YaleConnect Calendar Best Practices

Schedule end dates and do not frequently change recurring meetings. Meetings can easily become lost, mis-scheduled, duplicated or corrupted within a client after repeated updates. If a recurring meeting regularly changes time or location, cancel the meeting for all attendees and create a new meeting per occasion.

Do not forward meeting requests to other recipients. Forwarding invitations may not add recipients to attendee lists, and updates will not be sent to new attendees. Instead, have the meeting organizer add new attendees to the attendee list and send an update to the original meeting.

Have as few delegates as possible, preferably none. While delegates can be helpful, they are also the source of a myriad of difficulties within Exchange. Delegates dramatically increase the probability of missing appointments, duplicated meetings, unseen invitations, and conflicting attendance responses. The more delegates an account has, the greater the likelihood of encountering problems.

Check for additional unneeded calendars or folders. Occasionally, additional calendars and folders are created which may cause performance or synching issues. If you notice duplicate folders or calendars, contact your local support provider or the Service Desk to investigate.

The following link is a short video (2-3 minutes) made by Yale ITS to illustrate the recommended procedure for creating a meeting and inviting a resource using the scheduling assistant in Microsoft Outlook 2007.

- Scheduling Assistant in Microsoft Outlook 2007