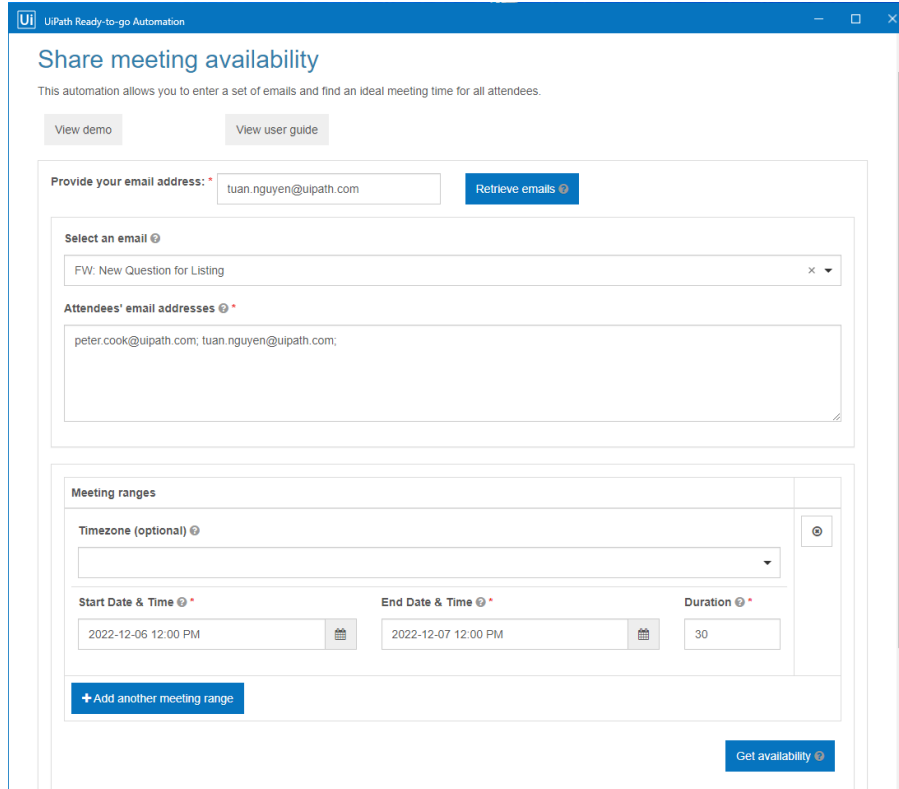


# Automation User Guide

Share meeting availability


# Quick User Guide



Form options	Type	Description	Example
Provide your email address	Text Field	Your Outlook email address	Tuan.nguyen@uipath.com
Retrieve emails	Button	Retrieves first 25 emails for the email address	N/A
Select an email	Dropdown	Select an email to pull email addresses from	N/A
Attendees' email addresses	Text Box	Semi-colon separated list of email addresses	Tuan.nguyen@uipath.com; robot@uipath.com
Meeting ranges	DataGrid	Date and time range to search for availability	N/A
Get availability	Button	Retrieves availability for meeting ranges	N/A

<p><b>Share.meeting.availability</b> X</p> <p><a href="#">Information</a> History</p> <p>This automation allows you to enter a set of emails and find an ideal meeting time for all attendees.</p> <p><b>Customize</b></p> <p><input type="checkbox"/> Hide_Results</p>	<p>You can set the following options from the Assistant</p> <ul style="list-style-type: none"> <li>• Hide_Results hides the results form</li> </ul>
---	---

# Quick User Guide


UiPath Ready-to-go Automation

Share meeting availability

This automation allows you to enter a set of emails and find an ideal meeting time for all attendees.

