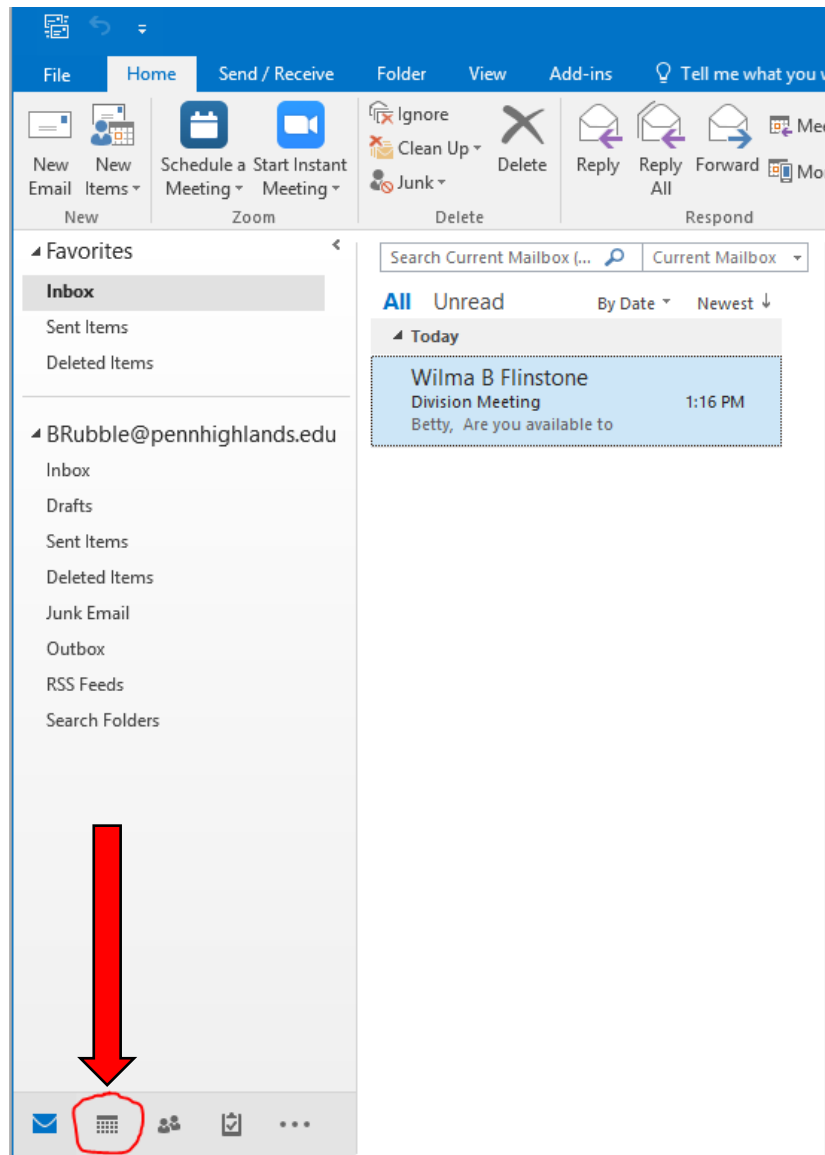


Schedule a Meeting or Appointment using Outlook Scheduling Assistant

While in Outlook, click the Calendar icon (circled in red) in the lower left part of the window to open up our calendar.



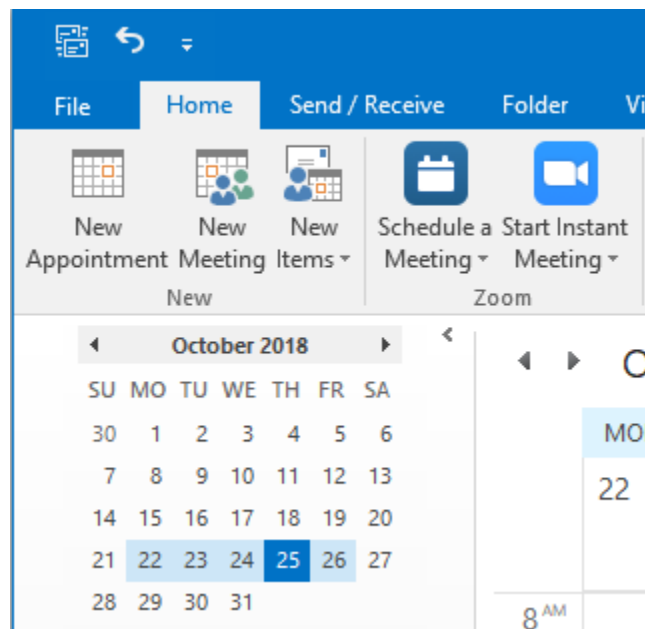
Appointments and Meetings

While in Outlook Calendar, select either New Appointment or New Meeting

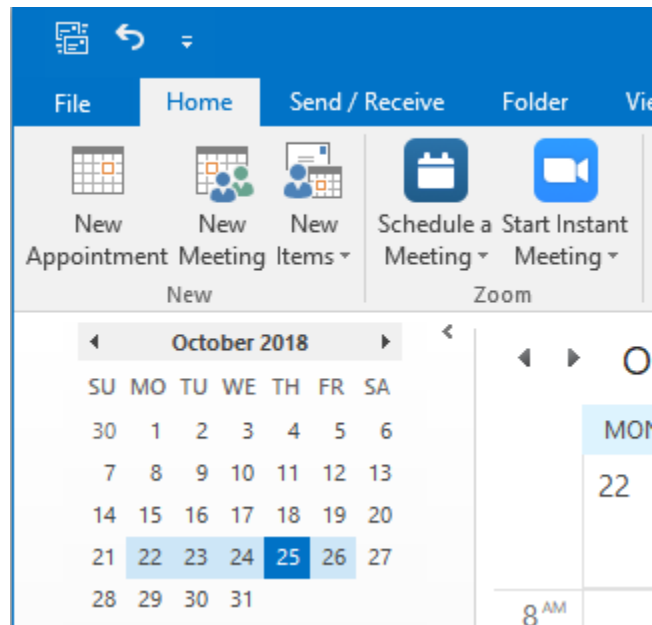
If you click **New Appointment**, it allows you to add an Appointment to your Calendar

