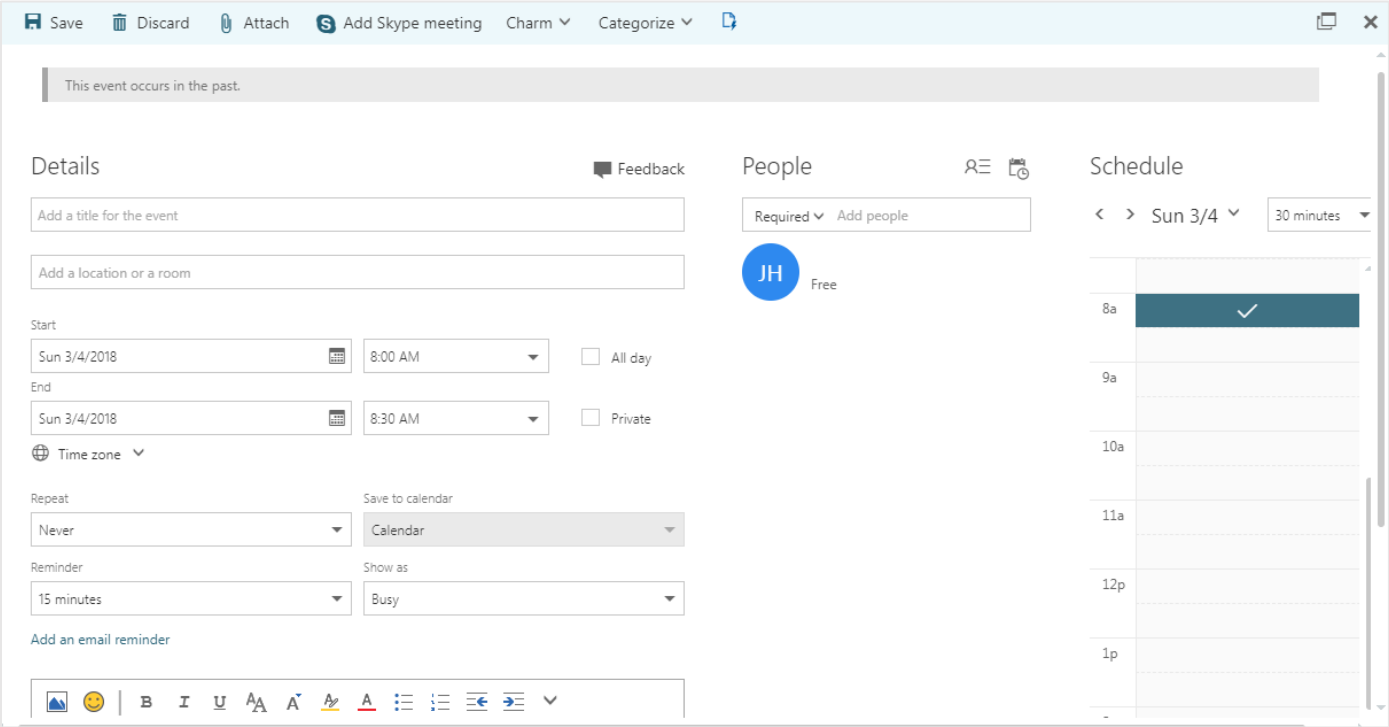
CALENDAR: CREATING A SHARED APPOINTMENT - WEB

In addition to creating personal appointments in your O365 calendar, you can also create shared appointments and invite others to participate. This guide will explain how to perform this via using the web interface found here: https://mail.utoronto.ca.

CREATING A SHARED APPOINTMENT

1. Visit https://mail.utoronto.ca and login using your UTORid credentials.

2. Click on the **Calendar** tab at the bottom left of the navigation pane. From there, click on the New button to make a new Calendar Event. You should be greeted with a screen with a lot of options, shown below.

