

Meeting Wizard is a free online service for scheduling meetings. The free version allows you to invite up to 50 individuals.

You must sign-up for an account if you are organizing a meeting. The attendees do not need an account to respond to meeting requests.

To schedule a meeting go to <http://www.meetingwizard.com>

Select "Sign-Up"



Create your account

Sign-up for our free basic service.

This is a no-spam service. See [our commitment to privacy](#).

Tip: enter your name with appropriate capital letters as in "Pat McDonald"

First Name: * * = required

Last Name: *

E-mail: *

Your time zone: -- Select your time zone -- ▾ *

Country: -- Select your country -- ▾ *

Password: *

Re-type Password: *

Optional - less secure but great for those who want their password reminder a.s.a.p.!

A question you can answer:

The answer:

A confirmation will be sent to your e-mail account, but you can begin using Meeting Wizard immediately.

[Continue ▶](#)

To schedule a meeting you will invite attendees by their e-mail addresses. These may be entered manually but you can also create an address book if desired.

From the Home page select “Address Book”

Meeting★Wizard
online scheduling solutions

Home Logout About MW FAQ Resources Contact Us You are currently logged in as [user]
Current Users » New Meeting View Meetings Express My Options **Address Book** Import

Add address book contacts

View Groups

All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Sort by: Scroll All: on off
(1 - 5 of 5)
< First < Prev Next > Last >

	E-mail	First	Last
view	dbme-core-list@columbia.edu	Core	Core
view	dbme-postdocs-list@columbia.edu	postdocs	postdocs
view	dbme-ressci-list@columbia.edu	ressci	ressci
view	dbme-staff-list@columbia.edu	Staff	Staff
view	rjfl@columbia.edu	Robert	Foster

[Delete All Contacts](#)

Add/Modify contacts:

email:

first:

last:

title: Mr./Ms./Dr. etc.

company:

job title:

work phone:

phone ext:

home phone:

fax:

pager:

mobile phone:

[AddNew](#) [Delete](#)
[SaveChanges](#) [Clear](#)

To schedule a meeting select “New Meeting” from the Home page.

The screenshot shows the Meeting Wizard website navigation bar. The logo "Meeting Wizard" is at the top left, with "online scheduling solutions" underneath. To the right is a Google logo. Below the logo is a horizontal menu with items: Home, Logout, About MW, FAQ, Resources, Contact Us, and "You are currently logged out". A second row of menu items includes "Current Users »", "New Meeting" (circled in red), "View Meetings", "Express", "My Options", "Address Book", and "Import".

Select “Propose one or more dates/times”

This screenshot shows a selection screen with the heading "Choose one of the following:". There are two radio button options: "Propose one or more dates/times." (which is selected and circled in red) and "Announce a specific start date/time.". A yellow "Continue" button with a right-pointing arrow is located at the bottom right of the selection area.

Use the date selector to choose up to 12 potential start dates/times

This screenshot shows the date and duration selection interface. On the left, the text "Choose dates/times:" is displayed. The main area contains a date selector showing "Thu Nov. 20 2008" and a time selector showing "11:00 AM". Below this is an "Add »" button and a list of four potential dates and times: "Sat Oct. 11 2008 11:00 AM", "Thu Oct. 23 2008 1:30 PM", "Mon Nov. 3 2008 1:00 PM", and "Thu Nov. 20 2008 11:00 AM". Below the list is a "Duration:" section with dropdowns for "1 hour(s)", "0 minutes or..", and "0 day(s)". There are two radio buttons for "approximate" (selected) and "definite". At the bottom, a "Timezone:" dropdown is set to "Eastern Time (NewYork, Toronto, Miami)". A yellow "Continue" button with a right-pointing arrow is at the bottom right.

Fill out "Meeting Event Details" (Select e-mail address from your address book or enter manually)

Subject/Purpose:

Type/Format:

E-mail Addresses: one address per line or separate with a comma, max. 50

Select from Address Book

Add all new addresses to Address Book

Message: (optional)

Proposed location: (optional)

Organizer will also be participating.
 Include my contact information.

Send me an email update:

Reminder: (optional) Send a general reminder to participants day(s) before the start date.

Continue ▶

Review and send the invitation. (You may “Edit Details” before sending if so desired)

All invitees will be sent an e-mail with a link to a page with the meeting details and proposed time/dates. They will be able to select as many time/dates as are convenient to them.

Review		Edit Details
Send Now >		
Organizer:	Robert Foster	
Subject/Purpose:	DBME meeting	
Format:	face-to-face	
Participants:	<ul style="list-style-type: none">• dbme-core-list@columbia.edu Core Core• dbme-postdocs-list@columbia.edu postdocs postdocs• dbme-staff-list@columbia.edu Staff Staff	
Proposed Dates/Times:	<ul style="list-style-type: none">• Tuesday October 7, 2008 10:00 AM• Tuesday October 14, 2008 12:00 PM	
Timezone:	Eastern Time	
Duration:	approximately 1 hour	
Proposed Location:	BME Conference room	
Other:	Organizer will also be participating. You will be sent an e-mail update when all responses are received.	
Response Option:	Participants will be asked to indicate their availability. AutoConfirm disabled - you will confirm manually.	
Reminder: (optional)	No automated reminder was requested.	

To view the status of your meetings, select “View Meetings” from the Home page.

Meeting Wizard
online scheduling solutions



Home	Logout	About MW	FAQ	Resources	Contact Us	You are currently logged in as	
Current Users >>	New Meeting	View Meetings	Express	My Options	Address Book	Import	

Select “View Details & Responses” for the meeting you would like to view.

Meetings You've Organized

Meeting events to be confirmed: 1
[view confirmed requests only](#)

Subject/Purpose: Test Meeting

Date Sent: Tuesday October 7, 2008

Response Option: Replies were requested

Status: ~~TO BE CONFIRMED~~

[View Details & Responses](#)

[Cancel Request](#)

Subject/Purpose: DBME meeting

Date Sent: Tuesday October 7, 2008

Response Option: Replies were requested

Status: CONFIRMED

[View Details & Responses](#)

[Cancel Meeting](#)

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When you are ready, select “Confirm” on the date and time you have decided on. All invitees will be sent an e-mail confirming the date and time.

Participant Responses		Tue Oct 7, 08 6:00 PM	Tue Oct 21, 08 2:30 PM	Thu Oct 30, 08 12:00 PM
Participants	Individual Options	<input type="checkbox"/> Confirm	<input checked="" type="checkbox"/> Confirm	<input type="checkbox"/> Confirm
robertifoster@netscape.net	view	unavailable	available	unavailable
	Total Available:	0	1	0