View demo

View user guide

Potential meeting times

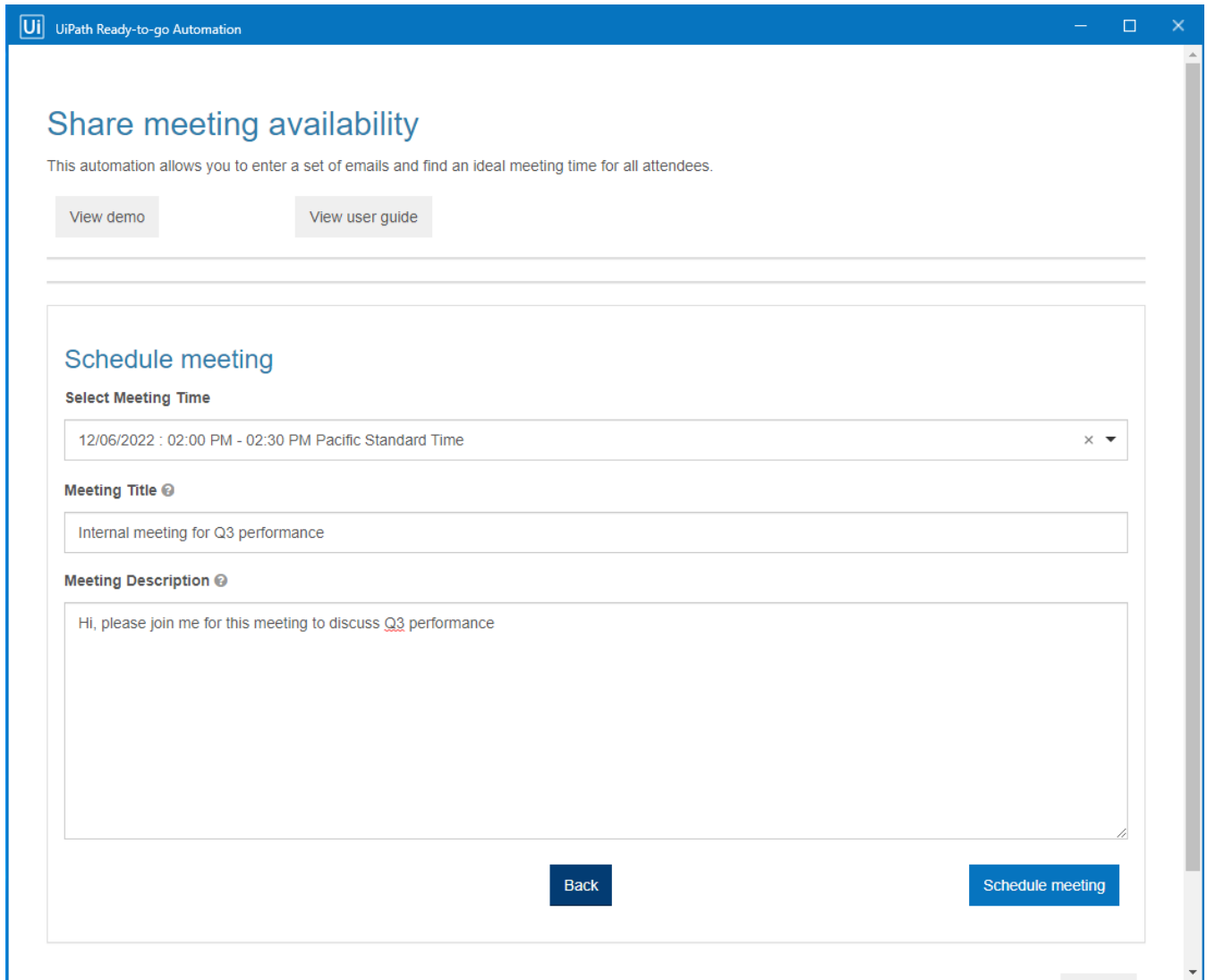
Date	Start time	End time	Timezone	Propose
12/06/2022	02:00 PM	02:30 PM	Pacific Standard Time	<input checked="" type="checkbox"/> Propose
12/06/2022	02:30 PM	03:00 PM	Pacific Standard Time	<input type="checkbox"/> Propose
12/07/2022	08:30 AM	09:00 AM	Pacific Standard Time	<input type="checkbox"/> Propose
12/07/2022	10:00 AM	10:30 AM	Pacific Standard Time	<input checked="" type="checkbox"/> Propose
12/07/2022	10:30 AM	11:00 AM	Pacific Standard Time	<input type="checkbox"/> Propose
12/07/2022	11:00 AM	11:30 AM	Pacific Standard Time	<input checked="" type="checkbox"/> Propose
12/07/2022	11:30 AM	12:00 PM	Pacific Standard Time	<input type="checkbox"/> Propose

Back

Confirm selection

Form options	Type	Description	Example
Potential meeting times	DataGrid	List of available meeting slots	N/A
Propose	Checkbox	Include this meeting slot in your proposed times	N/A
Confirm selection	Button	Confirm the selected slots	N/A


# Quick User Guide



**Please note: You will see the “Schedule meeting” view when all attendees are internal to your organization**

Form options	Type	Description	Example
Select Meeting Time	Dropdown	Select one of the proposed times from the previous screen	2:00 PM – 2:30 PM
Meeting Title	Text Field	Title of the calendar meeting	Internal meeting
Meeting Description	Text Box	Description for the calendar meeting	Meeting to discuss...
Schedule meeting	Button	Schedules Outlook meeting	N/A

# Quick User Guide


UiPath Ready-to-go Automation

Share meeting availability

This automation allows you to enter a set of emails and find an ideal meeting time for all attendees.

View demo
View user guide

Email meeting availability

Preparing email for peter.cook@uipath.com; tuan.nguyen@uipath.com; attended2021@gmail.com

Email Subject

Potential meeting times

Email Body

Hi, do any of the following times work for you?  
  
