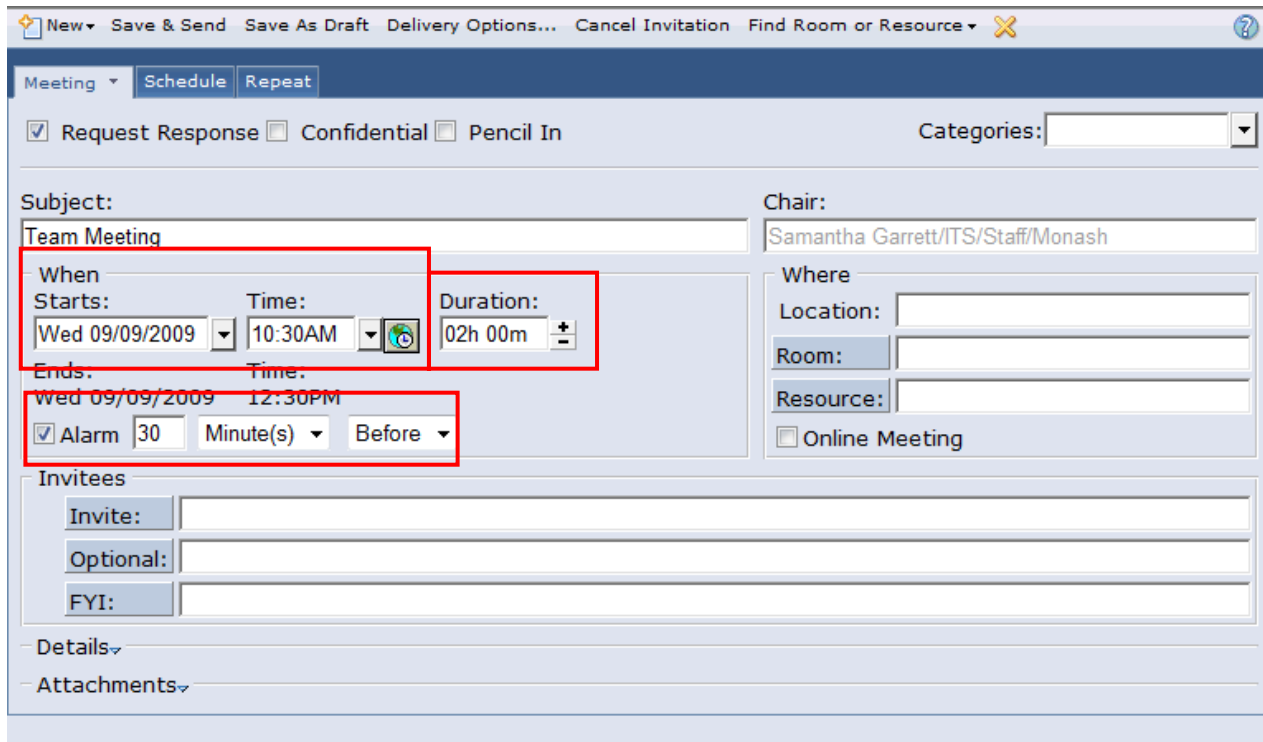
- The new **Calendar Entry** window will open.

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.

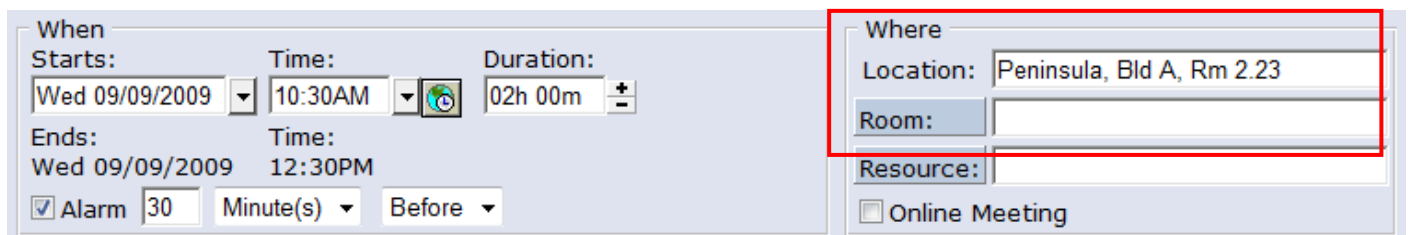
4. Select a start date and time in the **Starts** and **Time** fields.



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**.