This is the best choice if you need to adjust your Free/Busy time in your calendar without having to invite someone, or if you are setting up a simple meeting with one more individuals.

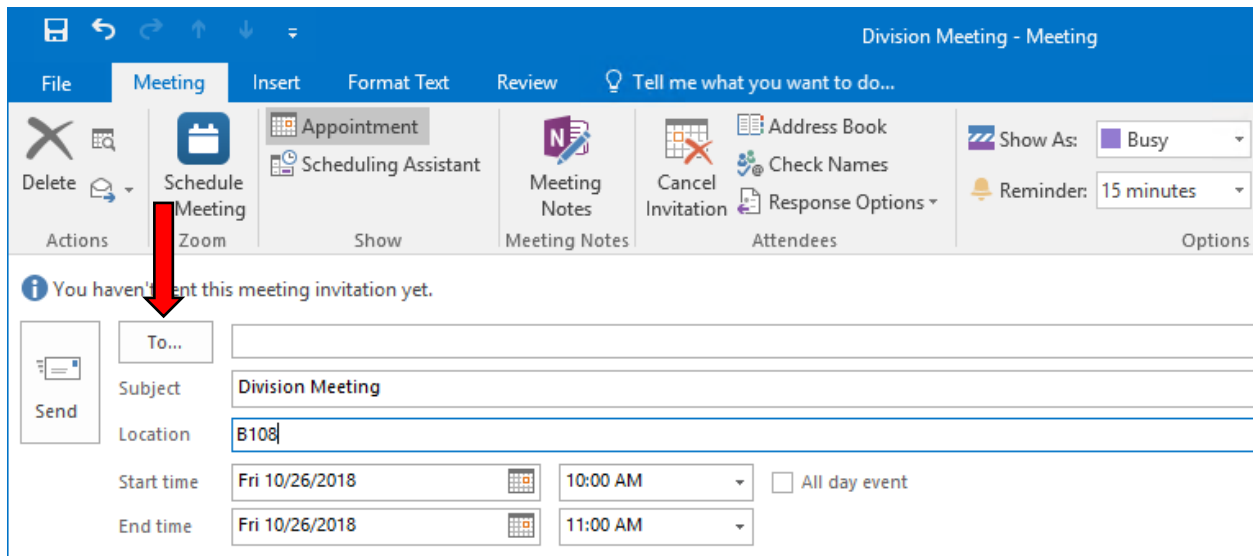
After you fill in the information, simply click **Save and Close**.

A screenshot of the Outlook 'Appointment' form. The ribbon at the top includes 'File', 'Appointment', 'Insert', 'Format Text', 'Review', and a search bar. The 'Appointment' ribbon has several groups: 'Actions' (Save & Close, Delete, Forward), 'Zoom' (Schedule a Meeting), 'Show' (Appointment, Scheduling Assistant), 'Meeting Notes' (Meeting Notes), and 'Attendees' (Invite Attendees). The form fields are as follows:
Subject: Cybersecurity Webinar
Location: Office
Start time: Fri 10/26/2018, 8:00 AM
End time: Fri 10/26/2018, 9:00 AM
There is an 'All day event' checkbox which is currently unchecked.

If you click **New Meeting**, it allows you to create a meeting, and then you can add additional individuals to the meeting by either clicking **To...** or by using the **Scheduling Assistant**. This is the best choice if you need to create a meeting that you will invite other individuals to attend.



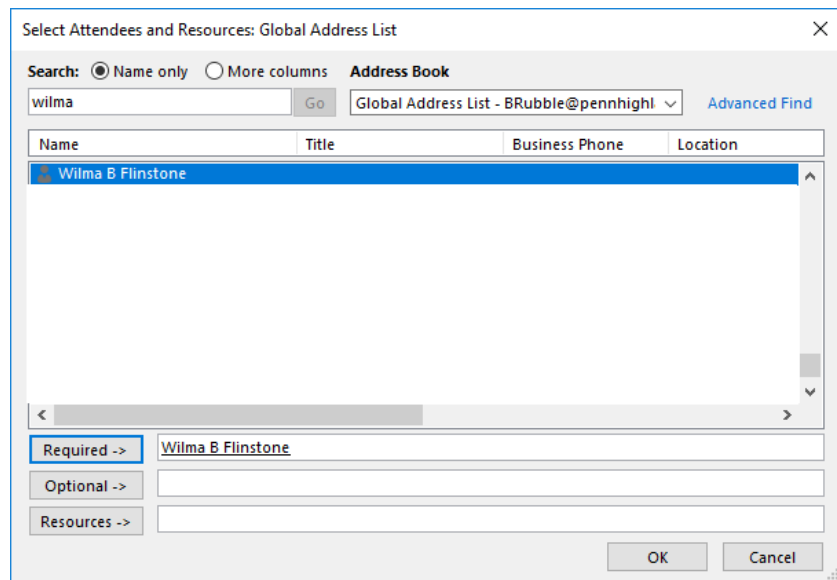
To...