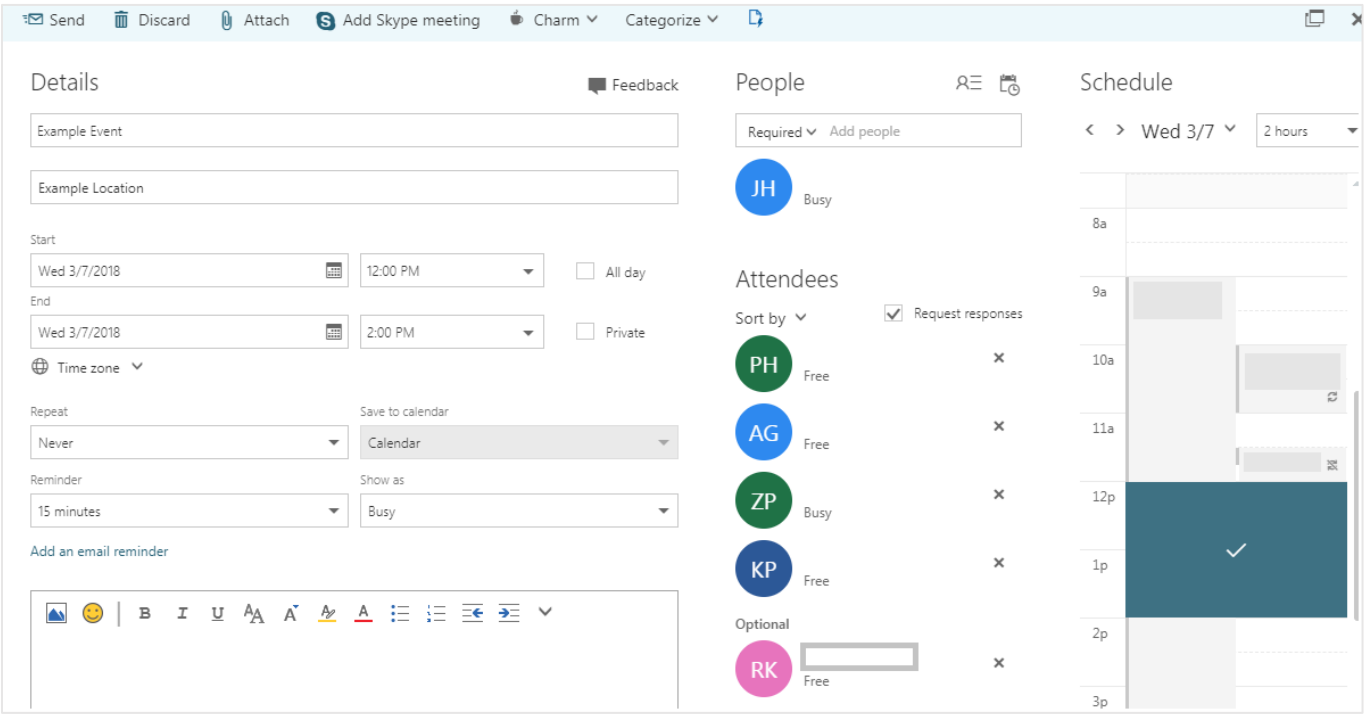


3. The left side of the panel has typical scheduling information – a event title, location, date & time, etc. It's also important to note that the option **Save to Calendar** is (by default) set to your O365 calendar.

   The right side of the panel is dedicated to inviting attendees to your event. Under the heading **People**, you can add people to your event by typing in their name in the textbox labelled **Add People**. This will search the university's global directory for a match – Please note: this will also search your contact list for any matching entries. *It's important to select the individual entry with a @utoronto.ca email address (and not a @utsc.utoronto.ca address).*

Clicking the entry will add them to your event underneath your name (the organizer). Prior to clicking the name, you can also select whether they are **Required** or **Optional** for the event by selecting the appropriate option next to the **Add people** textbox.

Once finished, your event should look like the example shown below:



Individuals flagged as required will be listed first (under the heading **Attendees**). Those flagged as optional (such as the individual RK denoted by the grey box) will be listed under the heading **Optional**. There is also a checkbox labelled **Request Responses** – this will prompt the users to confirm their attendance to the event – you will be notified of an individual's response (accept, tentative, reject).

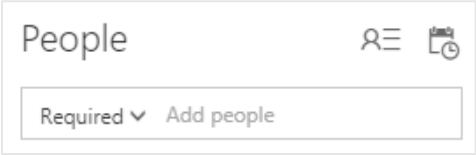
4. On the far-right side of the panel (from step 3), there is a heading called **Schedule**. This offers some insight into *your personal O365 calendar* schedule, and offers a preview of where your prospective event will be placed (indicated by the blue box with a checkmark). As long as your account has permissions to view the attendees calendar (free/busy time is set by default), you should see whether attendees are "busy" or "free" for an event. In the example provided in Step 3, everyone is available for the event, except for ZP, who is marked as busy. This means that ZP already has a calendar appointment during the same time as your proposed event time.

