
CHECKING GROUP AVAILABILITY

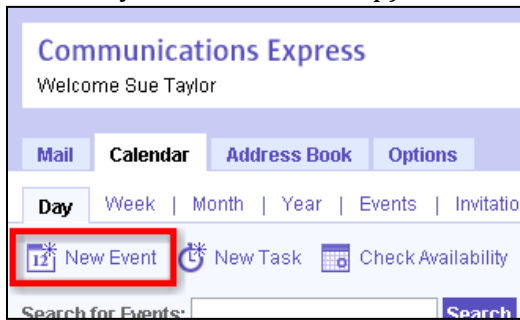
1. Log in to [MyWashburn](#)
2. Click the **Email** button



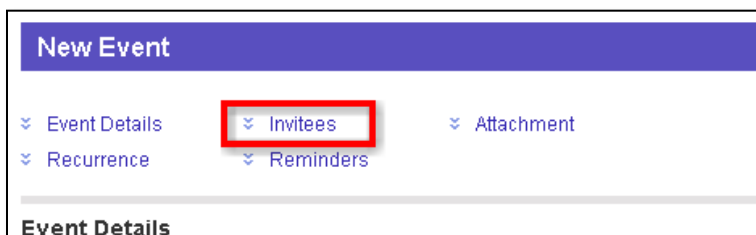
3. Click the **Calendar** tab



4. Click the **New Event** button (the Check Availability button here does not allow you to view the availability of a Calendar Group)



5. A new window will appear
6. Click the **Invitees** link



Checking Group Availability

7. Select the group calendar from the **Quick Invite Personal or Subscribed Calendar** drop-down menu

Invitees

Invitee: **Add** **Add from Address book**

Type the invitee's email address, or calendar id, then click Add. You may also add invitees from

— Quick Invite Personal or Subscribed Calendar —

— Quick Invite Personal or Subscribed Calendar —

Invitee List:

My Calendars
Sue Taylor

Subscribed Calendars
Brenda White
Technology Team Planning Calendar
Stuart Murphy
Bennett Conference Room
Technology Learning Center
Shane Bartley
Teaching with Clickers
Fall 2008: MU-275-E (Voice)

[Back to top](#)

Attachments: **Calendar Groups**
Me Vs TLC
Me Vs Brenda

8. Click the **Check Availability** button

Invitees

Invitee: **Add** **Add from Address book**

Type the invitee's email address, or calendar id, then click Add. You may also add invitees from

— Quick Invite Personal or Subscribed Calendar —

Invitee List: Technology Learning Center
Sue Taylor

Request RSVP
Check Availability
Remove

[Back to top](#)

9. A new window will appear
 10. Review the availability information and adjust the date shown as needed
- Adjusting the date shown:
- a. Select the new date from the date drop-down menus

Check Availability

Start Date: September 14 2009

Start Time: 8 :00 am for 9 hour(s) 00 min

Invitee Name: **Add**

Checking Group Availability

- b. Click the **Check Availability** button

Check Availability

Start Date: September 14, 2009

Start Time: 8 :00 am for 9 hour (s) 00 minutes

Invitee Name: Add Add from Address Book

Type the invitee's display name, email address, or calendar id, then click Add. You may

Invitee List: Technology Learning Center
Sue Taylor

Check Availability Remove

11. To schedule an event for a particular date & time, click the **+** under the appropriate time to autofill that date & time in the **New Event** window

Availability within next 1 day

Monday, September 14, 2009

	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30
Busy	Available	No Information	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
Sue Taylor																		
Technology Learning Center																		

12. Close the **Check Availability** window