

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”



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	rjf1@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.

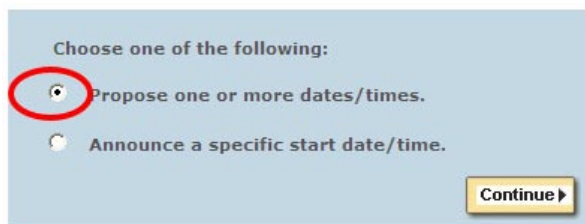


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Current Users » **New Meeting** View Meetings Express My Options Address Book Import

Select “Propose one or more dates/times”



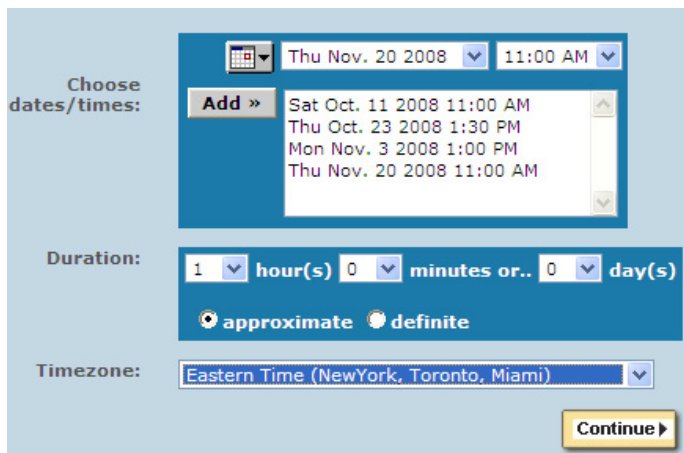
Choose one of the following:

Propose one or more dates/times.

Announce a specific start date/time.

Continue ▶

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



Choose dates/times:

Thu Nov. 20 2008 11:00 AM

Add »

- Sat Oct. 11 2008 11:00 AM
- Thu Oct. 23 2008 1:30 PM
- Mon Nov. 3 2008 1:00 PM
- Thu Nov. 20 2008 11:00 AM

Duration: 1 hour(s) 0 minutes or.. 0 day(s)

approximate definite

Timezone: Eastern Time (NewYork, Toronto, Miami)

Continue ▶

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.

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[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