

OCFO - Send a Meeting Invitation in an Email

From time to time you might need to invite someone to a meeting who does not use Oracle Calendar or who is a member of an email alias. Because the members of the email alias are unknown, you cannot invite them to the meeting using Oracle Calendar. This makes it difficult to use Oracle Calendar to notify the person of a meeting. To solve this problem, send a vcs file of the meeting as an email attachment to the person or group.

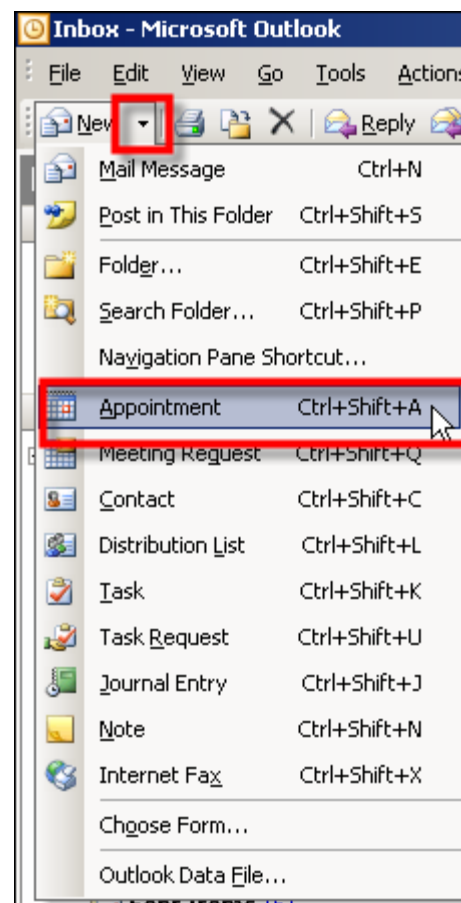
The invitee receives the attachment, opens it, saves it, and adds the meeting to their calendar.

For example:

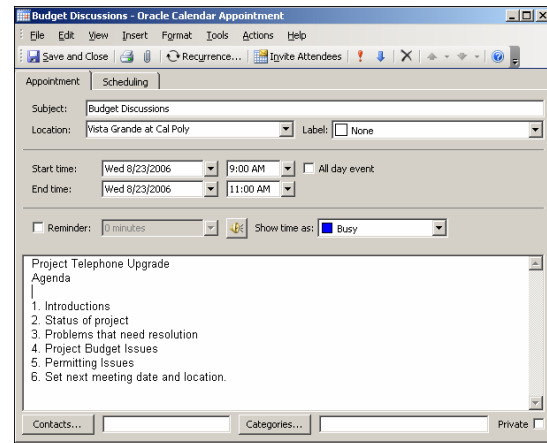
I want to invite the members of an email alias and an off campus consultant to a meeting at Vista Grande. The email alias is mentors@polymail.cpunix.calpoly.edu and the individual is jbrown@att.com.

Create the appointment using the Oracle Connector for Outlook (OCFO).

- 1) Start OCFO.
- 2) Click on the little downward pointing arrow next to **New** on the standard toolbar.
- 3) Click **Appointment**.

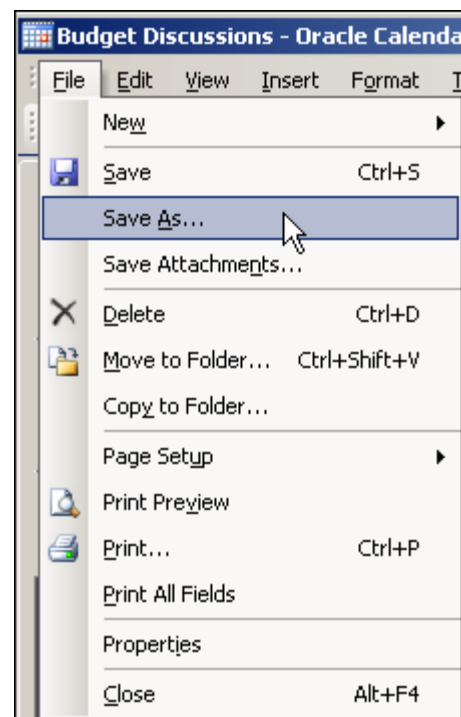


4) Fill in all of the appropriate fields.

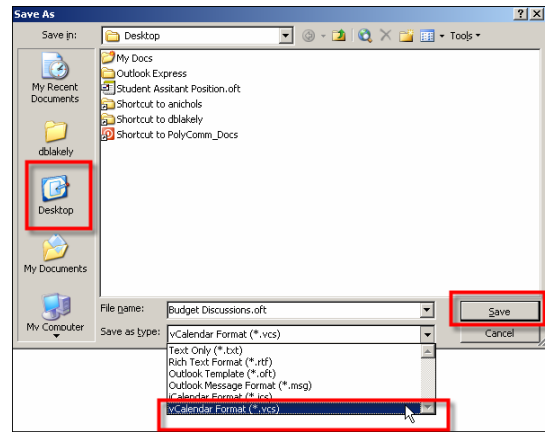



5) Go to **File**.