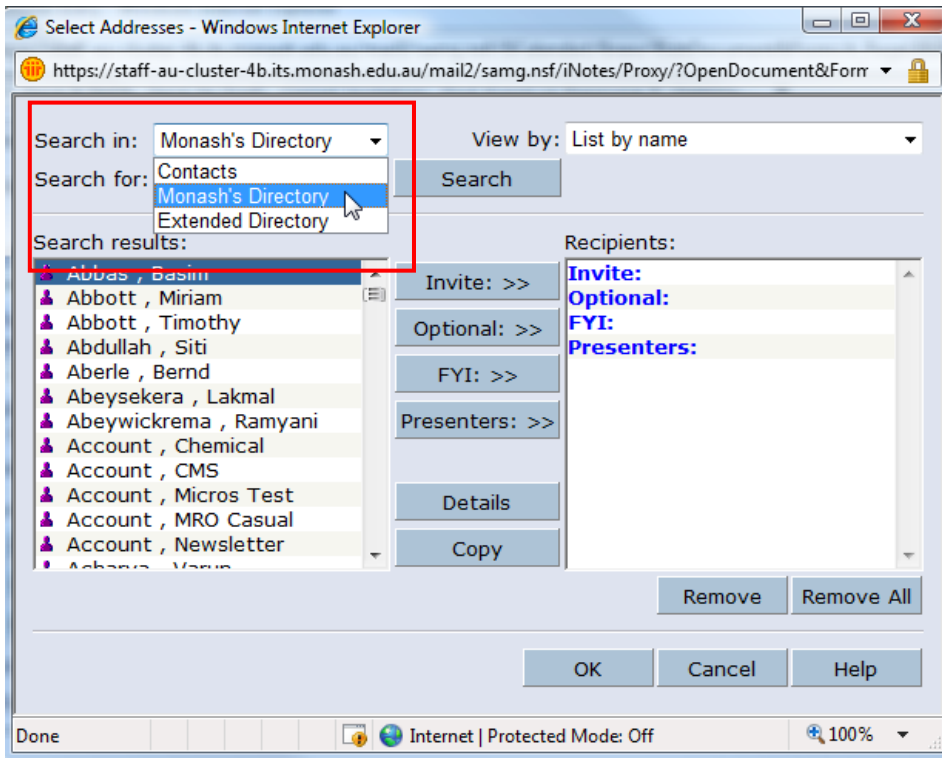


8. To invite participants to the meeting, click the **Invite** button.

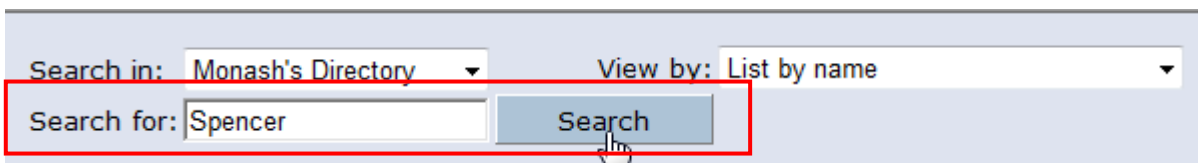


- The **Select Addresses** window will open.

