Using the Scheduling Assistant

Purpose

The Scheduling Assistant is a simple but powerful tool in MS Outlook. It will save a significant amount of time by limiting the exchange of emails that are usually sent when trying to coordinate group meetings.

Walkthrough

1. Click on "New Items" in the top left corner. In the dropdown menu select "Meeting".

2. From the top navigation bar, select "Scheduling Assistant." This will pull up the page pictured below. The following numbered points relate to the numbers in the image.


1. Set the date and time for the meeting.
2. Enter required attendees.
3. The calendar highlights the time you have selected for the meeting. You can navigate to   other days and times. This pulls information from the calendars of all required attendees to   show when everyone is busy, so that you can see conflicts and overlapping timeslots.
4. The Room Finder lists available meeting rooms at the dates and times selected.
5. Suggested times based on minimal conflict.
6. Selecting "AutoPick" will automatically generate the best meeting time based on   schedules of required attendees.

Proposing a Different Time

If you receive a meeting request for a time that doesn't work for you, Outlook gives you the option to suggest a new time. Using this feature is important because if an attendee cannot make a meeting and proposes another time the meeting organizer only has to accept or decline the suggestion. This saves a lot of time for the organizer.

1. In the meeting request email, click the dropdown Clock icon next to the Delete option and select either "Tentative and Propose New Time" or "Decline and Propose New Time".
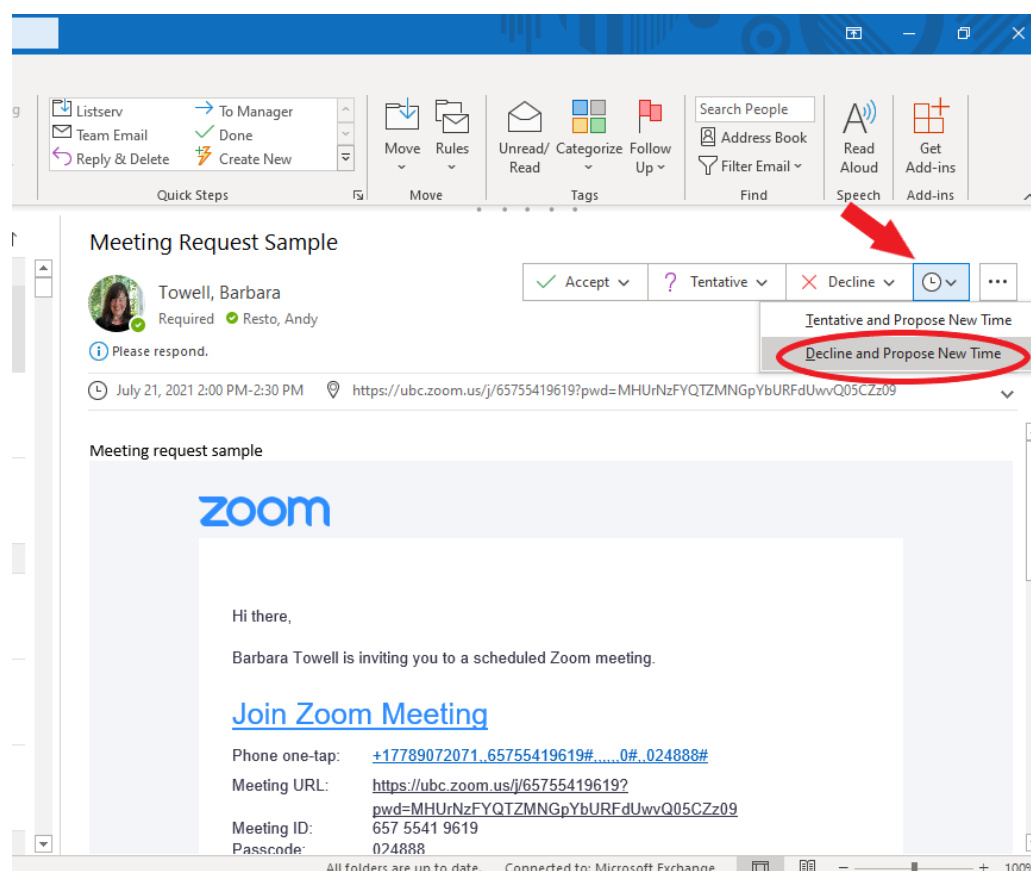
2. This will pull up a smaller window, similar to the scheduling assistant, where you will be able to compare calendars and suggest a new time.
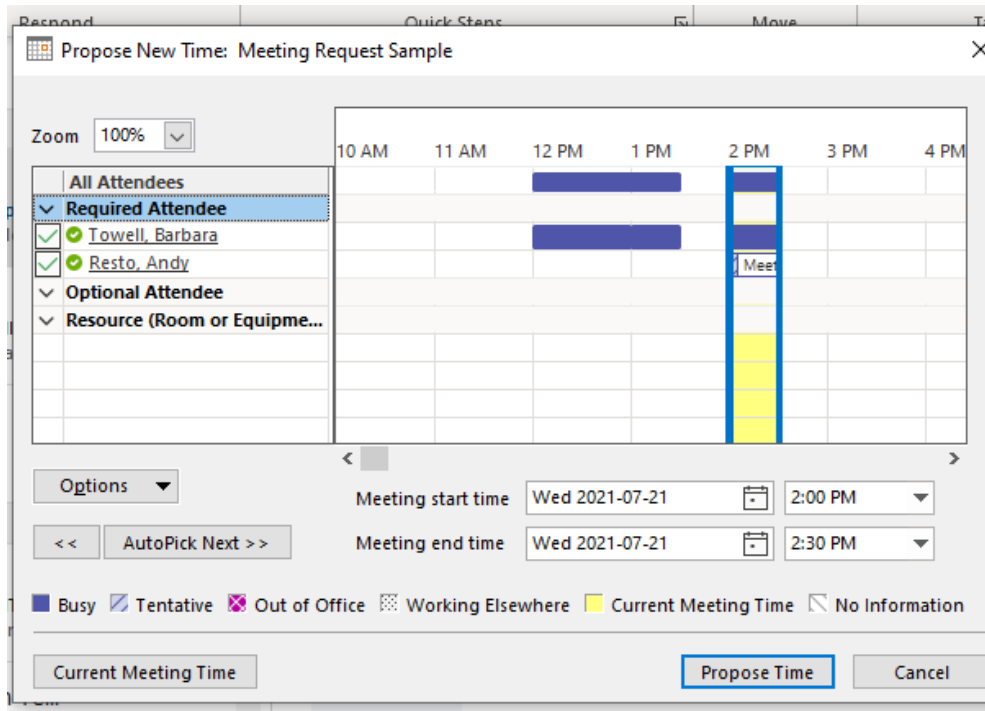
3. Choose "Propose Time" and your proposal will be sent to the meeting organizer to either accept or reject. If the organizer rejects your proposed time it will be up to them to suggest another suitable time.

THE UNIVERSITY OF BRITISH COLUMBIA
Library
recordsmanagement.ubc.ca
University Archives - Records Management
Email: records.management@ubc.ca
3