12/06/2022 : 02:00 PM - 02:30 PM Pacific Standard Time  
12/07/2022 : 10:00 AM - 10:30 AM Pacific Standard Time  
12/07/2022 : 11:00 AM - 11:30 AM Pacific Standard Time

☐ Create calendar blocks for internal attendees

Back
Send Email

☒ Draft only

**Please note:** You will see the “Email meeting availability” view when at least 1 attendee is external to your organization

Form options	Type	Description	Example
Email Subject	Text Field	Subject for the email to be sent	Potential meeting times
Email Body	Text Box	Body of the email to be sent	See example
Create calendar blocks for internal attendees	Checkbox	Creates calendar blocks for internal attendees only	N/A
Draft only	Checkbox	Creates an email draft instead of sending the email	N/A
Send Email	Button	Creates the draft or sends the email	N/A

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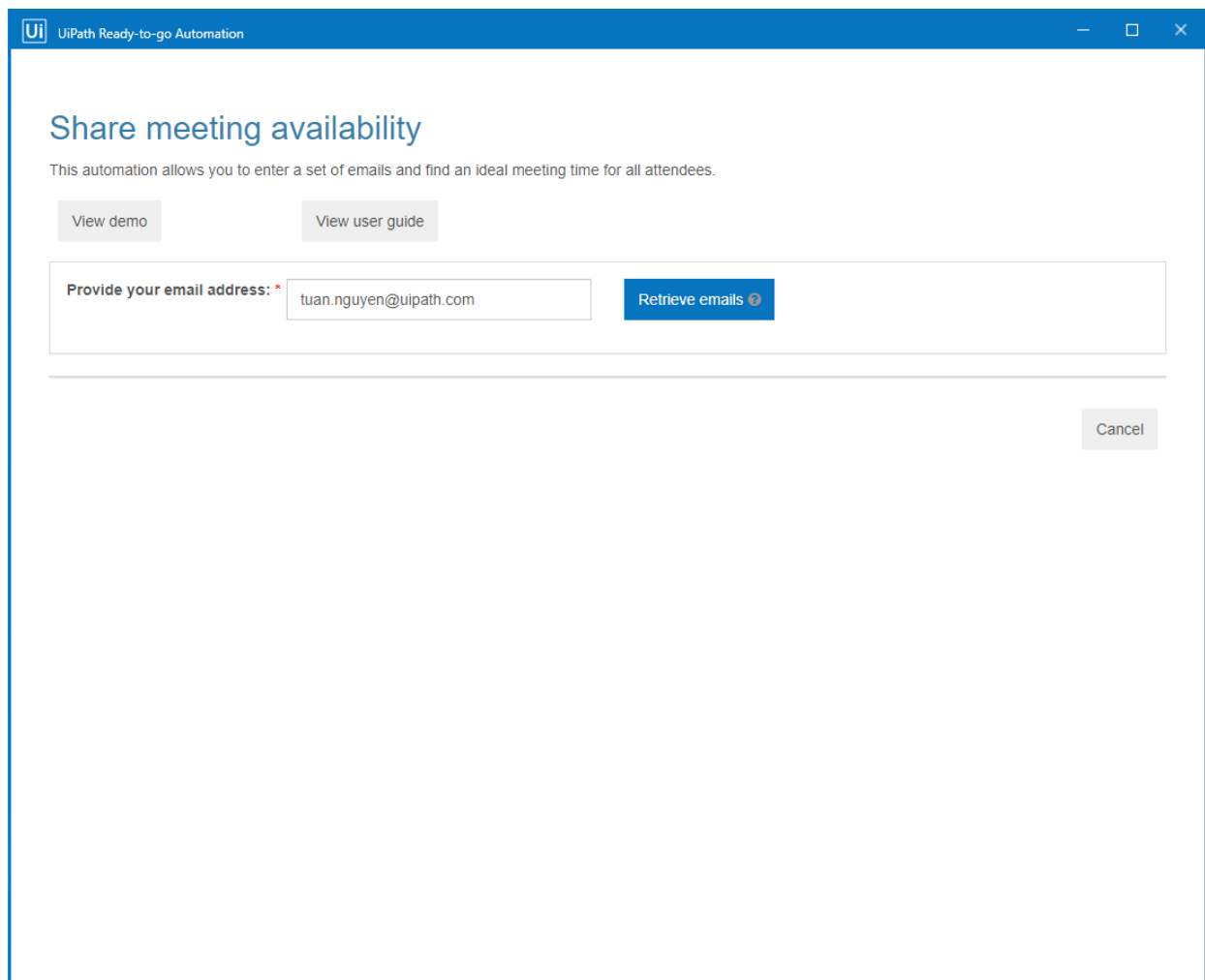
# Introduction

This document outlines the information related to the automation. It contains the automation description and the related technical specifications. It also describes the setup and configuration process.

