# How to Use the Scheduler Bot

## 1. Connecting Your Google Calendar:

Navigate to the front-end register page, <https://scheduler-email-bot-frontend.vercel.app/>

Click on the "Register" button.

Authenticate using your `@elysiuminnovations.ai` email via Google OAuth. You may then have to ‘force’ trust the project for now as it may not be google verified yet. (click “advanced” -> then click “Go to newest-shiv-scheduler-28bce234091.hero…”)

Upon successful authentication, your email will be registered in the database as a valid user of the scheduler and your calendar made accessible to the bot.

## 2. Scheduling a Meeting with a Third Party:

When you receive an email from a third-party wishing to set up a meeting, you can involve the Scheduler bot to assist.

Reply to the third-party's email.

In the CC field, add the bot's email address: `secretaiagent@elysiuminnovations.ai`.

Mention in the email content that your AI scheduler assistant will provide available openings.

Send the email.

## 3. How the Bot Works After Being CC'ed:

The AI assistant (Scheduler bot) monitors its email inbox.

Upon receiving an email where it is CC'ed, it checks the availability in the verified user's Google Calendar.

The bot then performs one of the following actions:

- Directly Schedules the Meeting: If there's an available slot that matches both parties' stated availability in an email thread, the bot will schedule the meeting and send an email confirmation with the Google Meet link.

- Provides Available Time Slots: If there is not enough info / no agreeance on time yet it will send an email to the third-party with available time slots during the day pulled from your Google calendar availability. Once the third-party confirms a time, the bot schedules the meeting and sends a confirmation with the Google Meet link.

## 4. Confirmation Emails:

The AI assistant will send a confirmation email directly to the third-party.

The verified `@elysiuminnovations.ai` user will be BCC'ed on the confirmation email, ensuring they are aware of the scheduled meeting.

## Notes:

Currently, the application only supports `@ elysiuminnovations.ai` email addresses.

The application is designed for a limited number of users. For scaling to accommodate more users, we’ll need to implement asynchronous processing using Redis and Celery.

To support a broader range of users, Google OAuth verification for public access would be required and db solution /remote querying or fetching for credential.json files needs to be implemented