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

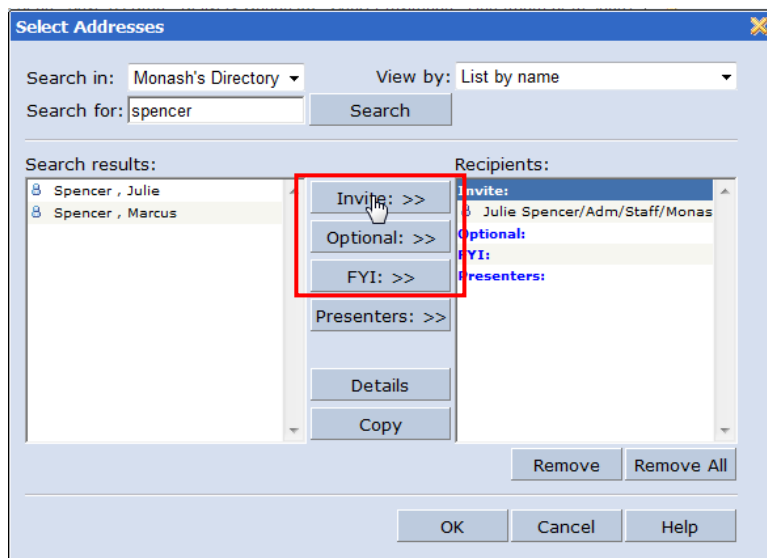


10. Type the surname of the person you want to search for in the **Search for** field. Click the **Search** button.



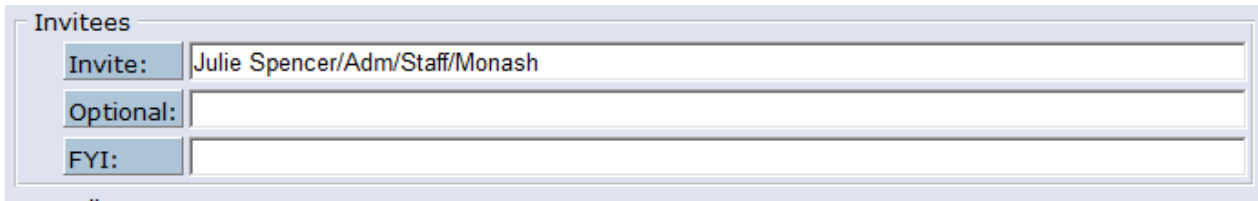
11. Highlight the correct person from **Search results** window. Then:

- 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.

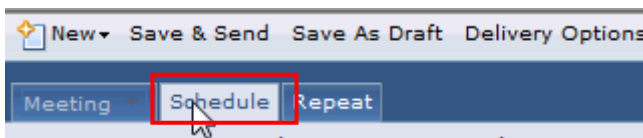


12. Click the **OK** button.

- The person will now be added to the meeting.

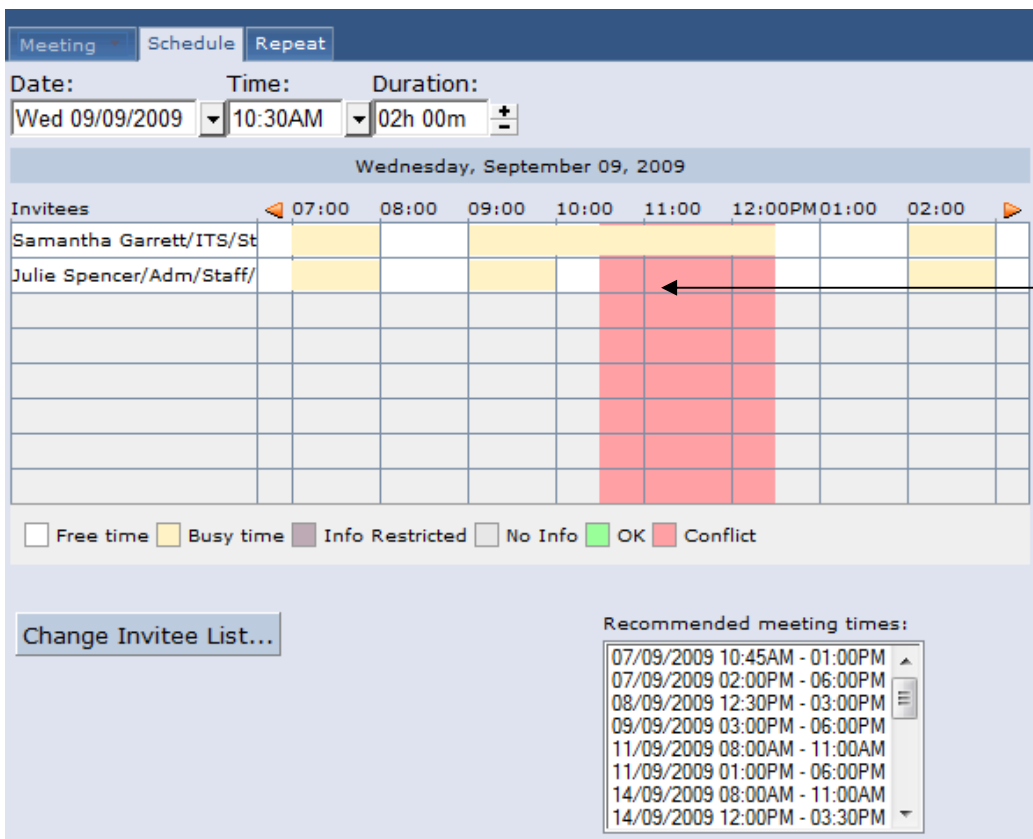


13. To check the availability of all invitees, click the **Schedule** tab at the top of the window.



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.



