

Drake's Web Calendar

****Using Your Address Book and Contacts List When Creating Appointments**

You can use your contact list/address book to invite others to meetings. If you have created groups of contacts in your address book, you can use them as well. This is very helpful if you have contacts that are outside of the Drake community and thus do not show up in the Global Address List.

1. Click on the time of the day that you want to schedule the meeting/appointment.
2. Fill in the details of the meeting: Subject (required), Location, Start and End time.

QuickAdd Appointment

* Subject:

Location:

Show as: Mark as:

Start Time: @ :

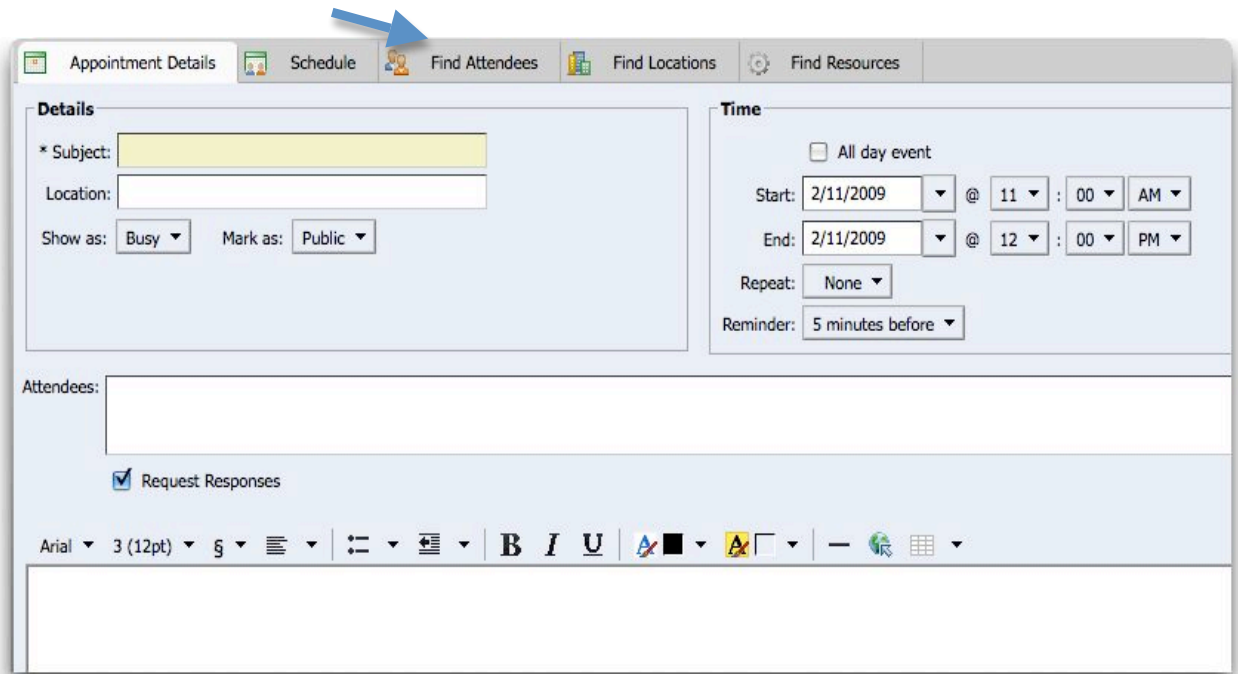
End Time: @ :

Repeat:

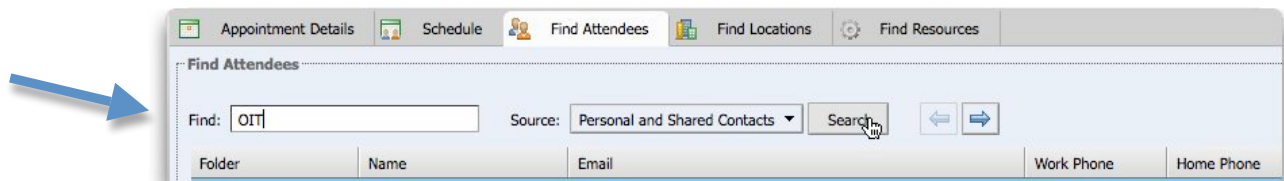
Reminder:

