Roosevelt University

Use of Microsoft Exchange to Schedule Meetings

Policy on the Use of Microsoft Exchange to Schedule Meetings   8/23/04

In order to make the University's business processes more efficient and to develop uniform practice across administrative offices, the following guidelines will govern the use of electronic calendars for the scheduling of meetings. The University's electronic calendaring system is Microsoft Exchange. Members of the University community use an Exchange client such as MS Outlook (Windows) or MS Entourage (Macintosh) to keep their calendars and to schedule meetings and other events.

Effective October 1, 2004:

- All administrators with a contract or letter of appointment will be required to keep their calendars on Exchange.

- All Roosevelt employees will use Exchange to schedule meetings among administrative personnel.

The Vice President for Technology and Chief Information Officer is charged with implementing this policy and keeping it up to date.