The screenshot shows the Microsoft Word interface with the 'Meeting' ribbon selected. The ribbon includes tabs for 'File', 'Meeting', 'Insert', 'Format Text', and 'Review'. The 'Meeting' tab is active, showing options like 'Delete', 'Schedule Meeting', 'Appointment', 'Scheduling Assistant', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As', and 'Reminder'. A red arrow points to the 'To...' button in the 'Schedule Meeting' group. Below the ribbon, a message states 'You haven't sent this meeting invitation yet.' The 'Send' button is visible. The meeting details are as follows:

Field	Value
Subject	Division Meeting
Location	B108
Start time	Fri 10/26/2018 10:00 AM
End time	Fri 10/26/2018 11:00 AM

When you click on **To...** it will open up the Global Address list so that you can search and locate attendees. Make sure to add them to appropriate status of being **Required** or **Optional**.



The screenshot shows the 'Select Attendees and Resources: Global Address List' dialog box. The 'Search' section has 'Name only' selected and 'wilma' entered in the search field. The 'Address Book' dropdown is set to 'Global Address List - BRubble@pennhighl'. The search results list 'Wilma B Flinstone' as the only entry. Below the list, there are three buttons: 'Required ->', 'Optional ->', and 'Resources ->'. The 'Required ->' button is highlighted, and 'Wilma B Flinstone' is entered in the adjacent text field. The 'OK' and 'Cancel' buttons are at the bottom right.

Name	Title	Business Phone	Location
Wilma B Flinstone			

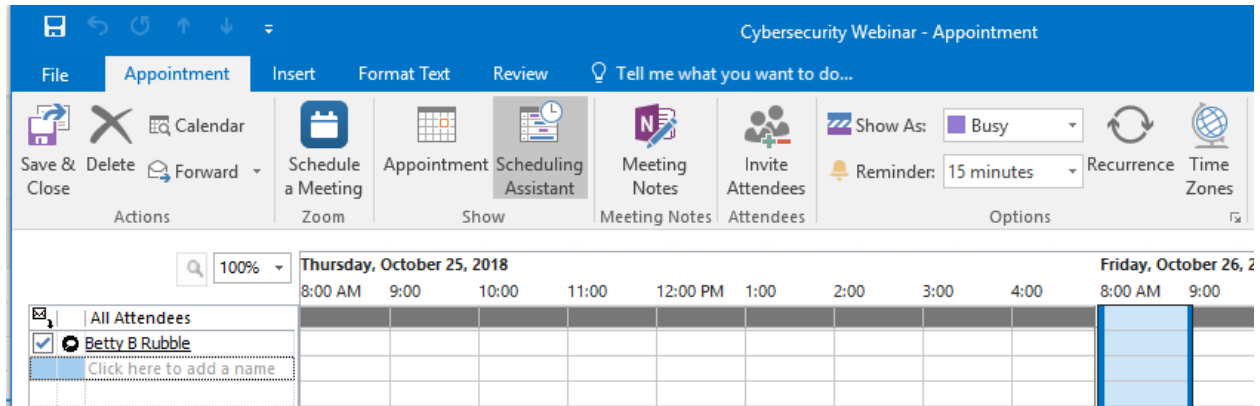
Required -> Wilma B Flinstone

Optional ->

Resources ->

Scheduling Assistant

If you want to use the Scheduling Assistant, Click the **Scheduling Assistant** icon, a window will appear with a view to allow you to at look at everyone's schedule that you invite to a meeting/appointment.



You can use the Address Book to search for the recipients by clicking on the **Add Attendees** button of the Meeting or Appointment requests. You can also type the name of the individual that you would like to attend the meeting. The attendees you selected will be added to the Scheduling Assistant and you should be able to see the calendar with their schedules, and when they have conflicting events.

Division Meeting - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

Actions: Delete, Schedule a Meeting, Appointment, Scheduling Assistant, Meeting Notes, Cancel Invitation, Address Book, Check Response Names, Options

Options: Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones, Room Finder, Categorize, Private, High Importance, Low Importance, Zoom Meeting, Zoom

Send 100%

Friday, October 26, 2018

12:00 PM 1:00 2:00 3:00 4:00 8:00 AM 9:00 10:00 11:00 12:00 PM 1:00 2:00 3:00

Division Mee Cybersecur Outlook and Out of the Office PTO

Click here to add a name

Add Attendees... Options Start time Fri 10/26/2018 10:00 AM End time Fri 10/26/2018 11:00 AM

Add Rooms...

