

# TIP OF THE MONTH

Step one:

Go to [doodle.com](https://doodle.com) and login!

Step Two:

Click on “Schedule an event.”

The screenshot shows the Doodle dashboard in a Windows Internet Explorer browser window. The address bar displays <https://doodle.com/dashboard>. The page title is "Doodle: Your Doodle account - Windows Internet Explorer". The dashboard includes a navigation bar with "Polls" and "MeetMe requests" tabs. A welcome message for "Anna Daugherty" is displayed, followed by a list of tasks: "Activate your Doodle account" (checked), "Connect your calendar", "Set up your MeetMe page", "Spread the word about Doodle", and "Become a Premium Doodle member". Below this is a "Professional Scheduler" section. A red arrow points to the "Schedule an event" button, which is located next to a calendar icon showing the date 1/25. Other buttons include "Make a choice" and "Your polls". The bottom of the page shows a table with columns for "Subject", "Participants", and "Latest activity". The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and "100%" zoom.

## Step three:

Enter in title, location, and description of the meeting you want to set up.

Midwestern Sta... Oracle Fusion Middleware... Upgrade Your Browser

e ... Doodle: Wizard

**Doodle** DASHBOARD | ANNA DAUGHERTY

### Schedule an event

1. General ▶ 2. Time proposals ▶ 3. Settings ▶ 4. Invite

**1** 25

Title Account Managers Group

Location (optional) Dilliard 189

Description (optional) Meeting to discuss common issues that account managers have come across. (440)

Your name Anna Daugherty

E-mail address anna.daugherty@mwsu.edu

You will receive the link to administer your poll at the address.

Back Next

Internet | Protected Mode: Off

## Step four:

Pick the days you want to have as an option for your meeting.

Then click “next.”

The screenshot shows a web browser window with the address bar containing 'ate#dates'. The page title is 'Schedule an event'. Below the title is a progress indicator: '1. General ▶ 2. Time proposals ▶ 3. Settings ▶ 4. Invite'. The main heading is 'Days', with a link to 'Calendar view | Free text'. Below this is the instruction: 'Click on the dates you would like to choose.' A calendar for February 2014 is displayed, with the days of the week (Sun to Sat) as columns. The dates 27 and 28 are highlighted in blue. A red arrow points to the 'Next' button below the calendar. The footer contains links for 'English', 'Recommend Doodle', 'Blog', 'About', 'Advertising', 'Terms', 'Privacy Policy', 'Contact', 'Help', and '© Doodle'. At the bottom right, it says 'Internet | Protected Mode: Off'.

ate#dates

Help

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Doodle: Wizard

## Schedule an event

1. General ▶ 2. Time proposals ▶ 3. Settings ▶ 4. Invite

### Days

[Calendar view | Free text](#)

Click on the dates you would like to choose.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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	

Selected dates:

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## Step five:

Chose the times you would like to schedule a meeting for.

Click “next”

Internet Explorer

/create#times

Is Help

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Doodle: Wizard

## Schedule an event

1. General ▶ 2. Time proposals ▶ 3. Settings ▶ 4. Invite

### Times

Enter any number of time proposals for each day. If you do not enter an actual time span, the proposed date is shown as all-day.

Switch on time-zone support ▼

	Time 1	Time 2	Time 3
Thu, 2/27/14	10:00 AM	11:00 AM	1:00 PM
Fri, 2/28/14	10:00 AM	11:00 AM	1:00 PM