3. Then click on the **More Details** button.

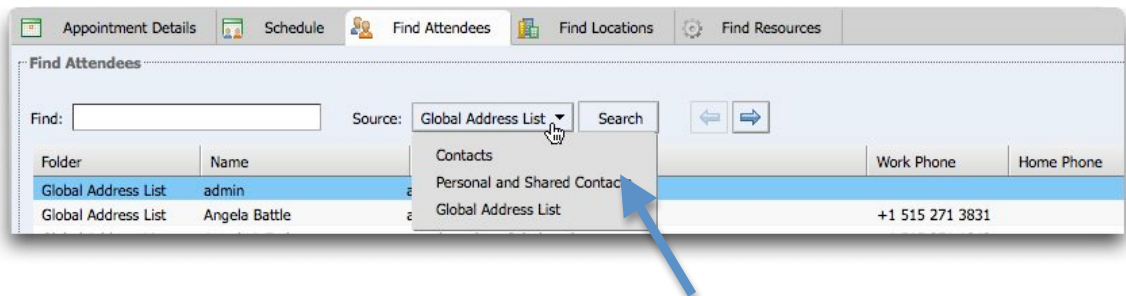
4. Then click on the **Find Attendees** tab



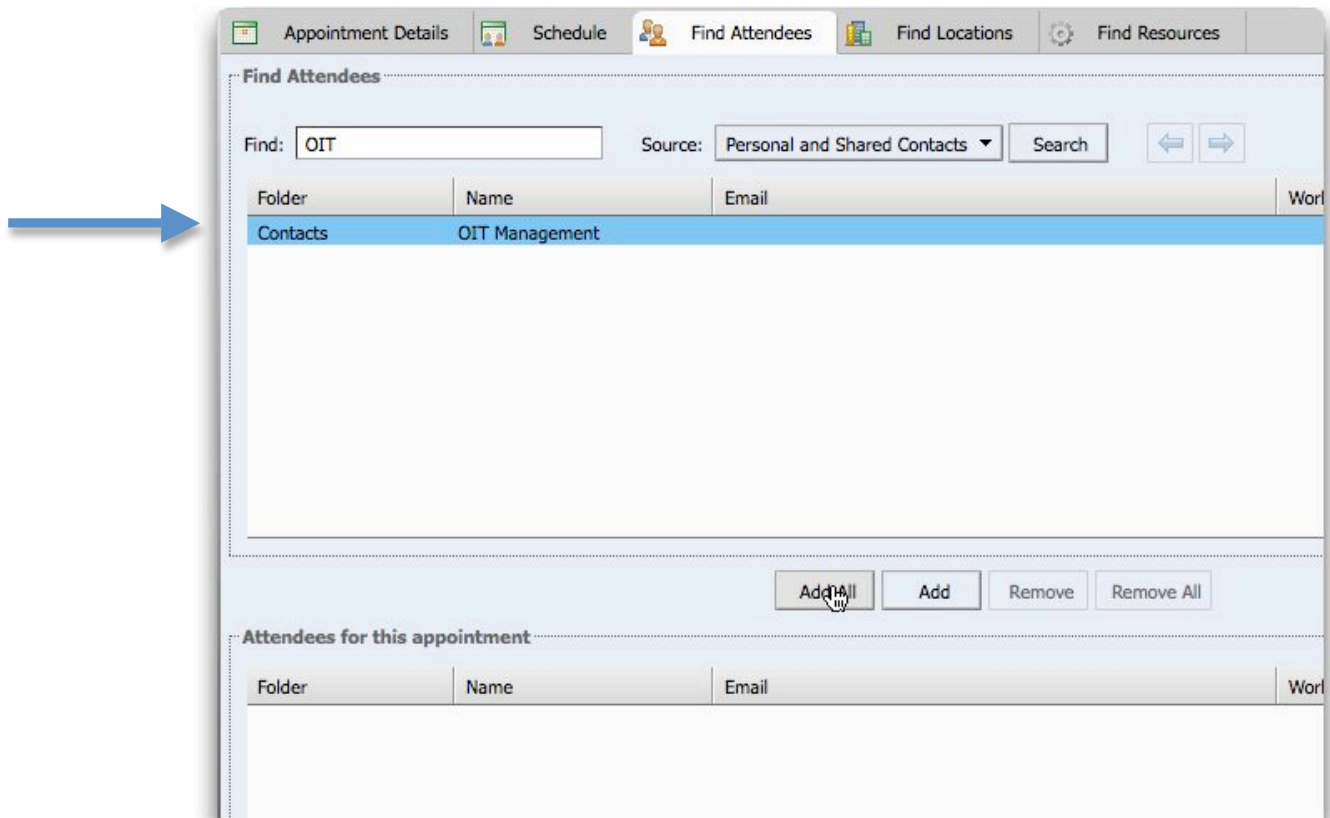
5. **Next to Find:** Type the name of the group.



