

How to Sign Up for a meeting with me using Tungle:

- (1) point your browser to <http://tungle.me/randallcream>
- (2) take a look at my availability
- (3) move your cursor over the day and time you want. Notice the cursor becomes a paintbrush.
- (4) Click to select the time you want.
- (5) An AJAX box pops up asking you to enter the meeting subject. Enter "meet with [your name]" into the box and select continue, or hit the "X" to cancel.
- (6) At the top of the page, the information appears reserving the time. Click on "Step 2: Add Participants" on the right, or "Cancel Meeting" on the left.
- (7) Fill in your name and your email address (you don't need an account on Tungle to reserve a meeting time). Click on "Step 3: Propose Times" to continue, or cancel meeting.
- (8) The proposed time should be prepopulated. Choose ONE time only!
- (9) Notify me of the meeting by sending me the invitation
- (10) Note: you may be asked to confirm the email address (prevents spam). If so, go to your email and click on the link from Tungle, and it'll complete the request.