## Overview

This automation allows you to find meeting availability among the attendees that are internal to your organization. If all your attendees are internal to your organization, you'll be able to schedule the meeting directly from the automation, otherwise you'll be able to send an email to external attendees with the available meeting slots.

When the automation first begins, it will prompt you for your Outlook email address. Afterwards, press "Retrieve emails" to gather the first 25 emails from your Inbox.

A screenshot of a UiPath Ready-to-go Automation window. The window has a blue title bar with the UiPath logo and the text "UiPath Ready-to-go Automation". The main content area is white and contains the following elements: a heading "Share meeting availability" in blue, a subheading "This automation allows you to enter a set of emails and find an ideal meeting time for all attendees." in gray, two buttons "View demo" and "View user guide" in gray, a text input field labeled "Provide your email address: \*" with the value "tuan.nguyen@uipath.com", a blue button labeled "Retrieve emails" with a help icon, and a "Cancel" button in gray at the bottom right.

UiPath Ready-to-go Automation

### Share meeting availability

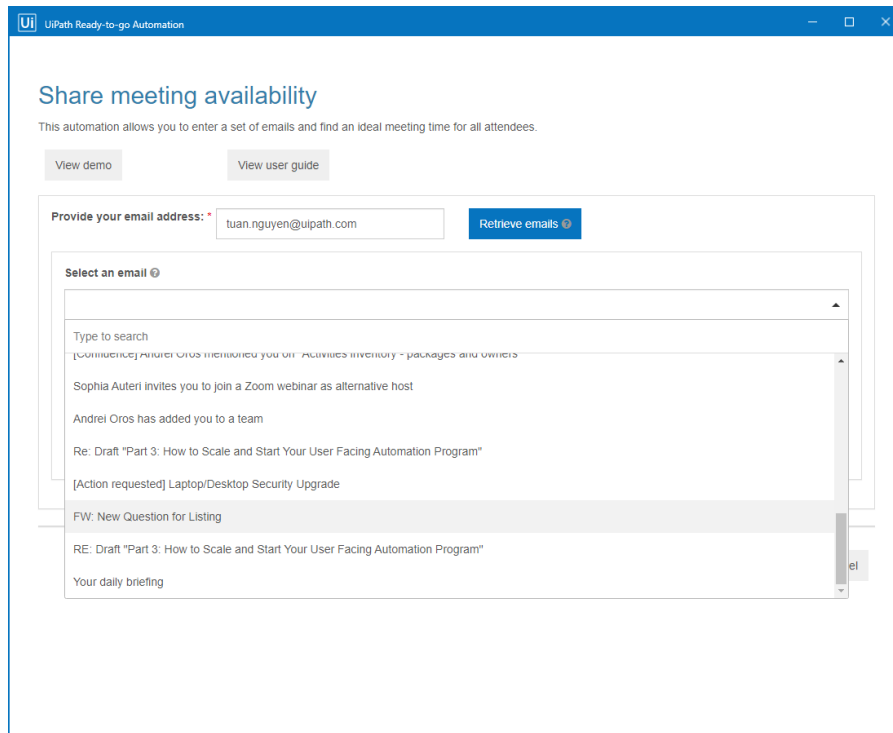
This automation allows you to enter a set of emails and find an ideal meeting time for all attendees.

[View demo](#) [View user guide](#)

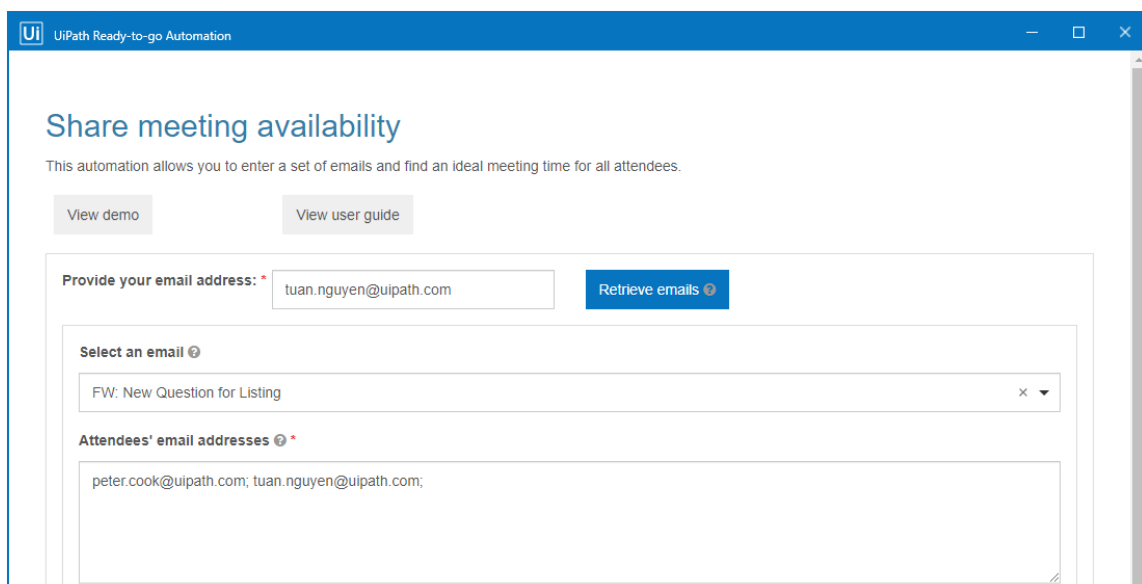
Provide your email address: \*  [Retrieve emails](#)

