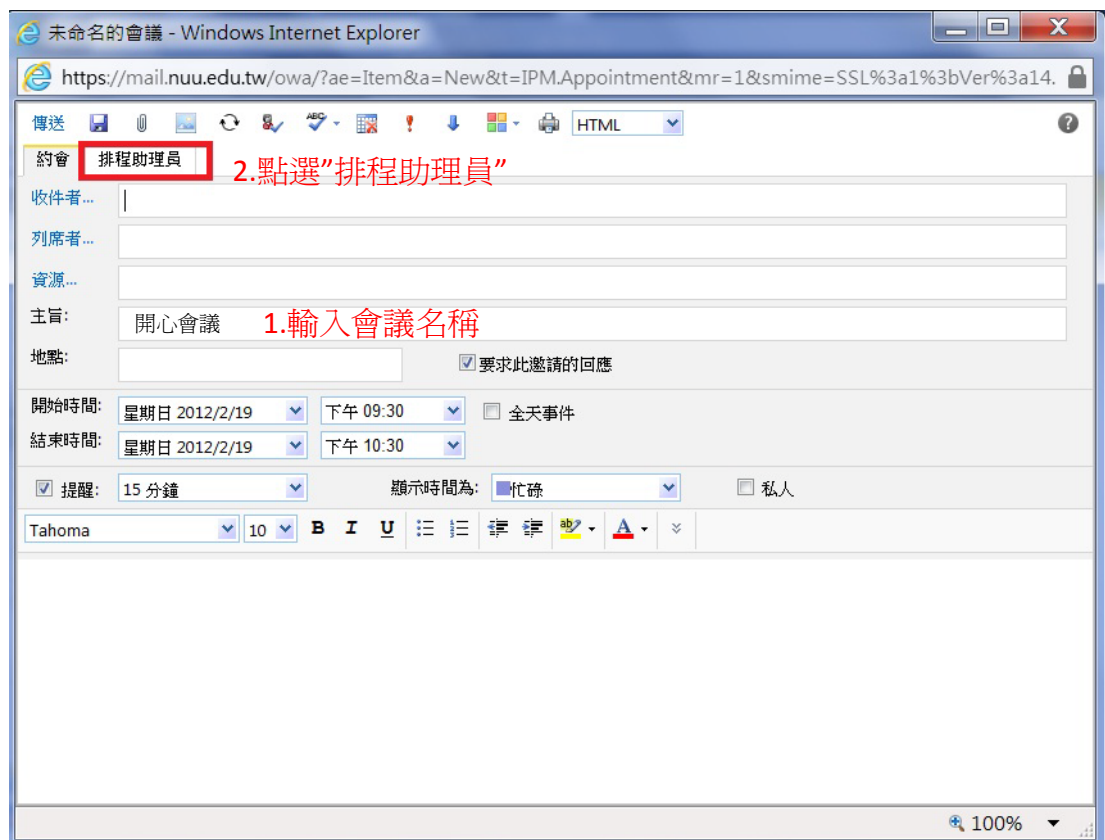


# 新電子郵件信箱會議邀請郵件使用說明

1.nuutest2 要發送會議通知，先點選”新增”→”會議訊息”



2.先於”主旨”欄位輸入會議名稱，再點選”排程助理員”