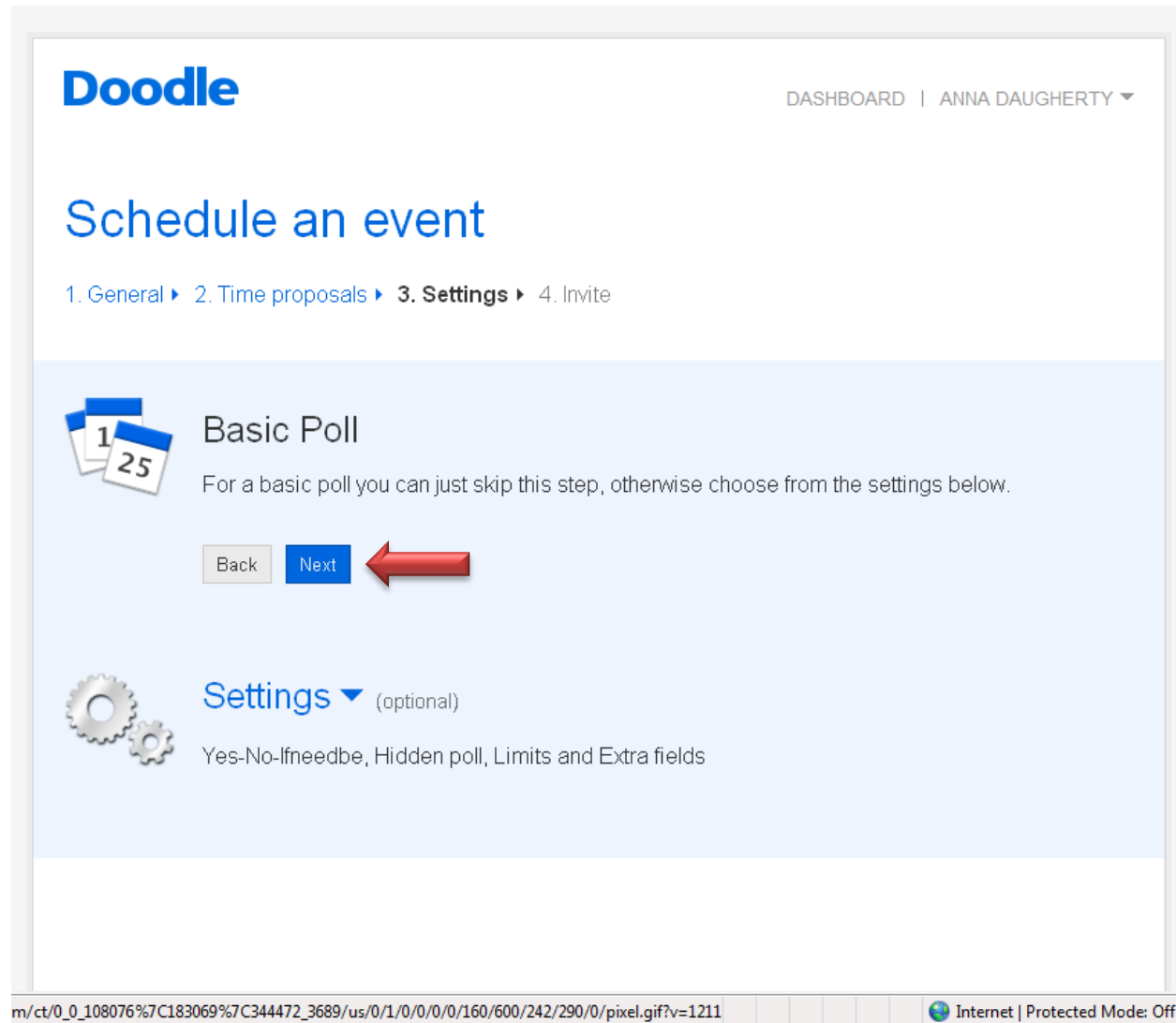
[Add further time slots](#)  
[Copy and paste first row](#)

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Step six:


Click “next” under the “Basic Poll” option.



**Doodle** DASHBOARD | ANNA DAUGHERTY ▾


## Schedule an event


1. General ▶ 2. Time proposals ▶ 3. **Settings** ▶ 4. Invite



### Basic Poll

For a basic poll you can just skip this step, otherwise choose from the settings below.





### Settings ▾ (optional)

Yes-No-Ifneeded, Hidden poll, Limits and Extra fields

m/ct/0\_0\_108076%7C183069%7C344472\_3689/us/0/1/0/0/0/160/600/242/290/0/pixel.gif?v=1211 Internet | Protected Mode: Off

## Step seven:

Enter in email addresses of the people that you want to send the doodle poll to OR copy the message and insert it into a new email through Outlook.

Explorer  
reate#invite

Help

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Doodle: Wizard

You send the invitation

Use your own e-mail application to manually send the Doodle link to everyone you wish to invite.

Doodle sends the invitation

E-mail addresses

Address books: [connect](#)

Start typing to enter e-mail recipients ...

Separate multiple e-mail recipients by comma

I also want to receive an invitation at [anna.reed.0704@students.mwsu.edu](#) in order to participate in the poll.

Message

Anna Daugherty (anna.reed.0704@students.mwsu.edu) invites you to participate in the Doodle poll "Account Managers Group".

Follow this link to open the poll:  
(poll link)

Meeting to discuss common issues that account managers have come across

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## Final step:

Click on “view poll” to administer the results of your doodle poll.