If everything appears ok, click on Send to send the invitation to all of the attendees.

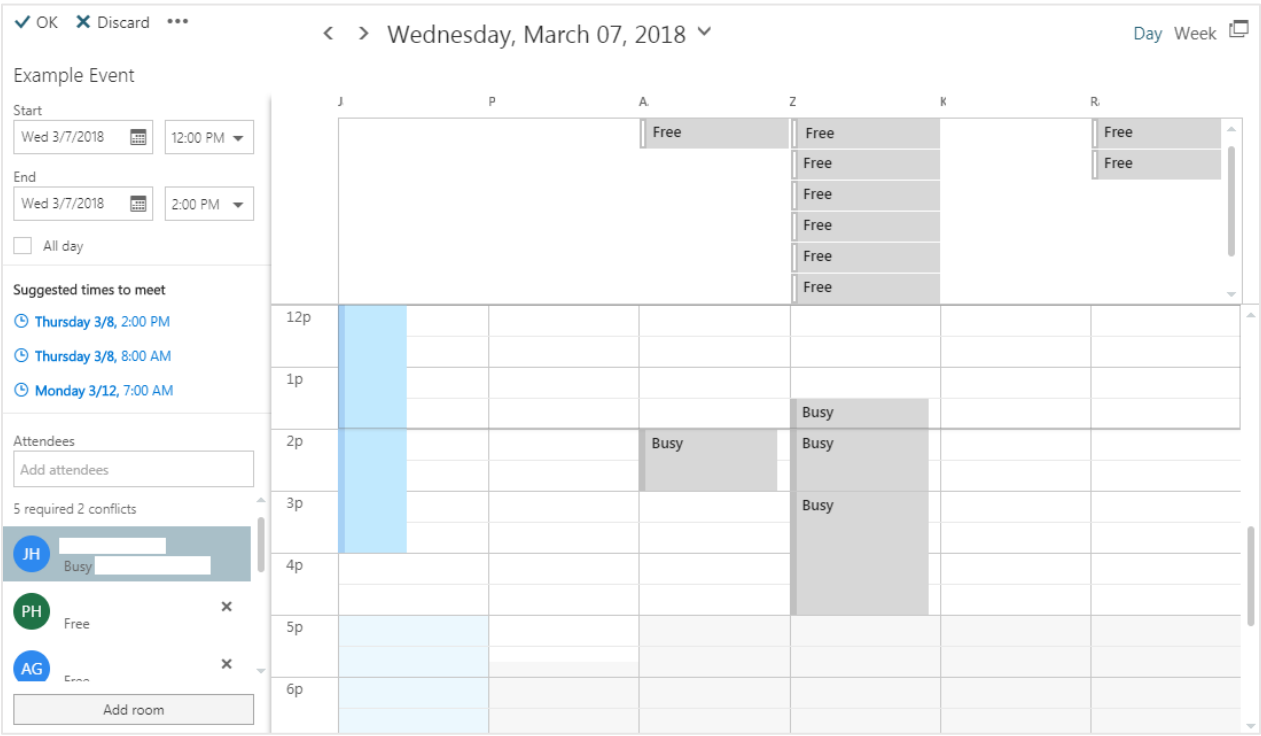
You can also use the Scheduling Assistant for a more robust view of the attendees' schedule – this could be helpful in finding appropriate times when there is a number of time conflicts.

USING THE SCHEDULING ASSISTANT

1. Refer to Step 1 & 2 from the previous section on creating a shared appointment. From the event planning window (shown in Step 2 & 3), under the heading People, you can click on the Scheduling Assistant button – it looks like a calendar with a clock.



2. The Scheduling Assistant will display the calendar for all attendees based on the time provided for the event.



The right side of the panel above shows the individual schedule for each attendee and will show if they have an appointment that conflicts. In the above example, the proposed appointment is set for 12p – 2p. However, attendee ZP has an event starting at 1:30p, hence the conflict.

The upper section (where attendee ZP has six entries titled "Free") is listing *all day events* in attendees' calendars.

The left of the panel may offer suggested times to meet (based on availability). Clicking on one of these options will set the proposed appointment to the new time. Attendees availability will be updated accordingly.

When a suitable time has been selected, click **OK** to confirm and **Send** on the next page to send out the invitations.