


New Media Institu... 

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- Direct messages
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- Scheduler
- More


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- # 7010e
- # 7010e-sterling-discussion-b
- # 7011e-mw
- # doubledawgs
- # emo
- # mw-dobby
- # em-capstone
- # secret
- # summer
- # update

+ Browse channels

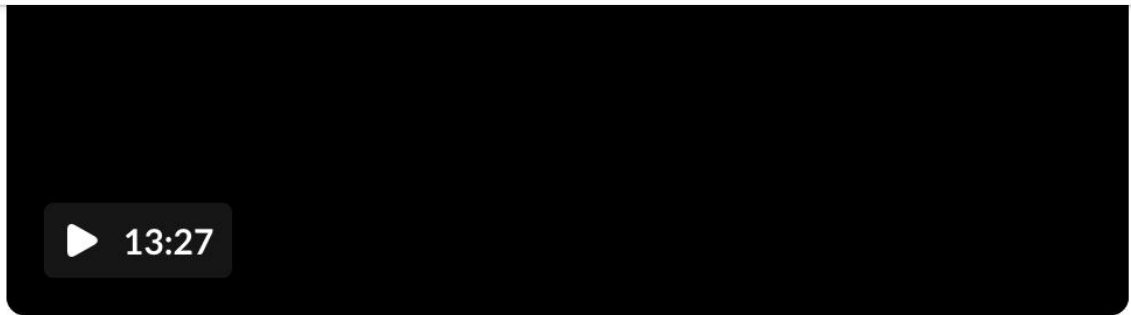
Direct messages


Upgrade to Pro

em-capstone 


# em-capstone   5 


+ Add a bookmark



Sunday, June 26th 


 2   
 2 replies Last reply 1 day ago

 **Katherine Crocker** 8:14 PM  
 Hey y'all! Did this video make sense? We should schedule a meeting soon whenever everyone is ready.

 **Jordan McGuire** 8:56 PM  
 Works with me!

 **Kelly May Sheehan** 8:58 PM  
 Yeah I followed along


Yesterday 


 **Jordan McGuire** 2:22 PM  
 Hey! According to the class syllabus we should first start brainstorming some ideas for our em capstone project. I was thinking we could do this on our first call once we get it scheduled since it is a lot easier to brainstorm over a call.


 4 

 **Katherine Crocker** 3:52 PM  
 That sounds great!

Today 



 **Nicollette Higgs** 11:17 AM  
 Should we schedule our first meeting for next week?

 **Maya Giro** 2:42 PM  
 Yes! Could someone schedule it?

**B** *I*       

Message #em-capstone

     Aa  

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## The Scheduler

# Welcome to the Scheduler

### A new and easy way to schedule meetings on Slack

The Scheduler is a new feature that helps you find the best meeting times for you and other members of your Slack channel. No matter how large the channel, the Scheduler is here to make sure that a meeting time works for everyone. Simply determine which days of the week the meeting can occur, have each member on the channel enter their availability, and Slackbot will do the rest! By the time everyone inputs their availability, Slackbot will generate a list of potential meeting dates. Let's get scheduling!

[Learn More](#)

[Schedule Meeting](#)



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### The Scheduler

**This is where you create a meeting**  
 Meetings can be virtual or face-to-face and created for channels of all sizes! This is where you will enter all the information participants might need for your meeting.

Done? [Click here to skip](#) **Got it!**


### Schedule a Meeting

**Topic:**

**Channel:**

**Dates that might work:**


**Time Range:**  
 No earlier than:  No later than:

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mw-dumbledore 

### The Scheduler

**Here is where you will type what your meeting is about**

Share with your channel briefly the reason for the meeting. Keep it short, sweet, and under 128 characters.

Done? [Click here to skip](#) **Next Tip**

### Schedule a Meeting

**Topic:**

**Channel:**

**Dates that might work:**

**Time Range:**  
 No earlier than:  No later than:



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**Choose which channel you want to meet with**

Here is where you will select which participants you want to invite to join your meeting. Select one of the channels you are already a member of.

Done? [Click here to skip](#) **OK**

### Schedule a Meeting

**Topic:**

**Channel:**

**Dates that might work:**

**Time Range:**  
 No earlier than:  No later than:

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### The Scheduler

## Schedule a Meeting

Topic:

Channel:

July 2022

S	M	T	W	Th	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dates that might work:

[View Calendar](#)

Time Range:

No earlier than:

No later than:

[Submit](#)


**Select days of the week that are options to meet**

Only want to meet on weekdays? Make sure to notate that on this step! When participants input their availability later, this will block off the selected days chosen here.

