Invitations and Group Events
Online Calendar for CQUniversity Students

Invite Attendees to an Event

1. Click "**Create event**" located in the left menu to open the event details page, or open an existing meeting.

2. In the **Add guests** text box, start typing the email address or first few letters of an attendee's full name to look up the address in the CQU directory.

    Note: To tell the difference between a *student* email address and a *staff* email address, look at the *domain* name. The *domain* name is the extension of letters located to the right of the @ symbol within an email address.
    - All student email addresses will end with "**@cqumail.com**" or "**@student.cqu.edu.au**".
    - All staff email addresses will end with the domain "**@cqu.edu.au**" or "**@[campus]cqu.edu.au**".

3. Select the attendee to add to your **Guests** list.

    Students can check the availability of attendees by clicking on the "**Find a time**" tab.
    Note: They will only be able to see the other attendees calendar if they have shared their calendar with you.

    The blue dotted rectangle shows the proposed time for the meeting. Students can drag the rectangle to a new time slot if one of the attendees is busy during the proposed time (example right).

4. Under the Guests list, there are additional settings for attendees to invite more people to the event or view who else has been invited.

5. To remove an attendee, click the blue cross to the right of the persons name or email address.

6. Click "**Save**".

    Students will have the option to send email invitations to each of the attendees.
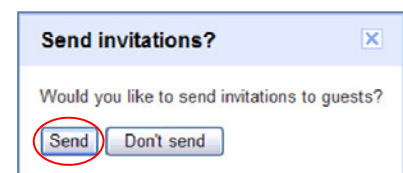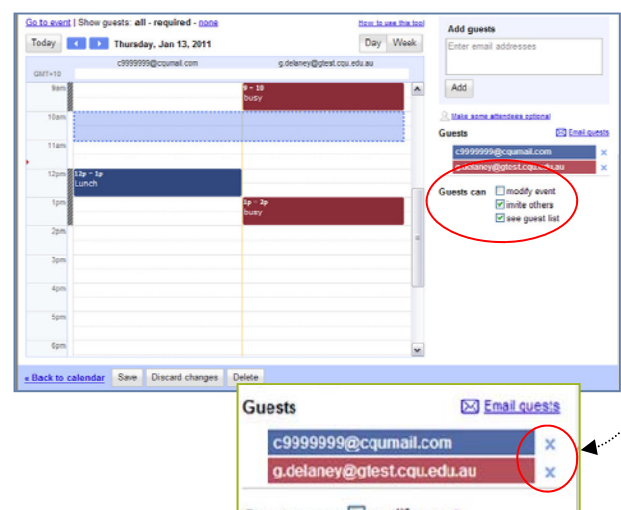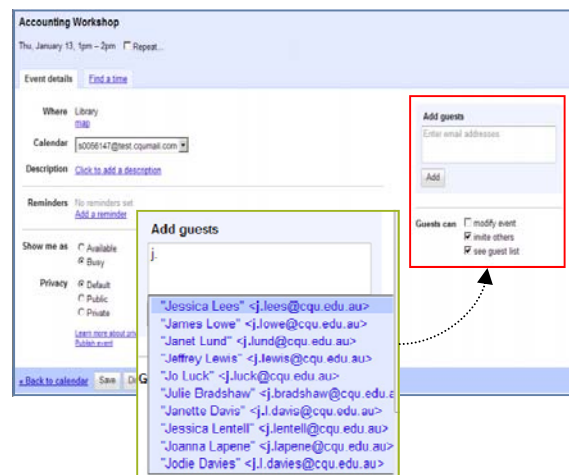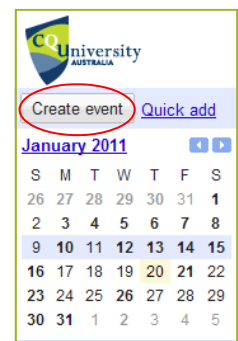
Invitations and Group Events for Students (continued)

Set up Invitation Replies

Students can turn on invitation replies to receive an email message when someone you invite to a meeting accepts or declines your invitation.

1. In the top-right corner of the window, select "**Settings**" and "**Calendar Settings**".

2. Click the "**Calendar**" tab and select the "**Notifications**" link for the calendar.

3. In the **Choose how you would like to be notfied** section, select the **Email** check-box for **Invitation replies** (example below).