Busy Tentative Out of Office Working Elsewhere No Information Outside of working hours

Room Finder

October 2018

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Good Fair Poor

Choose an available room:

None

Suggested times:

10:30 AM - 11:30 AM
No conflicts

11:00 AM - 12:00 PM
No conflicts

4:00 PM - 5:00 PM
No conflicts

11:30 AM - 12:30 PM
1 conflict: Betty B Rub

12:00 PM - 1:00 PM
1 conflict: Betty B Rub

12:30 PM - 1:30 PM
1 conflict: Betty B Rub

1:00 PM - 2:00 PM
1 conflict: Betty B Rub

Select Attendees and Resources: Global Address List

Search: ☒ Name only ☐ More columns Address Book

wilma Go Global Address List - BRubble@pennhighl Advanced Find

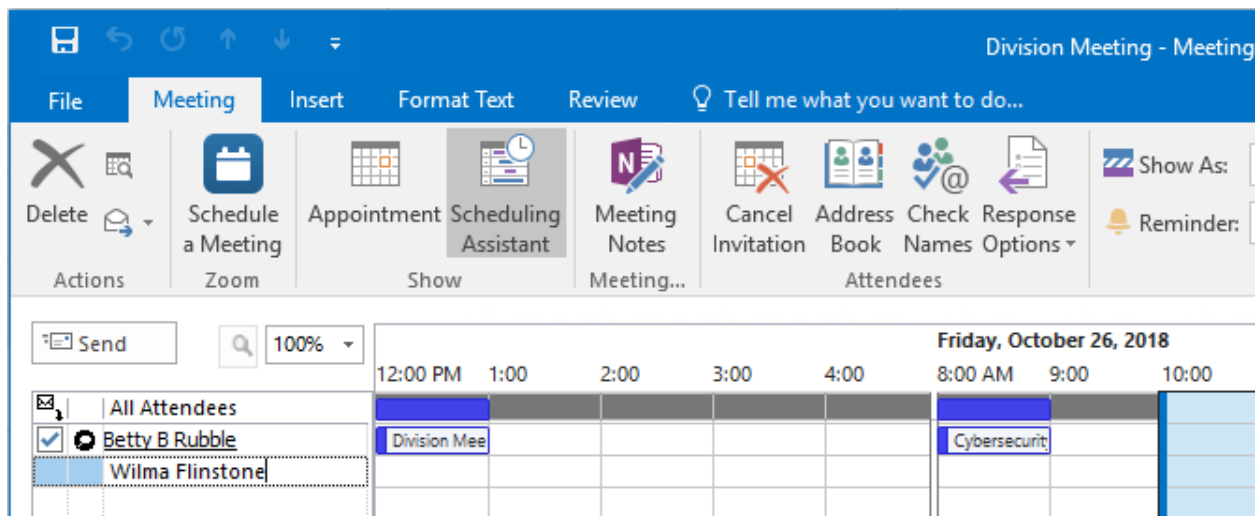
Name	Title	Business Phone	Location
Wilma B Flinstone			