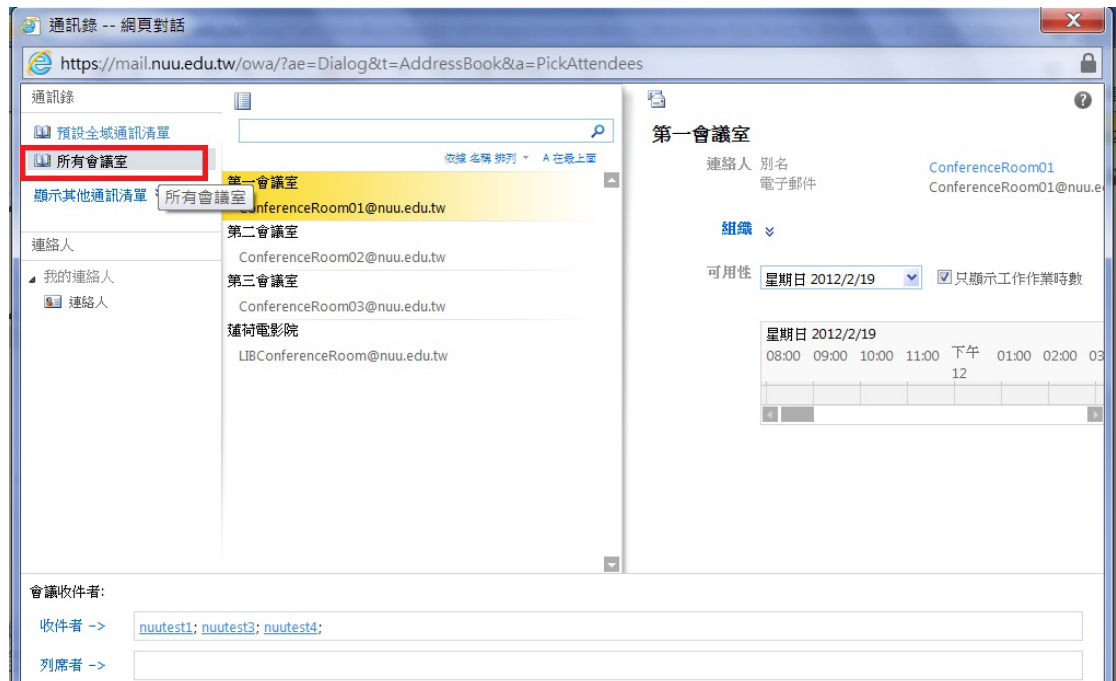
### 3.點選“選取出席者”

The screenshot shows a web-based meeting scheduling application. At the top, there are tabs for '約會' (Appointment) and '排程助理' (Scheduling Assistant). Below these, the start and end times are set for Sunday, 2012/2/19, from 09:30 to 10:30. A checkbox for '只顯示工作作業時數' (Show only working hours) is present. The main area is a grid for the date 2012年2月20日, with columns for time slots from 06:00 to 03:00. A red box highlights the '選取出席者' (Select Attendees) button in the left sidebar. Below this button is a search bar with 'nuutest' and a '新增名稱' (Add name) button. Another button '選取會議室' (Select Meeting Room) is visible below. On the right, a calendar for February 2012 shows the 19th as the selected date. Below the calendar, a '建議的時間' (Suggested Time) section lists time slots with availability: 09:30 (1 person available), 10:00 (1 person available), 10:30 (1 person available), and 11:00 (1 person available).

### 4.可直接於下方收件者欄位輸入出席人員電子郵件地址或由連絡人選取加入

The screenshot shows the same application with the '選取出席者' (Select Attendees) step completed. The left sidebar now shows a list of contacts under '我的連絡人' (My Contacts), including nuutest1 through nuutest5. The main area displays the details for 'nuutest1', including their name, email address (nuutest1@nuu.edu.tw), and a dropdown for '組織' (Organization). The '可用性' (Availability) section shows the date Sunday, 2012/2/19, and a time slot grid. At the bottom, the '會議收件者:' (Meeting Recipients) section has a text input field containing 'nuutest1; nuutest3; nuutest4;'. A red text overlay reads: '可直接輸入出席人員郵件帳號或由連絡人點選加入' (You can directly enter the email address of the attendee or select from the contacts). Below this are fields for '列席者' (Guests) and '資源' (Resources). At the bottom right, there are '確定' (Confirm) and '取消' (Cancel) buttons.