[Cancel](#)

If the email address is valid and UiPath has access to your Outlook account, the dropdown will be populated with emails you can choose from. You can choose an email from the dropdown to automatically pull email addresses from the email.



You don't need to use the email dropdown if you don't want to. Simply provide the email addresses of your attendees in the "Attendees' email addresses" box separated by semi-colons. The email dropdown is just provided to quickly gather email addresses of potential attendees.



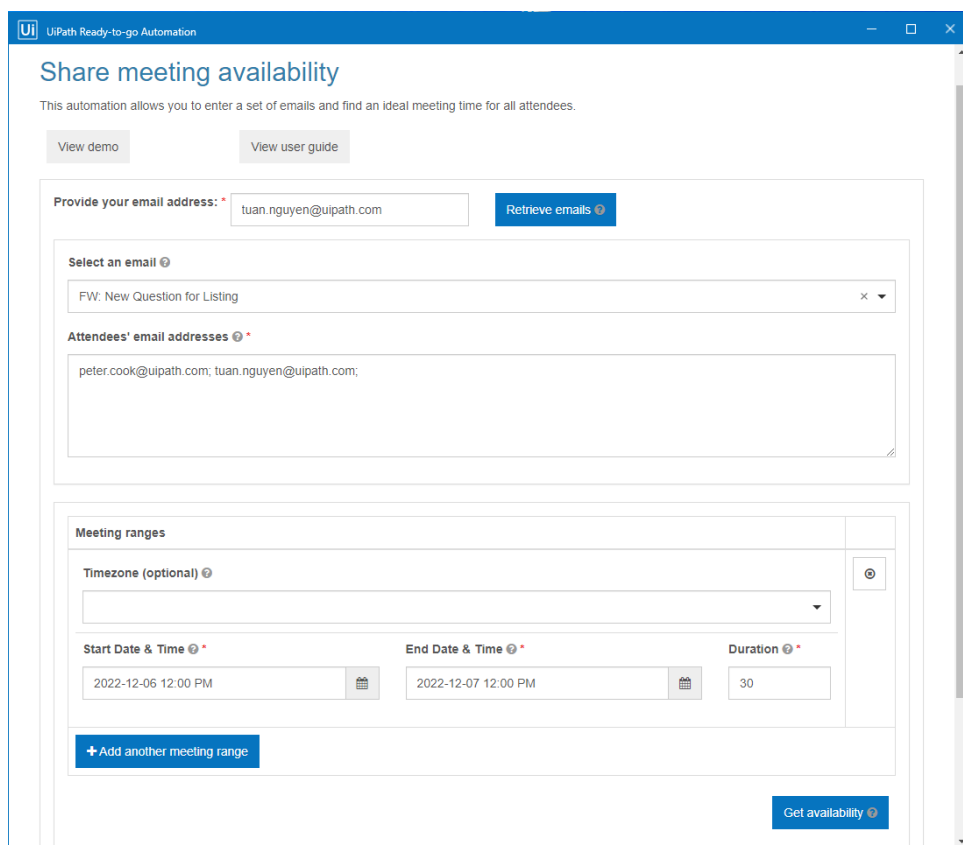


Once you have provided the email addresses of your attendees, begin filling out the “Meeting ranges” information. This is the date and time range the automation will use to search for potential meeting slots.

- Timezone (optional) – provide a time zone to search in. If you leave this field blank, the automation will use your machine’s default time zone.
- Start Date & Time – the beginning date and time of your search range
- End Date & Time – the end date and time of your search range
- Duration – the time slot length to search for (in minutes)

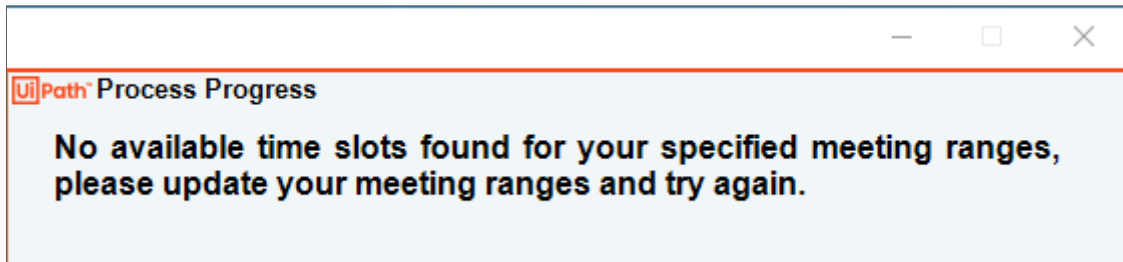
You can add additional meeting search ranges by clicking “Add another meeting range”. The automation will search all the ranges and aggregate the available time slots.