Required -> Wilma B Flinstone

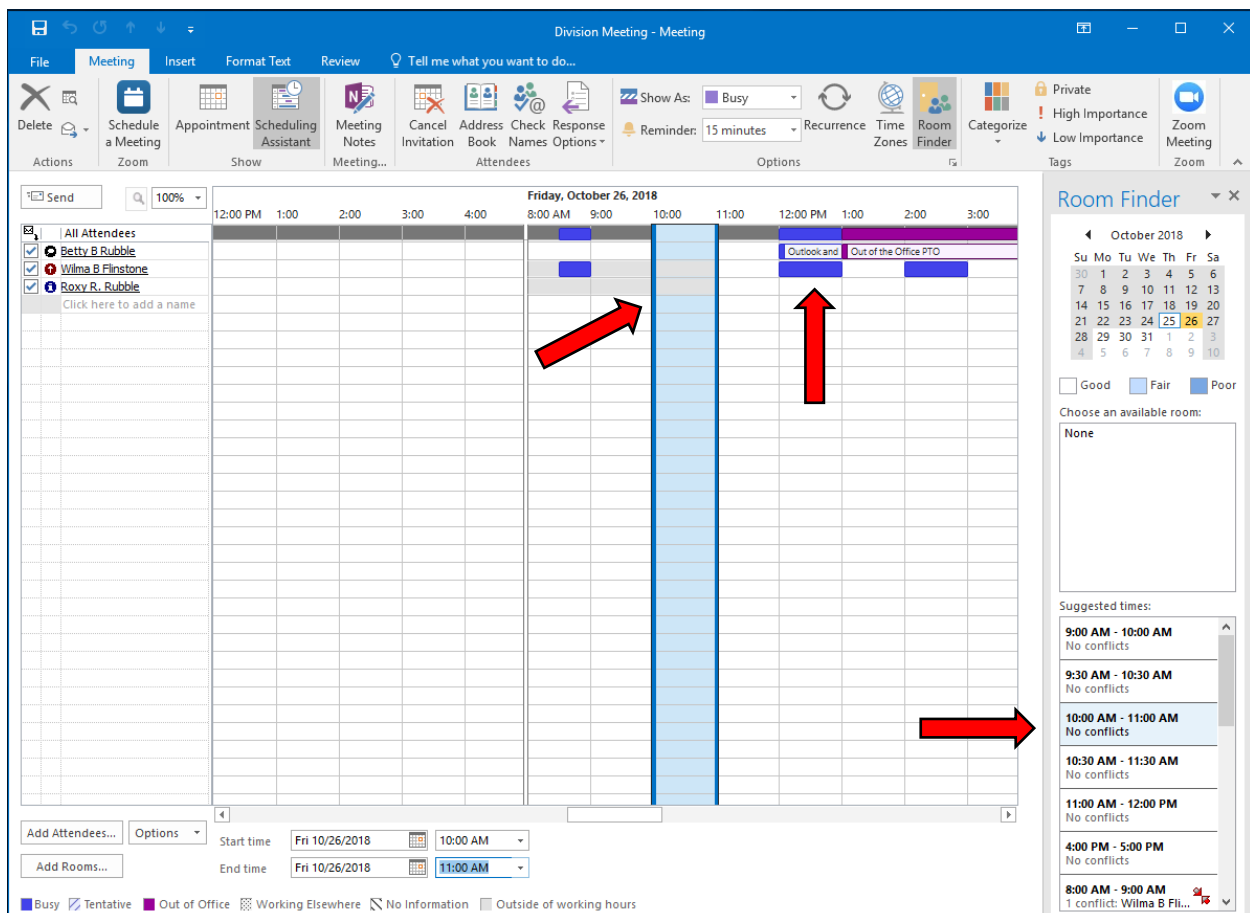
Optional ->

Resources ->

OK Cancel



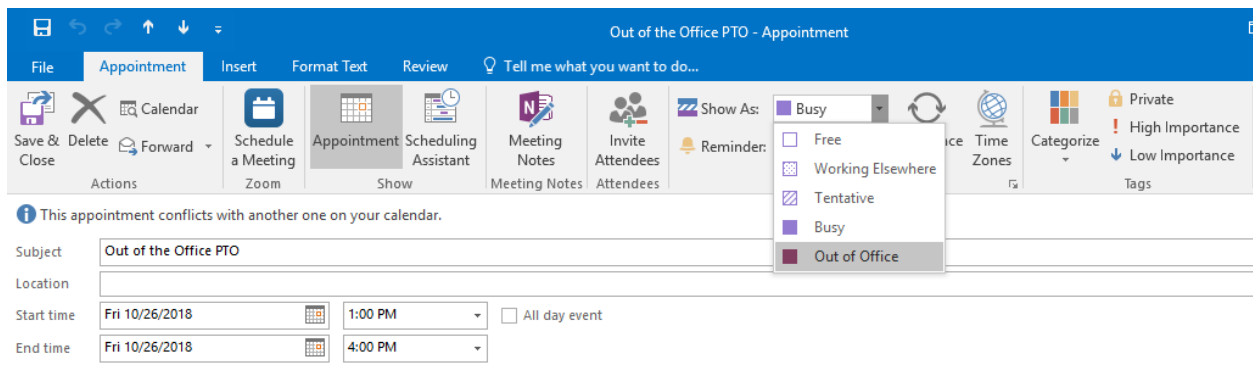
In the calendar at the right, you can see which days would be best to schedule a meeting during the time and day you select. It will also show how many conflicts there will be during certain times and who has those conflicts.



Show As

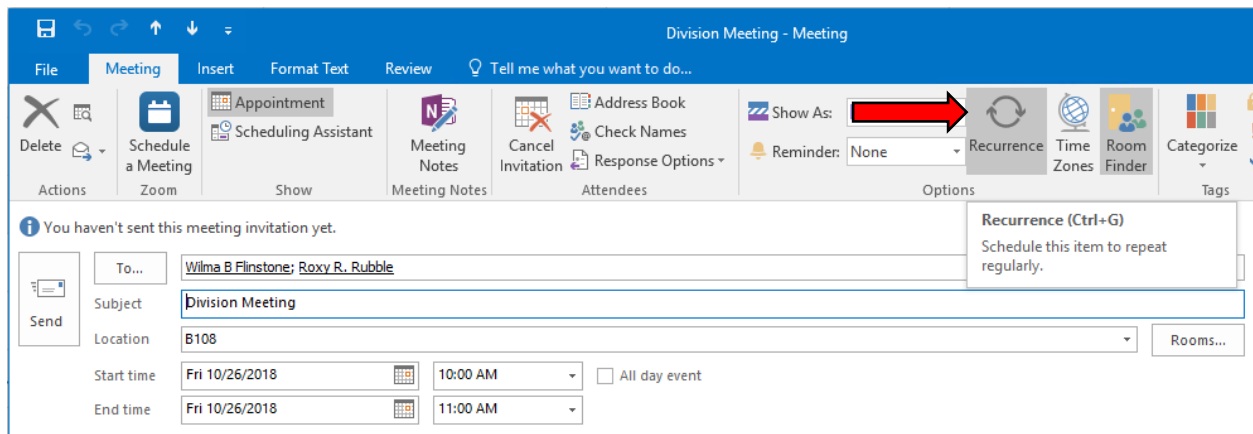
The **Show As** menu will allow you to select your appropriate description for how the time is marked on your calendar. This also affects the free/Busy time others can see on your calendar.

The legend will show what the different colors in the schedule mean whether the recipients are Busy, Out of the Office, or if you are scheduling a meeting Outside of working hours, etc..



Recurrence

At the top of the page, you can set a reminder for the meeting and mark it as reoccurring.



You can choose to set the meeting to reoccur according to the preference you select on the Recurrence screen. Recurring meetings will show up on your calendar with a Recurrence icon in the bottom right corner of the appointment/meeting.

Appointment Recurrence
✕

Appointment time

Start: 10:00 AM
End: 11:00 AM
Duration: 1 hour

Recurrence pattern

☐ Daily
☐ Day 26 of every 1 month(s)
☒ The fourth Friday of every 1 month(s)
☐ Weekly
☐ Monthly
☐ Yearly

Range of recurrence

Start: Fri 10/26/2018
☒ No end date
☐ End after: 10 occurrences
☐ End by: Fri 7/26/2019

OK
Cancel
Remove Recurrence

Mark as Private

By Selecting the Private option, it allows you to mark the item as private, so that others cannot see the details of the meeting/appointment. Private items will show up with a lock in the bottom right corner on your calendar.

Vet Appointment - Appointment

File
Appointment
Insert
Format Text
Review
Tell me what you want to do...

