













2. In the *Respond* group, click **VIEW ALL PROPOSALS**

A new *Scheduling Assistant* window opens.

NOTE: When viewing proposals, the *Scheduling Assistant* view will contain a list of all newly proposed times.

Proposed Date and Time	Duration	Proposed By
Monday, March 12, 2007 8:30 AM	1 hour	<Current Meeting Time>
Monday, March 12, 2007 9:30 AM	1 hour	Weiser, Jeri Lynn

3. To decline all new proposals and keep the original time,
  - a. Click the proposal labeled <*Current Meeting Time*>



- b. Click **SEND**

Courtesy of Dickinson College Library