



Article	GEN Meeting Maker: Creating a New Activity	Level	BASIC
Symptom	Wish to create new activity in Meeting Maker and invite Guests		
Cause	Not Applicable		
Resolution	Create a new activity and then invite guests, locations and resources		
Dated	Monday, July 14, 2008 12:55 PM		

SUMMARY

You wish to organise a meeting and invite guests to the meeting and ensure that the meeting location is booked in advance for this meeting.

RESOLUTION

Having identified the need for a meeting you will need to identify who you wish to have attend the meeting (this may include users who use Meeting Maker as well as non Meeting Maker users); in addition to also booking the appropriate room and any associated resources i.e. projector.

1. If not already started, ensure you are logged in to Meeting Maker.
2. Using the *Monthly Navigator*, select the day you wish to have the meeting.
3. Using the mouse, select the appropriate time range by holding the mouse button down at the required start time and drag the mouse until you reach the required end time and then double-click the grey-shaded area that has been created.
– OR –
Click the **Create Activity/Meeting** link to the left of the window.
– OR –
Select **New Activity/Meeting** from the **File** menu.
*This will present you with a new **Activity** window, defaulting to the **Details** tab.*
4. Enter an appropriate **Title** for this activity.
5. Enter an appropriate **Location** for this activity.
Note that this field may be left blank if you intend to select one of the existing locations defined in Meeting Maker since it will be automatically populated by your location selection.
6. Amend the **Date**, **Time** and **Duration** as appropriate.
*Note that unless this activity is to repeat, leave the occurrence as **Occurs once**.*
7. Indicate any additional information that you think may be useful under the **Agenda**.
8. Click the **Guests** tab.
By default you will be presented with your schedule for the selected date.
9. Click the **Edit List** button.
*By default you will be presented with a list of all available **Users**, **Locations** and **Resources** that have been defined within Meeting Maker.*
10. Highlight the appropriate **User** and click either the **Required** or **Optional** button as required.

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11. Highlight any appropriate Locations or Resources and click the **Required** button.
 12. Having made your selections click the **OK** button.
This will return you to the Meeting window and will now display all the selected Guests and present you with their availability.
 13. Should one or more guests not be available, you may roll forward or backward using the scroll bar to find an appropriate availability; or have Meeting Maker make an automatic selection by clicking the **Autopick** button.
 14. If you also need to invite non Meeting Maker users, refer to the Inviting Non Meeting Maker Users section below; once you are happy with your selections click the **Options** tab.
 15. Amend the **Reminder** and **Label** details as appropriate.
 16. If you have completed all the requirements for this activity click the **Create Activity** button.
This will now create an entry within your Calendar and send Proposals to all the nominated users, locations and resources; additionally it will create an entry within your Proposals window to indicate that you have sent a meeting request.

You can check whether any of the guests have rejected or accepted your request by double-clicking the activity within your calendar or within your Proposals window. If you then click the Guests tab you will see a green tick next to all those that have accepted.

INVITING NON MEETING MAKER USERS

Meeting Maker will automatically allow you to select other Meeting Maker users when creating a new activity, and allow you to see their availability. However should you wish to invite non Meeting Maker users you can create an email based on your activity selections and then add those individuals email addresses.

1. Having entered all the details of the new activity and identified all the Meeting Maker users required; ensure that you are located on the **Guests** tab and then click the **Email Guests** button.
This will open a new Email within Eudora that has been automatically populated with the details you have previously selected.
2. Add the emails addresses of any additional individuals you wish to invite as guests to this activity.
3. Send the email and then return back to the Meeting window in Meeting Maker and click the **Create Activity** button.

RELATED INFORMATION

- For further reading refer to the Meeting Maker help by selecting **Contents** from the **Help** menu within Meeting Maker.