Once you’re done, press “Get availability”.




The automation will access all internal attendees’ Outlook calendars and retrieve time slots which work for all internal attendees.

If no time slots are found, then you will receive the following message in the Status Window. If you receive this message, please change your meeting range(s) and click “Get availability” again.



If the automation found potential time slots, it will display them on the next screen. From this screen, select the potential time slots you want by checking the “Propose” checkbox and clicking “Confirm selection”.


 UiPath Ready-to-go Automation

— □ ×

## Share meeting availability

This automation allows you to enter a set of emails and find an ideal meeting time for all attendees.

[View demo](#)
[View user guide](#)

### Potential meeting times

Date	Start time	End time	Timezone	Propose
12/06/2022	02:00 PM	02:30 PM	Pacific Standard Time	<input checked="" type="checkbox"/> Propose
12/06/2022	02:30 PM	03:00 PM	Pacific Standard Time	<input type="checkbox"/> Propose
12/07/2022	08:30 AM	09:00 AM	Pacific Standard Time	<input type="checkbox"/> Propose
12/07/2022	10:00 AM	10:30 AM	Pacific Standard Time	<input checked="" type="checkbox"/> Propose
12/07/2022	10:30 AM	11:00 AM	Pacific Standard Time	<input type="checkbox"/> Propose
12/07/2022	11:00 AM	11:30 AM	Pacific Standard Time	<input checked="" type="checkbox"/> Propose
12/07/2022	11:30 AM	12:00 PM	Pacific Standard Time	<input type="checkbox"/> Propose

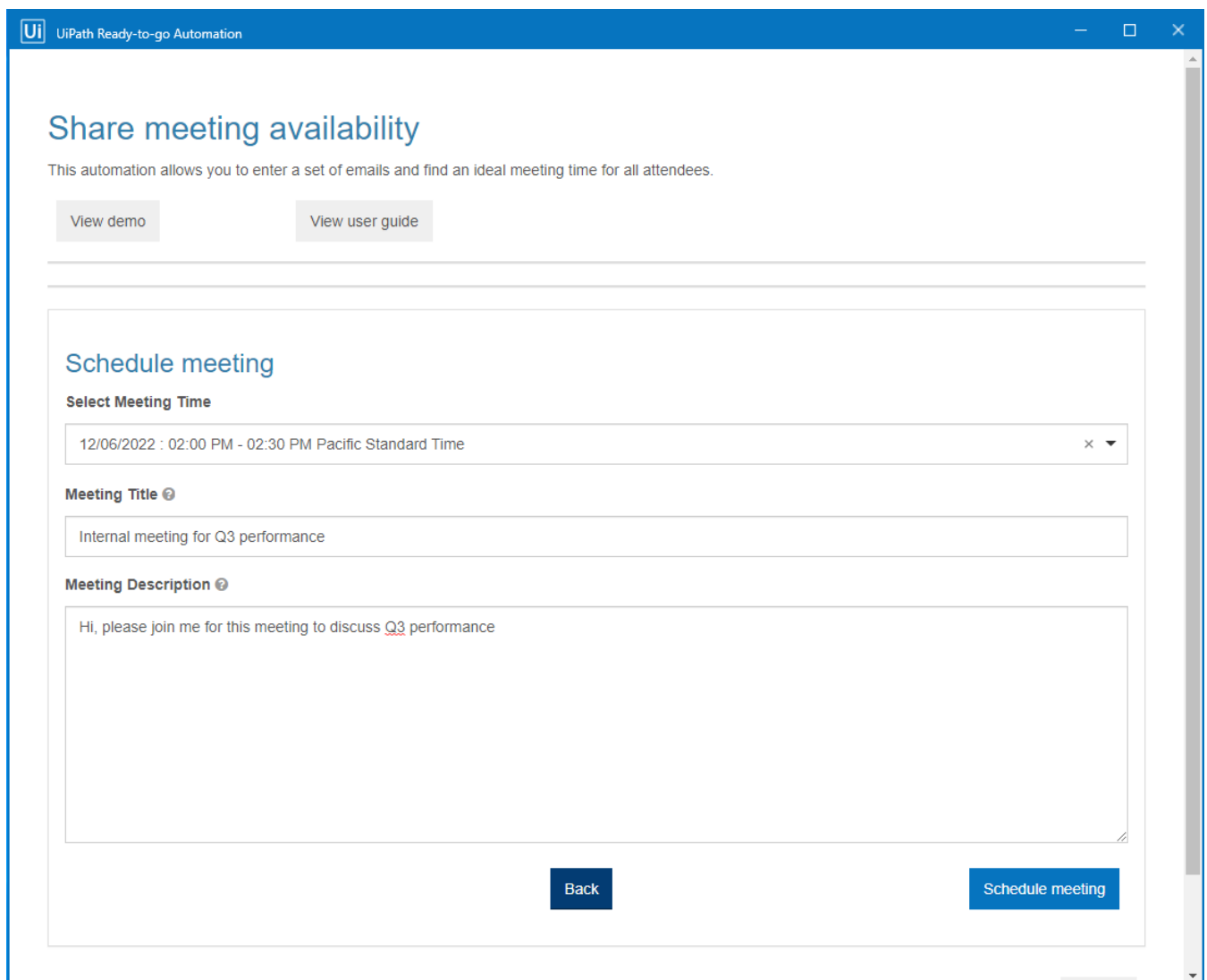
[Back](#)
[Confirm selection](#)