Done? [Click here to skip](#)

**Got it!**




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### The Scheduler

## Schedule a Meeting

Topic:

Channel:

Dates that might work:

[View Calendar](#)

July 2022

S	M	T	W	Th	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Time Range:

No earlier than:

No later than:

[Submit](#)

**Choose what time during the day (or night) to meet**

Here is where you will select the earliest and latest meeting times people can input for their availability.

*\*Note: This is not your personal schedule*

Done? [Click here to skip](#)

[Next Tip](#)

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### The Scheduler

## Schedule a Meeting

Topic:

Channel:

Dates that might work:

[View Calendar](#)

July 2022

S	M	T	W	Th	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Time Range:

No earlier than:

No later than:

[Submit](#)

**Send out the meeting details to the channel**

All of the nitty gritty details are done! Make sure everything looks correct and hit "submit" send out the information. Don't worry about asking for the channel members' availability, Slackbot will take it from here!

Ready to schedule your first meeting? [Let's go!](#)



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Upgrade to Pro

mw-dumbledore

### The Scheduler

## Schedule a Meeting


**Topic:**

**Channel:**

**Dates that might work:**  
[View Calendar](#)

**Time Range:**  
 No earlier than:  No later than:

[Submit](#)


New Media Institu... 

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### The Scheduler

## Schedule a Meeting

**Topic:**

**Channel:**

**Dates that might work:**

**Time Range:**  
 No earlier than:  No later than:



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### The Scheduler

## Schedule a Meeting

Topic:

EM Capstone Team Introduction Meeting

Channel:

em-capstone

July 2022

S	M	T	W	Th	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dates that might work:


[View Calendar](#)

Time Range:

No earlier than:

No later than:


[Submit](#)

New Media Institu... 

- Threads
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Channels

- # 4010e-6010e
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- # doubledawgs
- # emo
- # mw-dobby
- # em-capstone
- # secret
- # summer
- # update
- + Browse channels
- Direct messages
- Upgrade to Pro

mw-dumbledore 

### The Scheduler

## Schedule a Meeting

Topic:

EM Capstone Team Introduction Meeting

Channel:

em-capstone

July 2022

S	M	T	W	Th	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dates that might work:

[View Calendar](#)

Time Range:

No earlier than: 9:00 AM


No later than: 10:00 PM

[Submit](#)



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  - # 7010e-sterling-discussion-b
  - # 7011e-mw
  - # doubledawgs
  - # emo
  - # mw-dobby
  - # em-capstone 1
  - # secret
  - # summer
  - # update
  - Browse channels
  - Direct messages
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### The Scheduler



**You're all set!**

Your request to schedule a meeting in **#em-capstone** has been sent.


Check in on the channel and enter your availability.



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- # update
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em-capstone 

 5 


# em-capstone

 Hey y'all! Did this video make sense? We should schedule a meeting soon whenever everyone is ready.

 **Jordan McGuire** 8:56 PM  
Works with me!

 **Kelly May Sheehan** 8:58 PM  
Yeah I followed along


Yesterday


 **Jordan McGuire** 2:22 PM  
Hey! According to the class syllabus we should first start brainstorming some ideas for our em capstone project. I was thinking we could do this on our first call once we get it scheduled since it is a lot easier to brainstorm over a call.

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 **Katherine Crocker** 3:52 PM  
That sounds great!

Today

 **Nicollette Higgs** 11:17 AM  
Should we schedule our first meeting for next week?

 **Maya Giro** 2:42 PM  
Yes! Could someone schedule it?

 Pinned by Slackbot

 **Slackbot** 2:56 PM

[@Jordan McGuire](#) wants to schedule a meeting for next week!

Date range: July 5 - July 8

[Enter Availability](#)

**B I**     

Message #em-capstone



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+ Add a bookmark

Yesterday

**Jordan McGuire** 2:22 PM  
 Hey! According to the class syllabus we should first start brainstorming some ideas for our em capstone project. I was thinking we could do this on our first call once we get it scheduled since it is a lot easier to brainstorm over a call.  
 👍 4

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**Slackbot** 2:56 PM

@Jordan McGuire wants to schedule a meeting for next week!