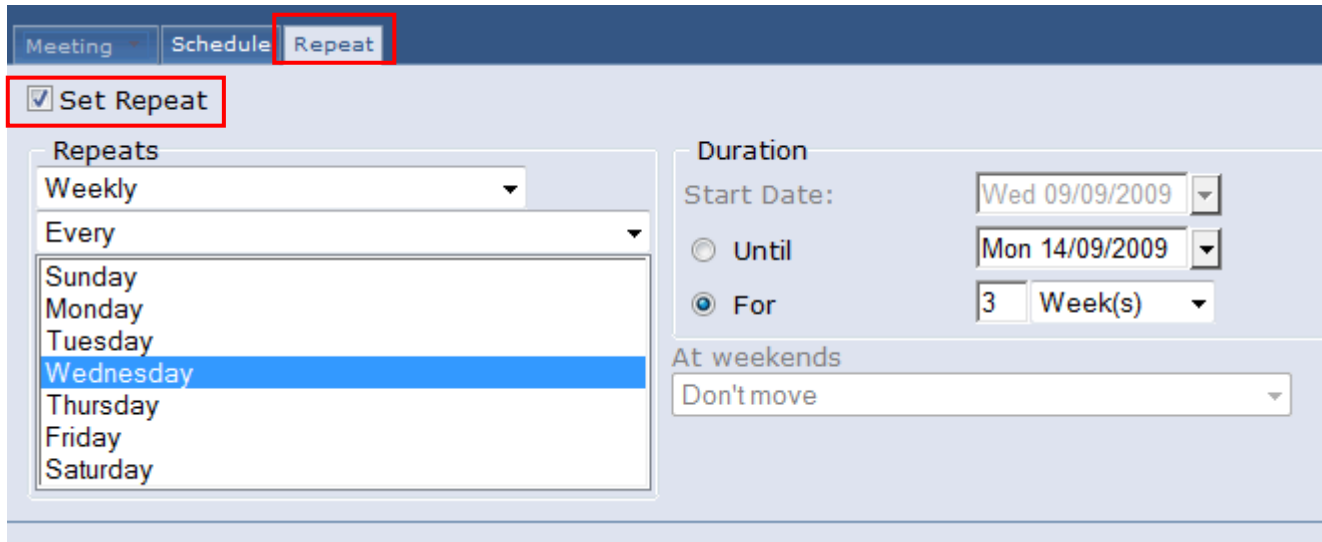
In this example, the meeting time is not suitable as there is a conflict in availability (the red vertical line)

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**.

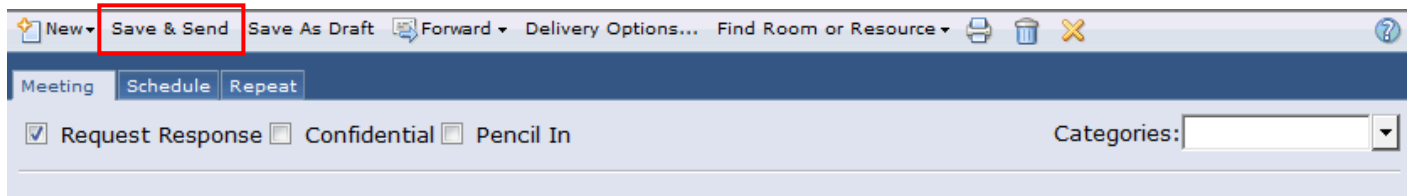
16. Tick the **Set Repeat** box.



The screenshot shows the 'Repeat' tab selected in the meeting scheduling window. The 'Set Repeat' checkbox is checked and highlighted with a red box. Below it, the 'Repeats' section has a dropdown menu set to 'Weekly', with a list of days open, 'Wednesday' selected. The 'Duration' section shows 'Start Date' as 'Wed 09/09/2009', 'End Date' as 'Mon 14/09/2009', and 'For' 3 'Week(s)'. The 'At weekends' dropdown is set to 'Don't move'.

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.



The screenshot shows the top of the meeting scheduling window. The 'Save & Send' button is highlighted with a red box. Other buttons visible include 'New', 'Save As Draft', 'Forward', 'Delivery Options...', 'Find Room or Resource', and icons for print, delete, and close. Below the buttons, the 'Meeting' tab is selected, and there are checkboxes for 'Request Response', 'Confidential', and 'Pencil In'. A 'Categories:' dropdown menu is also visible.