Lastly, the final screen will be determined by whether your meeting has external attendees.

If all your attendees are internal to your organization, you'll have the opportunity to schedule the meeting.

- Select Meeting Time – select a time slot among the slots you “proposed”
- Meeting Title – title of the calendar invite
- Meeting Description – description of the calendar invite

Afterwards, click “Schedule meeting” and the automation will send the calendar invite to all your attendees.

The image shows a screenshot of a web application window titled "UiPath Ready-to-go Automation". The main heading is "Share meeting availability". Below this, there is a sub-heading "Schedule meeting". The form contains three main sections: "Select Meeting Time" with a dropdown menu showing "12/06/2022 : 02:00 PM - 02:30 PM Pacific Standard Time", "Meeting Title" with a text input field containing "Internal meeting for Q3 performance", and "Meeting Description" with a text area containing "Hi, please join me for this meeting to discuss Q3 performance". At the bottom of the form, there are two buttons: "Back" and "Schedule meeting".

UiPath Ready-to-go Automation

## Share meeting availability

This automation allows you to enter a set of emails and find an ideal meeting time for all attendees.

[View demo](#) [View user guide](#)

### Schedule meeting

**Select Meeting Time**

12/06/2022 : 02:00 PM - 02:30 PM Pacific Standard Time

**Meeting Title**

Internal meeting for Q3 performance

**Meeting Description**

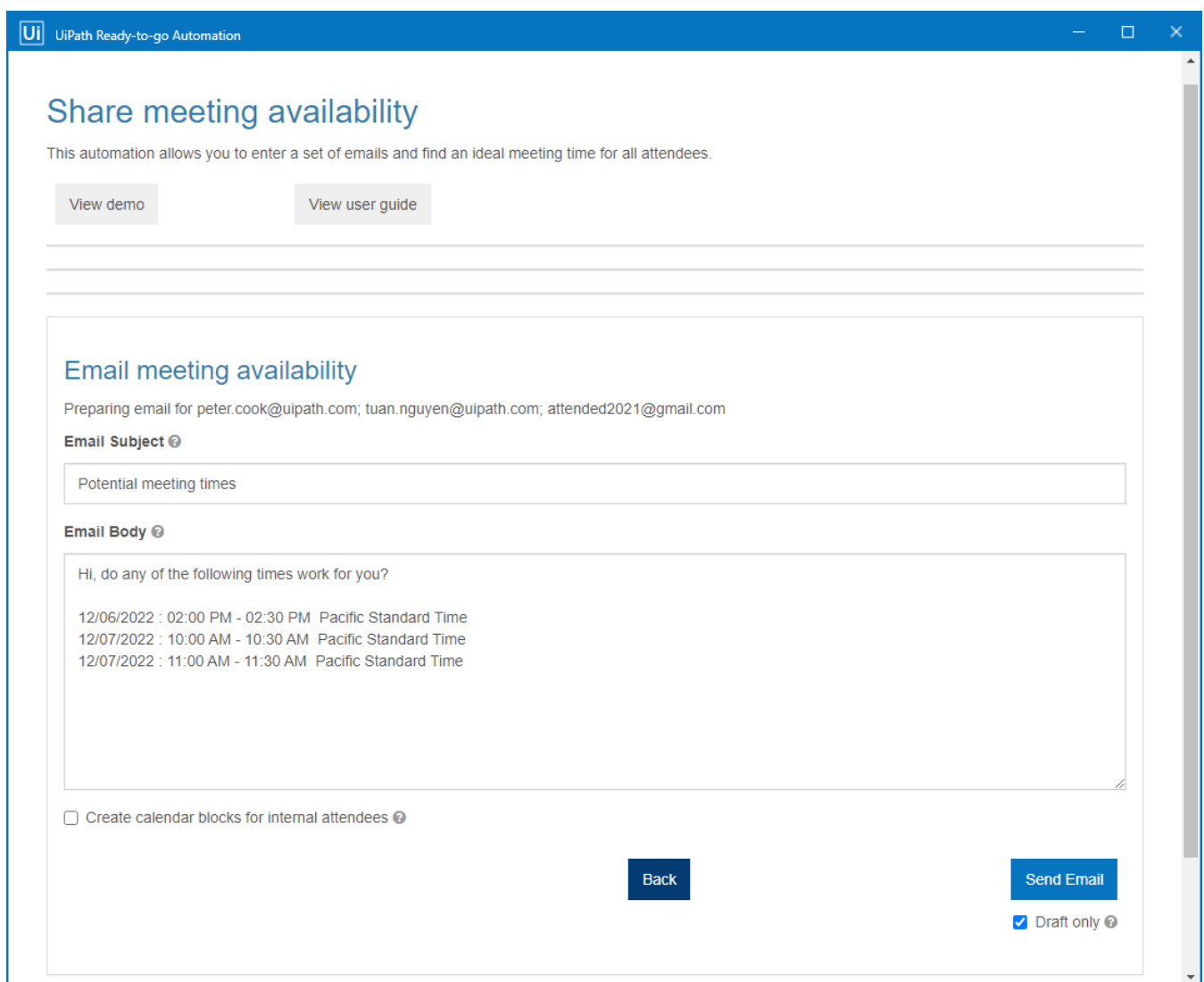
Hi, please join me for this meeting to discuss Q3 performance