5.點選左上方”所有會議室”



6.選取所有列入考量的會議地點後，再點選下方”資源”，再按”確定”



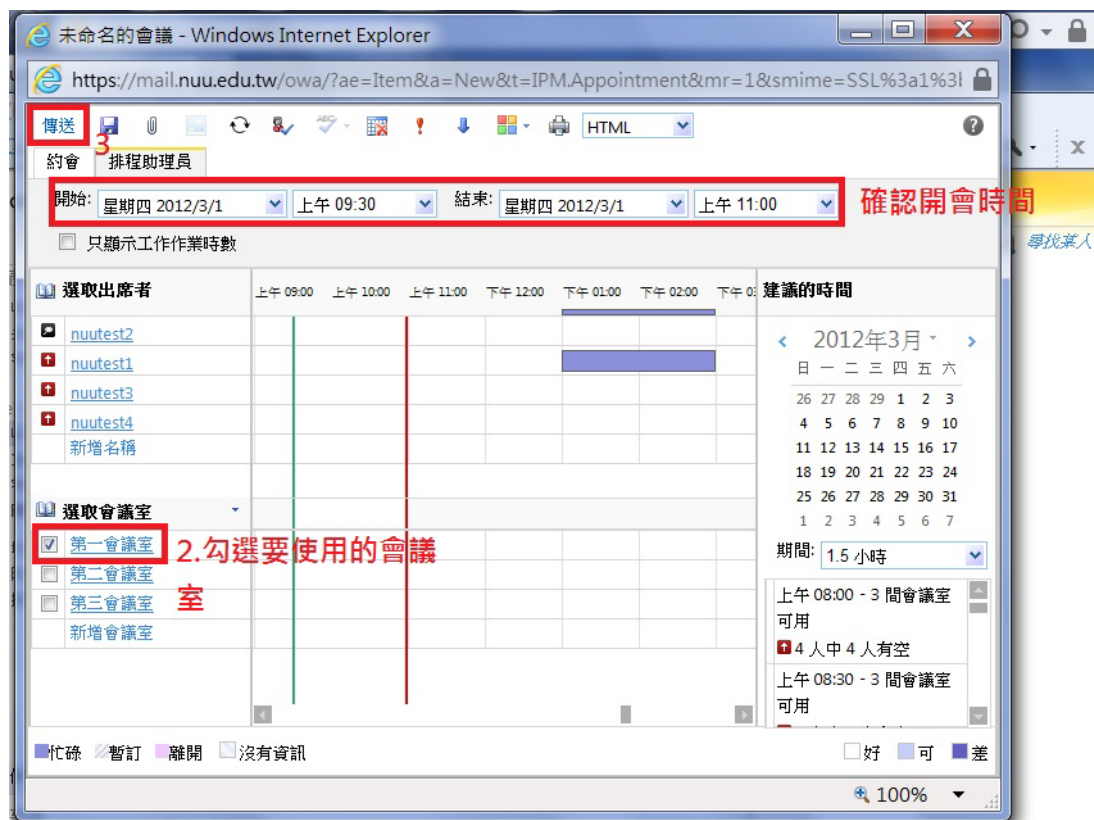
7.設定預設的開會時間後，即可於視窗中間看到出席人員及各會議室於該時段是否有空

The screenshot shows a web-based meeting scheduling application. At the top, there are dropdown menus for '開始' (Start) and '結束' (End). A red box highlights these fields, with the text '1. 設定想要的開會時段' (1. Set the desired meeting time) next to it. Below this, there is a list of participants on the left and a grid on the right. The grid shows time slots from 11:00 to 05:00. A red box highlights the grid area, with the text '2. 出席人員及各會議室忙碌情況' (2. Attendance of participants and meeting room busy status) next to it. On the right side of the grid, there is a calendar for February 2012 and a section for '建議的時間' (Suggested time) with options for 2-hour, 3-hour, and 4-hour meetings.