4. Click "**Save**".

Tip: Get your list of meetings for the day automatically emailed to you each morning! Just click the **Email** check-box for the **Daily agenda** option.

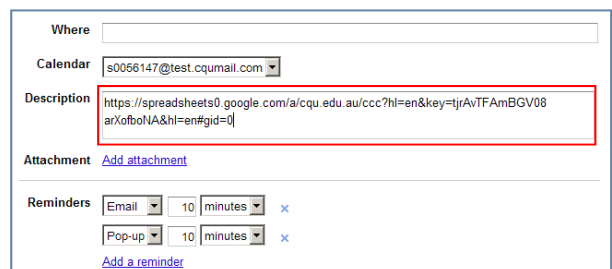## Add an attachment to a meeting invitation

To add an attachment to a meeting invitation, students will need to add a link to the document they have created or uploaded online in CQUni Docs (similar to Google Docs). *Note:* The online calendar does not enable students to attach a file directly to a meeting invitation.

To attach a Microsoft Office or PDF document, students will need to upload their document in CQUni Docs, and then insert the URL (or web address) in the meeting invitation.

1. Open the meeting.
2. Copy and paste the URL to the online document in the **Description** field.

Note: Students can also add an attachment by:

*   Sending the attachment in a separate email message to the attendees.
*   Schedule the event through CQUni Mail: Compose a new message and attach the file. Click **Invitation** and enter information about the event.

Invitations and Group Events for Students (continued)

Accept or Decline an Invitation

When students are invited to a meeting, they will receive an email in their CQUni Mail Inbox. The email will have all the details for the meeting.

To accept, decline or tentatively accept the invitation, click on **Yes**, **Maybe** or **No** in the email.

Your calendar and the organiser's calendar will update automatically.

Check who is attending an Event

If you are the organiser of the meeting you can check which attendees have accepted or declined the invitation by opening the meeting details and looking at the **Guests** list.

A tick beside the name of the guest means they have accepted the invitation while a circle with a line through it means that have declined. A question mark indicates maybe.
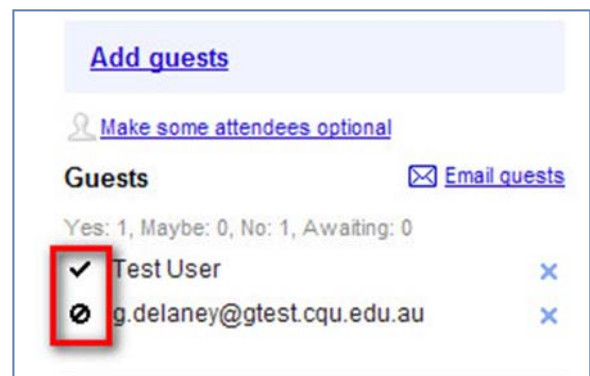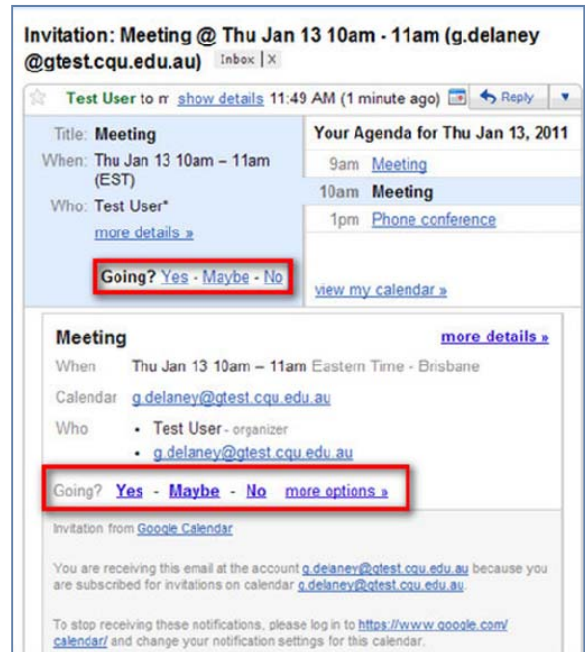
Need Assistance using your Online Calendar?

Students can contact the **ITD Service Centre** if they are experiencing any issues using their CQUni Calendar.

Phone: 1300 666 620

Internal Extension: 9233

International: 61 7 4930 9233

Email: servicedesk@cqu.edu.au

Online Request: http://itservicedesk.cqu.edu.au

Website: http://cqunitech.cqu.edu.au