Save & Close
Delete
Forward
Calendar
Schedule a Meeting
Appointment
Scheduling Assistant
Meeting Notes
Invite Attendees

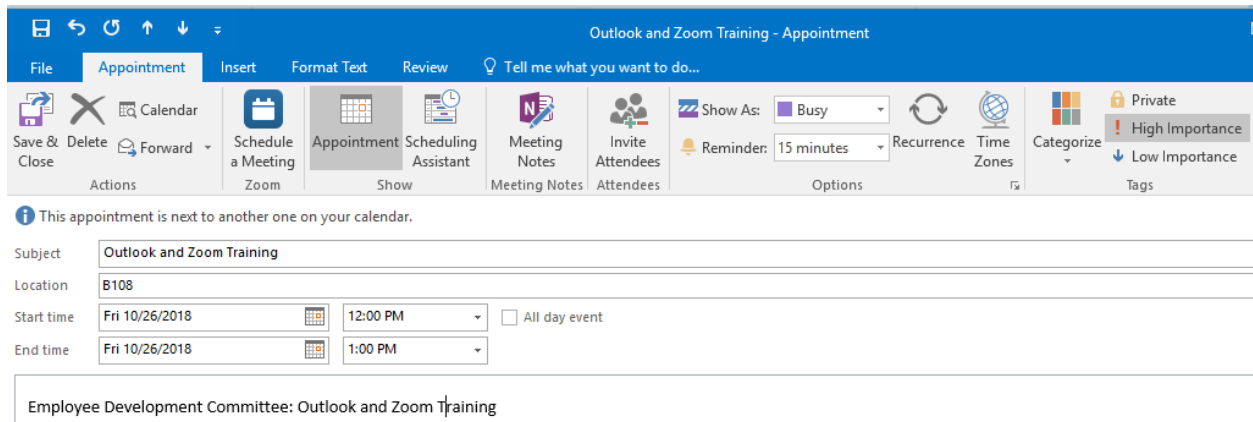
Show As: Busy
Reminder: 15 minutes
Recurrence
Time Zones
Categorize
Private
High Importance
Low Importance

Subject: Vet Appointment
Location: Animal Medical Center
Start time: Fri 10/26/2018 4:30 PM
End time: Fri 10/26/2018 5:30 PM
All day event

Rabies shot for Dino

Importance

By selecting an importance level, you can display the importance of the meeting/appointment to the other attendees.



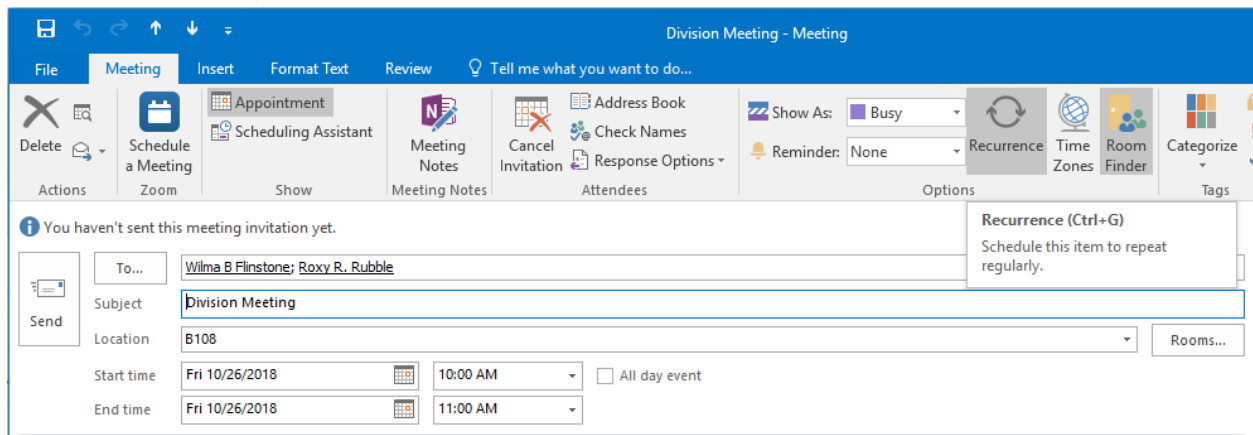
The screenshot shows the Outlook ribbon with the 'Appointment' tab selected. The ribbon includes sections for Actions (Save & Close, Delete, Forward), Zoom (Schedule a Meeting), Show (Appointment, Scheduling Assistant), Meeting Notes (Meeting Notes), Attendees (Invite Attendees), Options (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones), and Tags (Categorize, Private, High Importance, Low Importance). Below the ribbon, a message states: 'This appointment is next to another one on your calendar.' The appointment details are as follows:

Subject	Outlook and Zoom Training		
Location	B108		
Start time	Fri 10/26/2018	12:00 PM	<input type="checkbox"/> All day event
End time	Fri 10/26/2018	1:00 PM	

The appointment title is 'Employee Development Committee: Outlook and Zoom Training'.

Send

When you click Send, an invitation will be sent to all recipients. Once the recipients accept the invitation, it will be added to their calendar as an event. You will also receive an email as the sender as to who accepted or rejected the invitation.



