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Sent: Friday, December 18, 2020 1:56 PM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Easy way to figure out when everyone is available.

Easy way to figure out when everyone is available

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage and
Computer Tech, currently
working from home



SITUATION/NEED:

I am trying to schedule a meeting involving lots of people.
There are multiple times I could schedule that meeting.

What is an easy (graphical) and free method to get feedback of when each person is (is not) available, so that I can schedule the meeting for the best time (when most people are available)?

SOLUTION:

We have tested and found <http://whenisgood.net/> to be useful, and Laura Gallitz recommends it.

It's basic, graphical and very intuitive.
And it's free. No registration or anything is required.

Tips/review from Laura:

“When Is Good” is a helpful tool. It's really straightforward. You can pick dates and times and send it out for everyone else to pick their dates and times. You can select the duration of the meeting in the top left hand corner. It's a no-frills website, but it gets the job done. If you are coordinating with folks outside UAB, I would definitely emphasize that you need to check the “Use Time Zones” button in the bottom left-hand corner of the screen.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>