[Back](#) [Schedule meeting](#)

If your meeting has at least 1 external attendee, you'll be presented with the opportunity to send an email to external attendees so you can find a suitable time slot. The email will have external attendees set to the "To" recipients and your internal attendees set to the "CC" recipients.

- Email Subject – subject of the email
- Email Body – body of the email
- Create calendar blocks for internal attendees – creates a calendar block for all internal attendees
- Draft only – creates an email in your Draft folder instead of sending it directly

Once you're done, press "Send Email" to create the email draft or send the email.



UiPath Ready-to-go Automation

## Share meeting availability

This automation allows you to enter a set of emails and find an ideal meeting time for all attendees.

[View demo](#) [View user guide](#)

---

### Email meeting availability

Preparing email for peter.cook@uipath.com; tuan.nguyen@uipath.com; attended2021@gmail.com

**Email Subject** ⓘ

Potential meeting times

**Email Body** ⓘ

Hi, do any of the following times work for you?

12/06/2022 : 02:00 PM - 02:30 PM Pacific Standard Time  
12/07/2022 : 10:00 AM - 10:30 AM Pacific Standard Time  
12/07/2022 : 11:00 AM - 11:30 AM Pacific Standard Time

☐ Create calendar blocks for internal attendees ⓘ

[Back](#) [Send Email](#)

☒ Draft only ⓘ

## Use Cases

- Quickly schedule team meetings
- Find suitable times with vendors or customers
- Reschedule meetings with large groups of people

# Requirements, Prerequisites, & Security

## System Requirements

Hardware	Minimum	Recommended
CPU	2 x 1.8GHz 32-bit (x86)	4 x 2.4GHz 64-bit (x64)
RAM	4 GB	8 GB

## Prerequisites

Software	Specifications
Operating System	Windows 10
UiPath Assistant	Version 21.10 or later Desktop app for automation
Microsoft Outlook	Desktop Application
Microsoft Office 365	Office 365

## Security Measures

No such security measures to be considered.

# Getting Started

## Bot Files

Share.Meeting.Availability.2.1.0.nupkg – Project Package to be moved to UiPath Packages folder and then installed from UiPath Assistant.

## Installation Hierarchy

NuGet Package downloaded from UiPath Marketplace must be placed under UiPath – Packages folder.

## Reports

No reports are generated.

## Logs

No audit logs.

## Support & FAQs

### Support

Email: [marketplacesupport@uipath.com](mailto:marketplacesupport@uipath.com)

Link: <https://marketplace.uipath.com/contact-us>

Support on Demand option is available only to UiPath Enterprise customers. To access this type of support, you need to have an active UiPath license. For more details, please check this article: <https://docs.uipath.com/marketplace/docs/support-on-demand>.

Note: Marketplace Support On Demand doesn't include any response or resolution SLA. However, we will do our best to get back to you within two business days. If you like to open a ticket, please use the support link.

### FAQs

For questions about UiPath Assistant, See [UiPath Assistant Docs](#).

## Appendix A: Revision History

No.	Version Number	Date of Change	Notes
1.	Version 1.0.10	11/05/2021	Release Version
2.	Version 2.1.0	12/07/2022	Attended Framework 2.0 update

## Appendix B: References

No.	Topic	Link
1.	The UiPath Robot Guide	Click <a href="#">here</a>