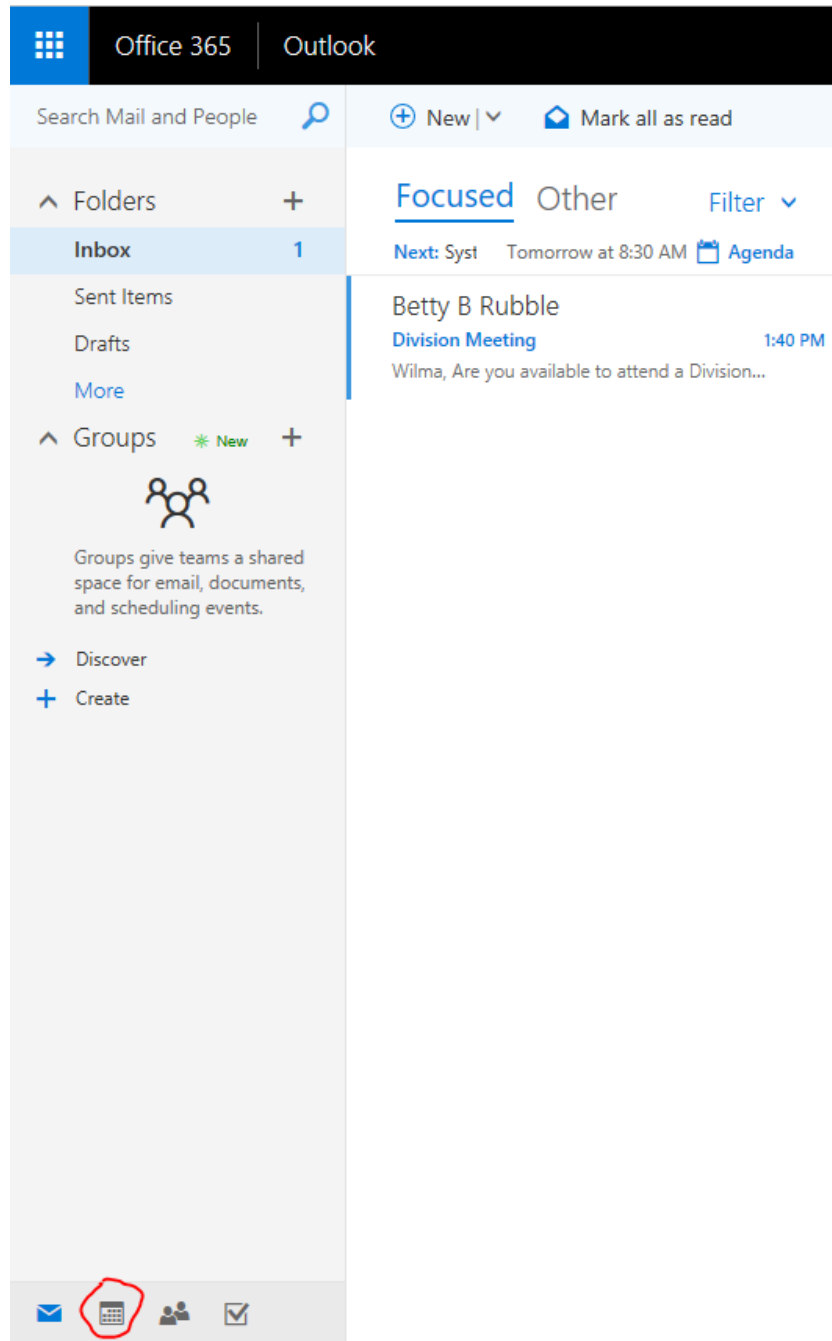
The screenshot shows the Outlook ribbon with the 'Meeting' tab selected. The ribbon includes sections for Actions (Delete, Schedule a Meeting), Zoom (Appointment, Scheduling Assistant), Meeting Notes (Meeting Notes), Attendees (Cancel Invitation, Address Book, Check Names, Response Options), Options (Show As: Busy, Reminder: None, Recurrence, Time Zones, Room Finder), and Tags (Categorize). Below the ribbon, a message states: 'You haven't sent this meeting invitation yet.' The meeting details are as follows:

To...	Wilma B Flinstone, Roxy R. Rubble		
Subject	Division Meeting		
Location	B108		
Start time	Fri 10/26/2018	10:00 AM	<input type="checkbox"/> All day event
End time	Fri 10/26/2018	11:00 AM	

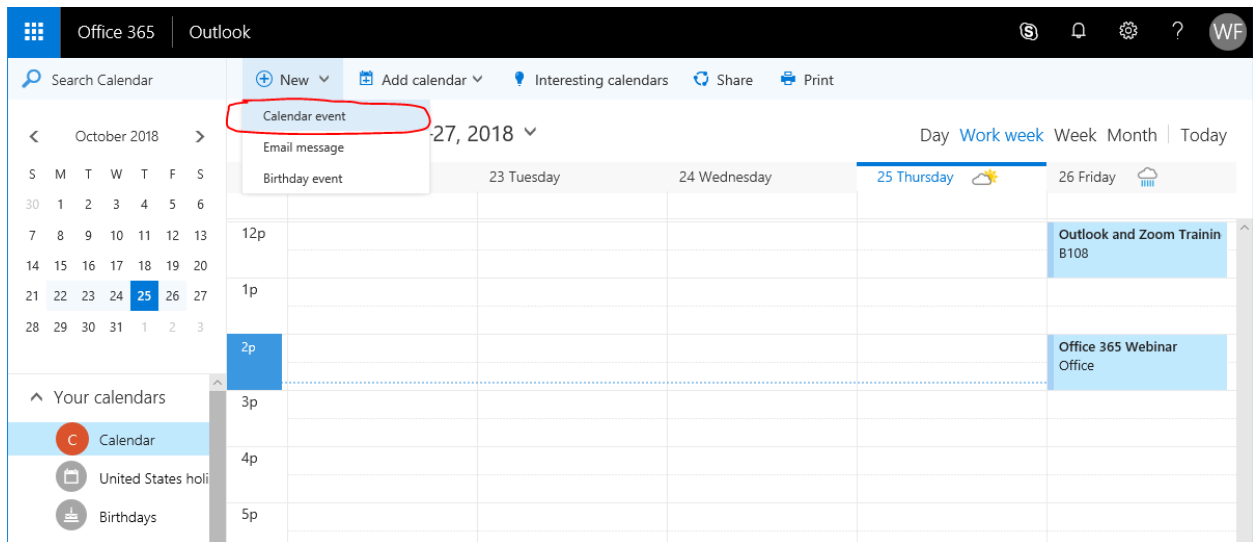
The 'Send' button is visible on the left. A tooltip for the 'Recurrence' button is shown, stating: 'Recurrence (Ctrl+G) Schedule this item to repeat regularly.'

