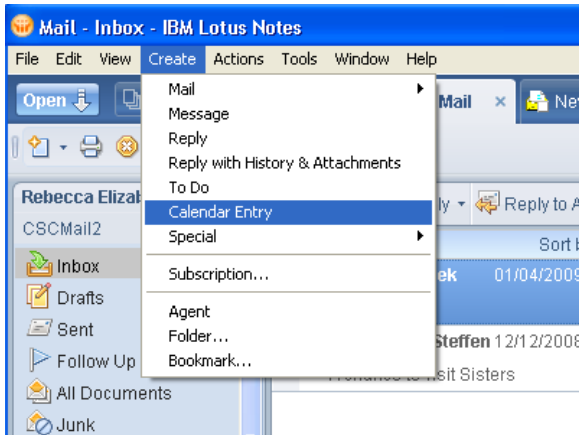




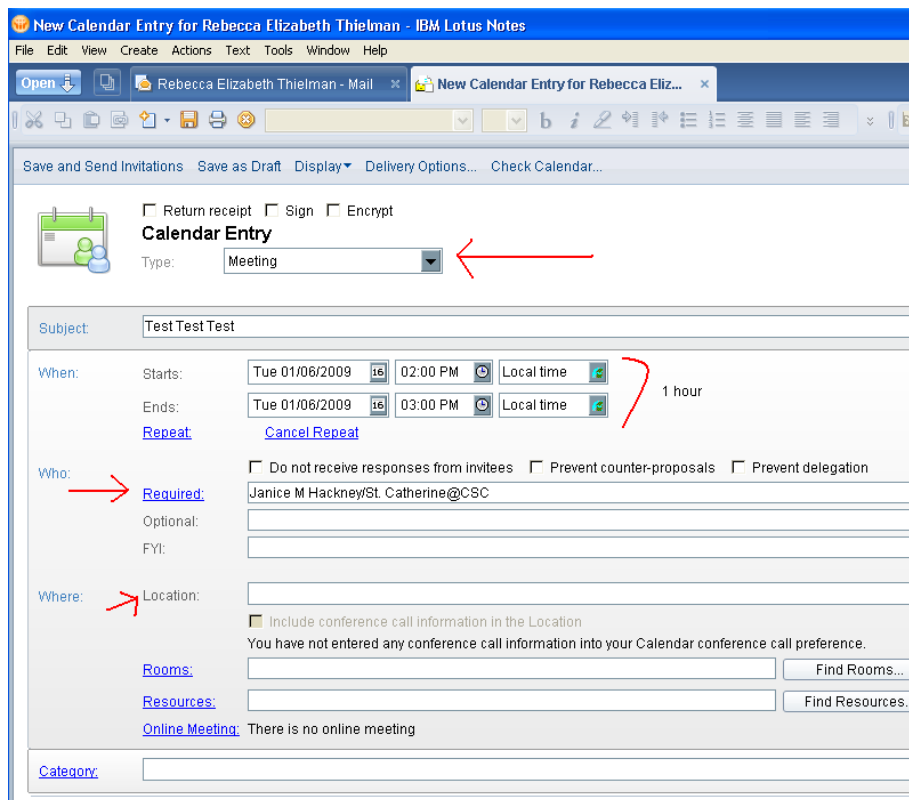
Create Group Calendar Entries in Lotus Notes

To create a meeting and invite people to attend:

- Click the 'Create' button in the toolbar, and select 'Calendar Entry' from the drop-down menu.



- Where it asks for the type of event, select 'Meeting'.
- Fill in the subject, time, and location fields.
- To invite people to your meeting who must be there, click on the blue link 'Required:'. If people can decide for themselves if they want to go, place them in the 'Optional:' field, and if people really don't need to be there but might be interested in the information, place them in the 'FYI:' field.





- Fill in the description of your meeting.
- If you click the 'Find Available Times' tab, you will be able to see if people have other events already scheduled in their Lotus Notes. Drag the thick vertical bar in either direction until it is green; this means all people and locations are available. Dragging this bar will also change the time of the meeting in the top half of the message.

- Click the 'Save and Send Invitations' button at the top of the window.

Any meeting invitations you receive will show up in your inbox, just like any other message. To accept or decline a meeting invitation:

- Double click the message to open it.
- Click either 'Accept' or 'Decline', depending on your availability. If you accept, the meeting will be added to your Lotus Notes calendar.
- If the chair of the meeting requested to be notified, they will receive a message saying if you will be in attendance or not.