1. 設定想要的開會時段

2. 出席人員及各會議室忙碌情況

8.調整合適的開會時間，勾選要使用的會議室，即可按“傳送”，寄出通知郵件



縮人

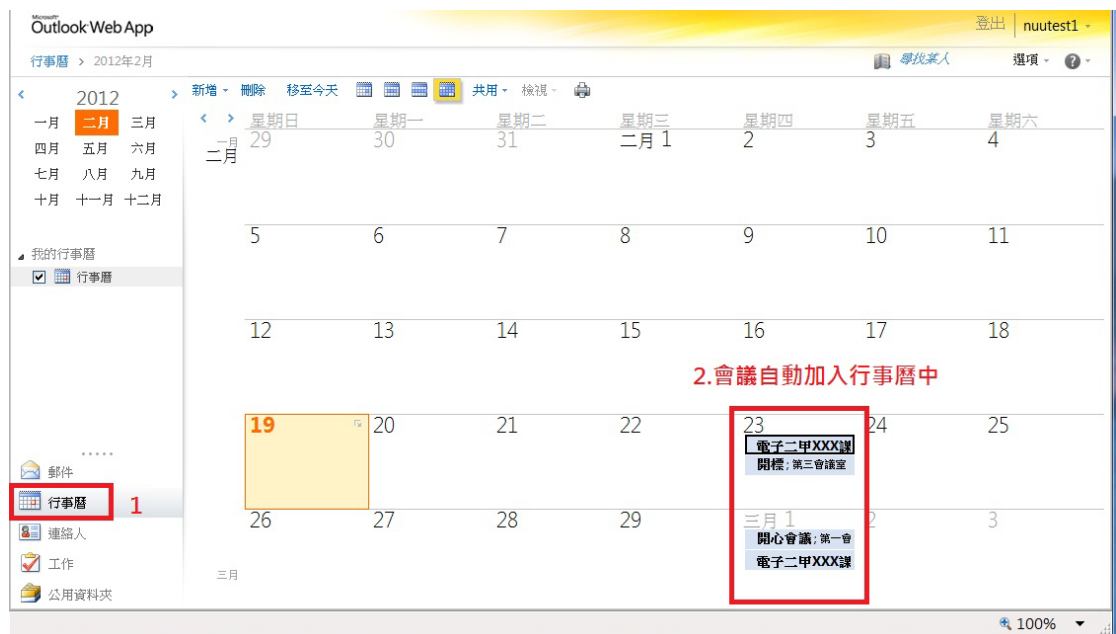
9.以受邀的出席者 **nuutest1** 身分登入電子郵件信箱，可以看到會議邀請的郵件，點開後可選擇接受、暫定或拒絕