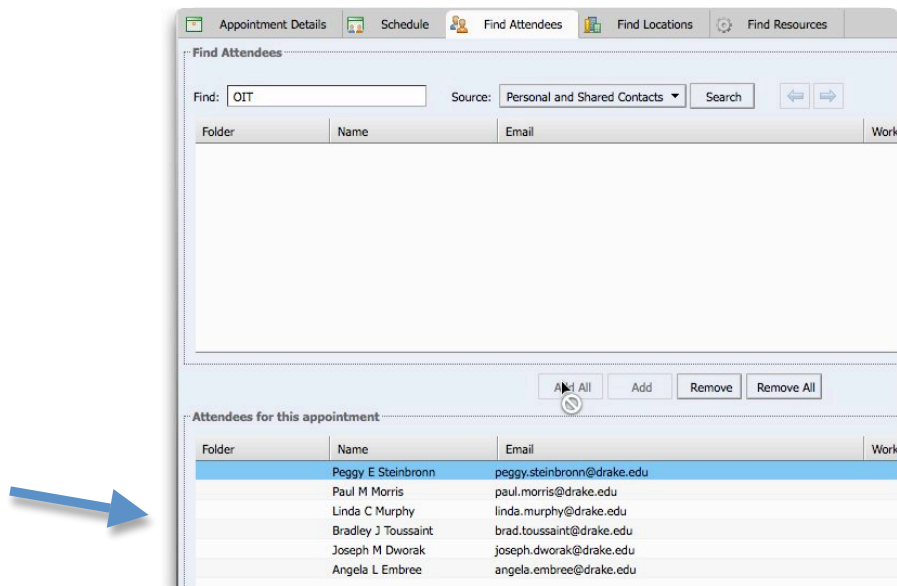
6. **Source:** Use the drop down menu and choose Personal and Shared Contacts.



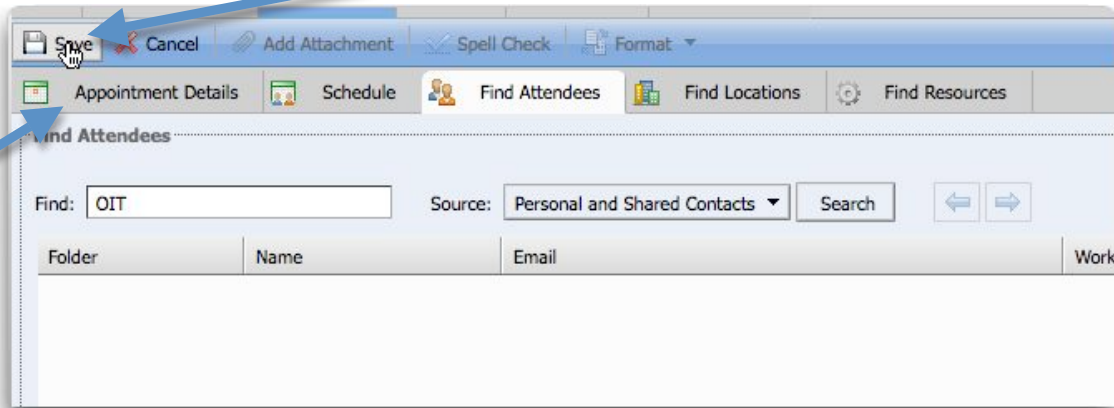
7. Then click **Search**. It will then show the name of the group.



8. Click on **Add All** and the group members names and email addresses will show up in the bottom pane.



9. At this point you can click back on the **Appointment Details** tab to finish creating the appointment or click **Save** and the appointment has been scheduled.



***The above process assumes you have already created the Group contact list in your Address Book.*