10-28-2010

# Meeting Scheduling Made Easy

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## Recommended Citation

Ginsberg, Debbie, "Meeting Scheduling Made Easy" (2010). *Presentations*. 68.
http://scholarship.kentlaw.iit.edu/lib_pres/68

# Scheduling Made Easy

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October 28, 2010

**The Hard Way**

Without scheduling tools, planning a group meeting can be difficult.  Now, planners ask the attendees to send possible meeting times.  The planners then figure out the best time based on the participants' email messages.  The more participants, the more confusing the whole process becomes.

**The Easy Way: Outlook 2007**

Using Outlook to schedule a meeting is almost as easy as creating a new calendar entry:

1.    Create a new entry in your Outlook calendar.
2.    Click the "Scheduling" icon under the "Meeting" tab.
3.   Type the names of the attendees.
4.   Pick a free time that works for everyone.

The process is simple, but planners may find it only works in certain cases.  For one thing, some attendees may have private calendars which won't show up in the scheduler.  Second, other attendees may not list all of their appointments in Outlook.  Finally, this method only works if everyone attending the meeting is at Chicago-Kent.

**A Second Easy Way: Doodle**
(http://www.doodle.com)

If Outlook doesn't have enough information to schedule a meeting, or planners need to schedule with participants outside of Chicago-Kent, online schedulers like Doodle can be invaluable.  Setting up a meeting with Doodle is pretty simple:

1.    Create a new meeting (Doodle calls them "events").
2.   Mark the times which work for you on the calendar.  You can select your time zone using the drop-down menu on the upper-right of the calendar.
3.   Choose options such as whether attendees can choose only one suggested time.
4.   Send the participant link to your attendees.
5.   Click the result link to see the times your participants selected in Doodle's online calendar. Choose the best time based on their responses.

In this example poll, this link asks participants to select preferred times: http://www.doodle.com/cf3hpndq4d65p6ve (shortened link: http://bit.ly/ckdoodlep).

The meeting planner uses a link like this to modify the poll and review the results: http://www.doodle.com/cf3hpndq4d65p6ve49svr9ct/admin (shortened link: http://bit.ly/ckdoodlea)

Doodle can also be used for more general polling such as "Where should we meet?" or "What kind of equipment do you need?"

Planners do not need an account to use Doodle.  Free accounts allow planners to more easily track meeting polls.  Paid accounts add additional features and are ad-free.


**A Third Easy Way: When Is Good**
(http://whenisgood.net)



When Is Good works much like Doodle, although it doesn't offer as many features.  To schedule a meeting with When Is Good:

1. Click the "get started" link.
2. Click the times on the calendar that are open for you.  The calendar defaults to 60 minute slots, but you can change this 15 minute, 30 minute, or all day slots.  Click the "Use timezones" (sic) check box to select your local time.
3. Give the event a title and click "Create Event."
4. Write down the code for the event.  It will look something like: i4cgyy.  This code is very important if you do not have a When Is Good account.
5. Send the participant link to the attendees.
6. Click the result link to see the times your participants chose in a calendar format.  Choose the best time based on their responses.

In this example poll, a link is sent to the participants: http://whenisgood.net/7ikyti. The results can be seen here: http://whenisgood.net/7ikyti/results/i4cgyy. The poll can be edited at this link: http://whenisgood.net/7ikyti/edit/i4cgyy.

Like Doodle, planners do not need an account to use When Is Good.  Paid accounts are also available.