10.選擇接受、暫定或拒絕的同時也可選擇是否傳送回條



11.選擇接受後，點選行事曆，剛剛的會議時段會自動加入行事曆中



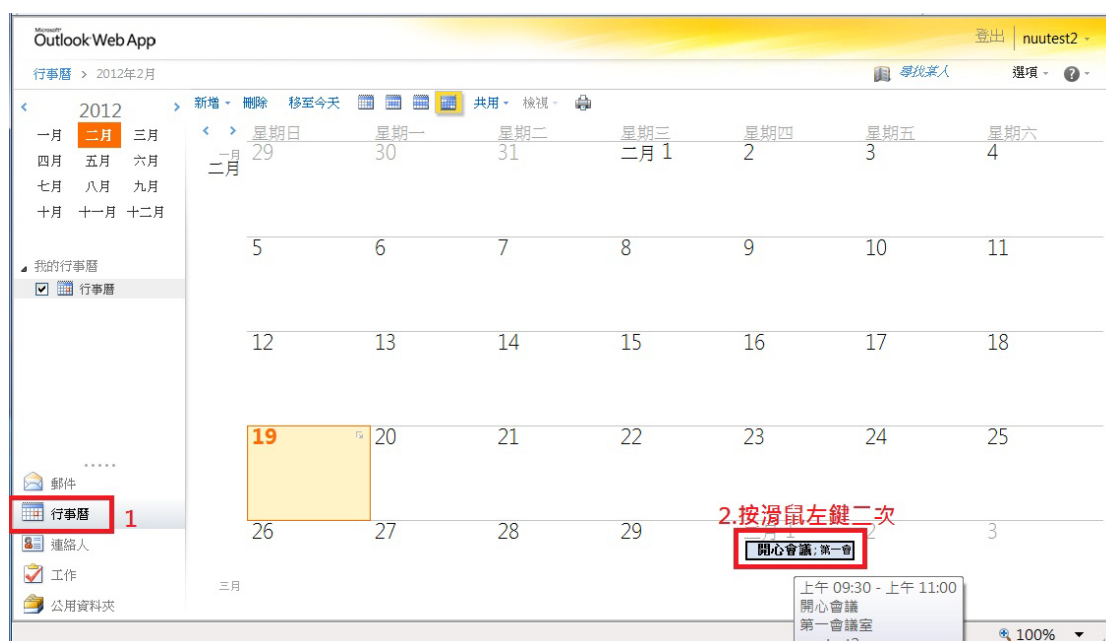
## 12.再改以會議通知人 nuutest2 身分登入



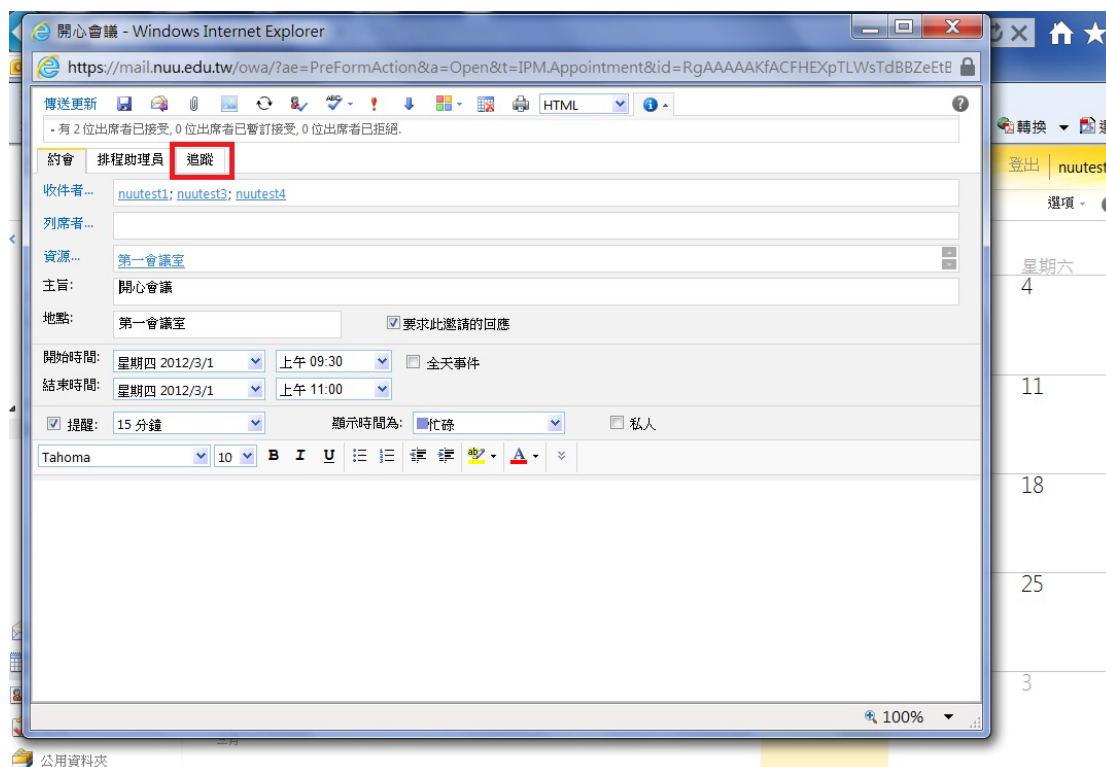
## 13.可看到出席者 nuutest1 的接受會議邀請的郵件



#### 14.點選行事曆，在會議事件處按滑鼠左鍵二次，開啓會議內容



#### 15.點選“追蹤”標籤



16. 可以看到出席者的回應情形，以便後續處理

開心會議 - Windows Internet Explorer

https://mail.nuu.edu.tw/owa/?ae=PreFormAction&a=Open&t=IPM.Appointment&id=RgAAAAAKfACFHEXpTLWsTdBBZeEtB

傳送更新

有 2 位出席者已接受, 0 位出席者已暫訂接受, 0 位出席者已拒絕。

約會 排程助理員 追蹤

收到對此會議邀請的下列回應:

名稱	出席	回應
nuutest1	收件者	接受
nuutest3	收件者	無
nuutest4	收件者	無
第一會議室	資源	接受

可查看出席者回應情形

100%