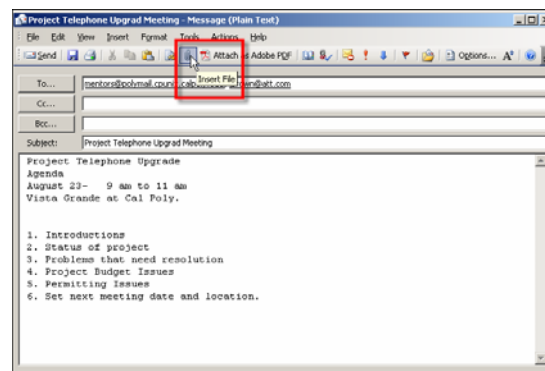
6) Select **Save As....**



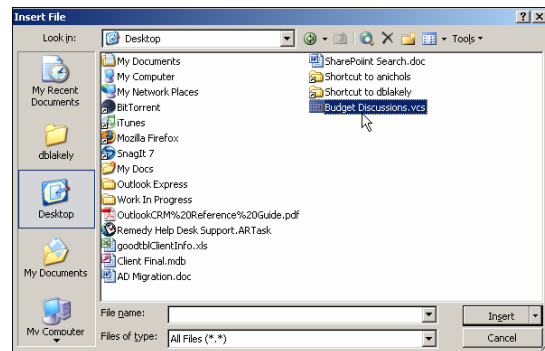
- 7) The vcs file can be saved anywhere but it is recommended to save the file to the Desktop. Select **Desktop** on the left side of the screen.
- 8) Save as type: vCalendar Format (*.vcs).
- 9) Click **Save**



- 10) Go to email and create your message.
- 11) Click the attachment icon .

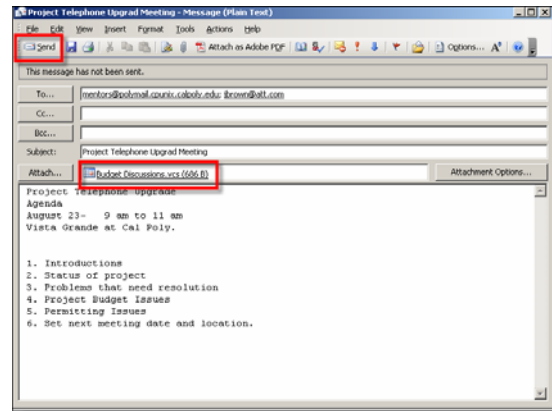


- 12) Navigate to the location where the vcs file was saved.
- 13) Double click on the vcs file to attach it to the email.



14) Confirm that the attachment is attached.

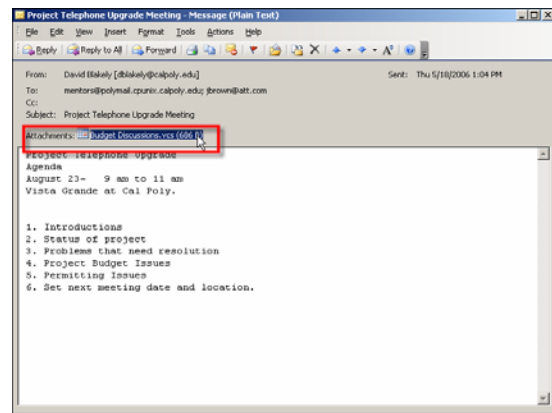
15) Click **Send**



To add the vcs file to your calendar

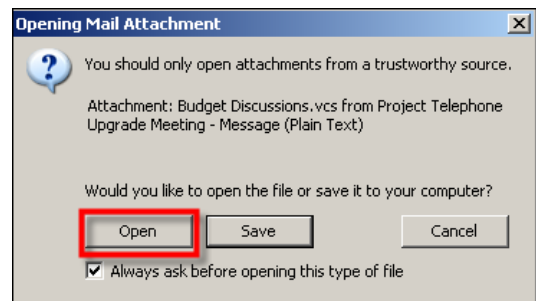
16) Open the email message.

17) Double click on the attachment.

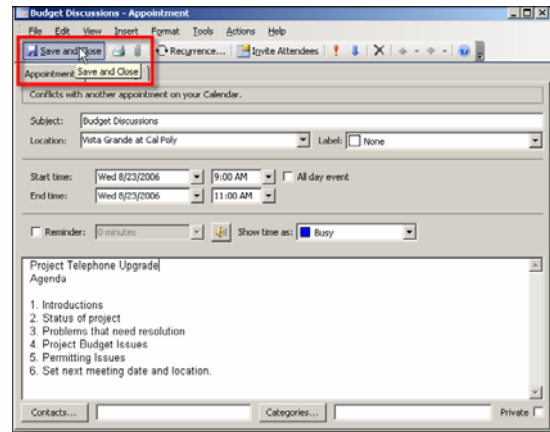


Opening Mail Attachment

18) Click **Open**

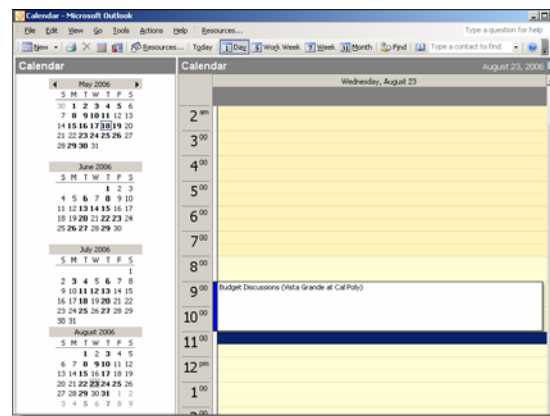


- 19) Click **Save and Close** to put the appointment into your calendar.



To confirm that the appointment has been added to your calendar.

- 20) Go to your calendar in OCFO.
21) Go to the date of the meeting.
22) Confirm that the meeting is there.
23) Delete the icon from your Desktop by dragging it to the Recycle Bin.



For additional assistance contact the Service Desk at servicedesk@calpoly.edu or 756-1000.