Date range: July 5 - July 8

[Enter Availability](#)

Pinned by Slackbot

**Slackbot**


You've entered your availability for #em-capstone! Click on the red clock symbol to view your group schedule.

When all members have added their availability, the clock for this channel will turn green.

B I [link] [list] [table] [code] [image]

Message #em-capstone


[+ icon] [image] [microphone] [emojis] [mentions] [text format] [clock]


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em-capstone 

# em-capstone 

+ Add a bookmark

**@Jordan McGuire** wants to schedule a meeting for next week! Yesterday

Date range: July 5 - July 8

[Enter Availability](#)

Pinned by Slackbot

**Slackbot**

You've entered your availability for [#em-capstone](#)! Click on the **red** clock symbol to view your group schedule.

When all members have added their availability, the clock for this channel will turn **green**.

Today

Pinned by Slackbot

**Slackbot** 2:58 PM

Everyone has submitted their availability for [#em-capstone](#)! Click on the **green** clock symbol to view your group schedule.






Best Meeting Time(s):

[Tuesday, July 5 @ 10:00 AM](#)








Potential Meeting Time(s):

[Wednesday, July 6 @ 1:00 PM](#)

[Wednesday, July 6 @ 6:30 PM](#)

**B** *I*     

Message #em-capstone



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# em-capstone

+ Add a bookmark

Slackbot 2:58 PM

5

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When all members have added their availability, the clock for this channel will turn **green**.

Today

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Best Meeting Time(s):

**Tuesday, July 5 @ 10:00 AM**

Potential Meeting Time(s):

**Wednesday, July 6 @ 1:00 PM**

**Wednesday, July 6 @ 6:30 PM**

Pinned by Slackbot

Slackbot

**EM Capstone Team Introduction Meeting** is confirmed for:

**Date:** Tuesday, July 5 @ 10:00 AM

[Add to my schedule](#) [Join Meeting](#)

**B I**

Message #em-capstone

**Aa**







# Group Schedule



## Availability for July 5 - July 8

Mouseover the calendar to see who is available

0/6 Available



6/6 Available

	July 5 <b>TUE</b>	July 6 <b>WED</b>	July 7 <b>THU</b>	July 8 <b>FRI</b>
9:00 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>












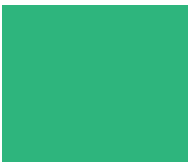






# Group Schedule



## Availability for July 5 - July 8

Mouseover the calendar to see who is available



	July 5 <b>TUE</b>	July 6 <b>WED</b>	July 7 <b>THU</b>	July 8 <b>FRI</b>
9:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				

## Are you available?



It looks like you haven't entered your availability for [#em-capstone](#). Would you like to enter it now?

**No Thanks**

**Submit**

# EM Capstone Team Introduction Meeting

**Date:** Tuesday, July 5

**Time:** 10:00a - 12:00p

**Attendees:** Haley Carter, Katherine Crocker,  
Maya Giro, Nicollette Higgs, Kelly May Sheehan

[Join Meeting](#)



# July 5 at 10:00 AM

**Available**

**Unavailable**

Haley Carter

Katherine Crocker

Maya Giro

Nicollette Higgs

Jordan McGuire

Kelly May Sheehan

[View Poll](#)

[Suggest New Time](#)

# July 6 at 1:00 PM

## Available

Katherine Crocker

Maya Giro

Jordan McGuire

Kelly May Sheehan

## Unavailable

Haley Carter

Nicollette Higgs

[View Poll](#)

[Suggest New Time](#)

# July 6 at 6:30 PM

## Available

Haley Carter

Maya Giro

Nicollette Higgs

Jordan McGuire

Kelly May Sheehan

## Unavailable

Katherine Crocker

[View Poll](#)

[Suggest New Time](#)



# July 5 at 10:00 AM

**Available**

**Unavailable**

Haley Carter

Katherine Crocker

Maya Giro

Nicollette Higgs

Jordan McGuire

Kelly May Sheehan

**View Poll**

**Suggest New Time**

**Confirm Meeting**



**Jordan McGuire**

○ Away



Update your status

Set yourself as **active**

Pause notifications



Profile

Preferences



My Schedule

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Sign out of New Media Institute



**Jordan McGuire**

○ Away



Update your status

Set yourself as **active**

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