Webmail/Office 365

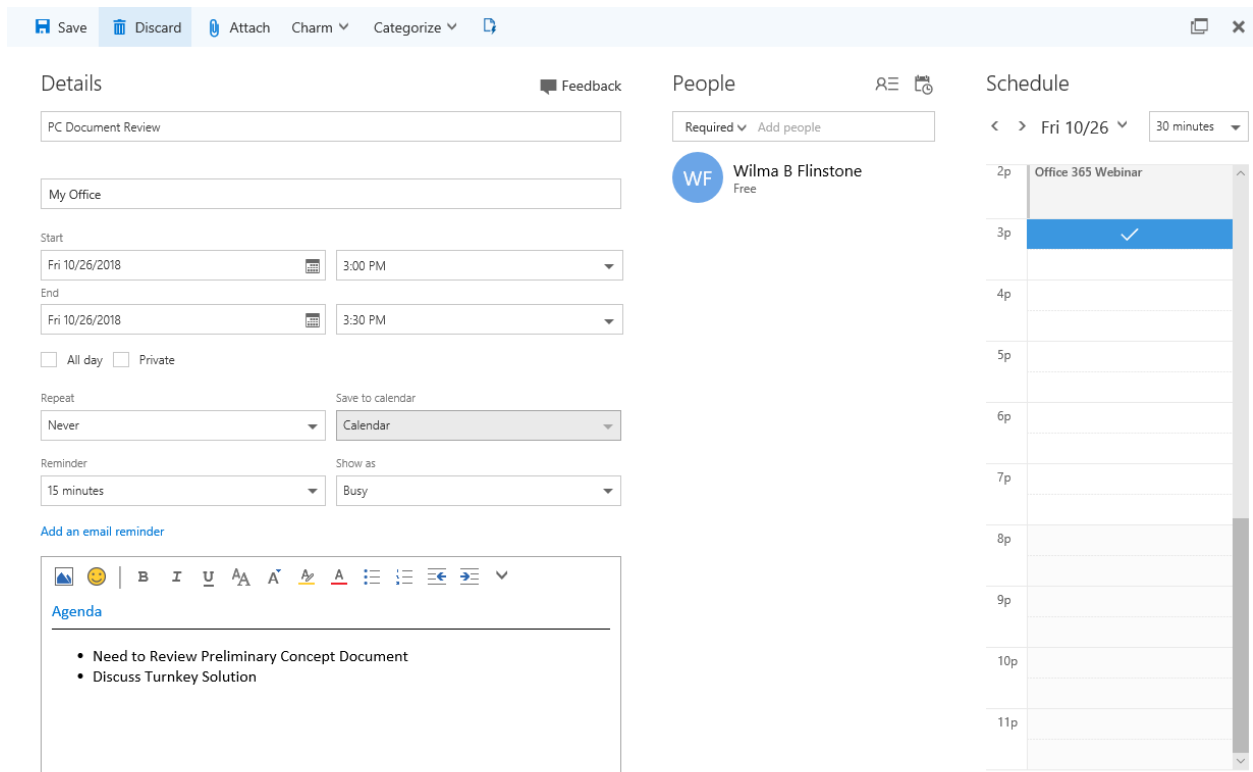
For the Webmail/Office 365 versions of the Outlook Calendar function, click on the tile icon in the top left and select the Calendar icon at the bottom (circled).



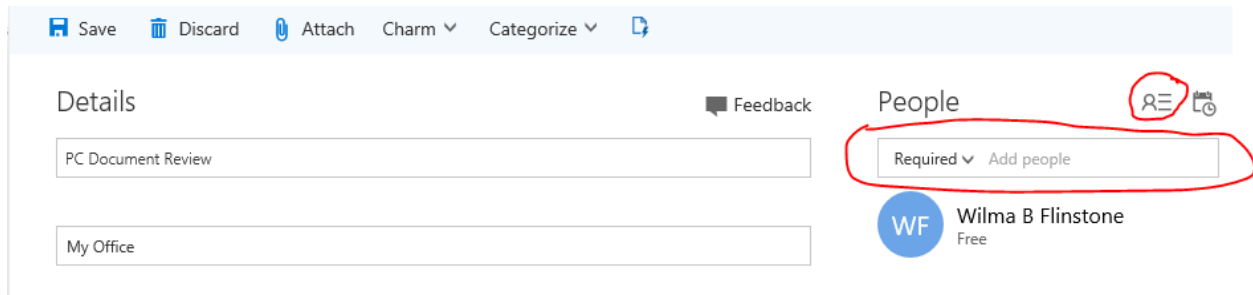
Select New Item and Click Calendar Event



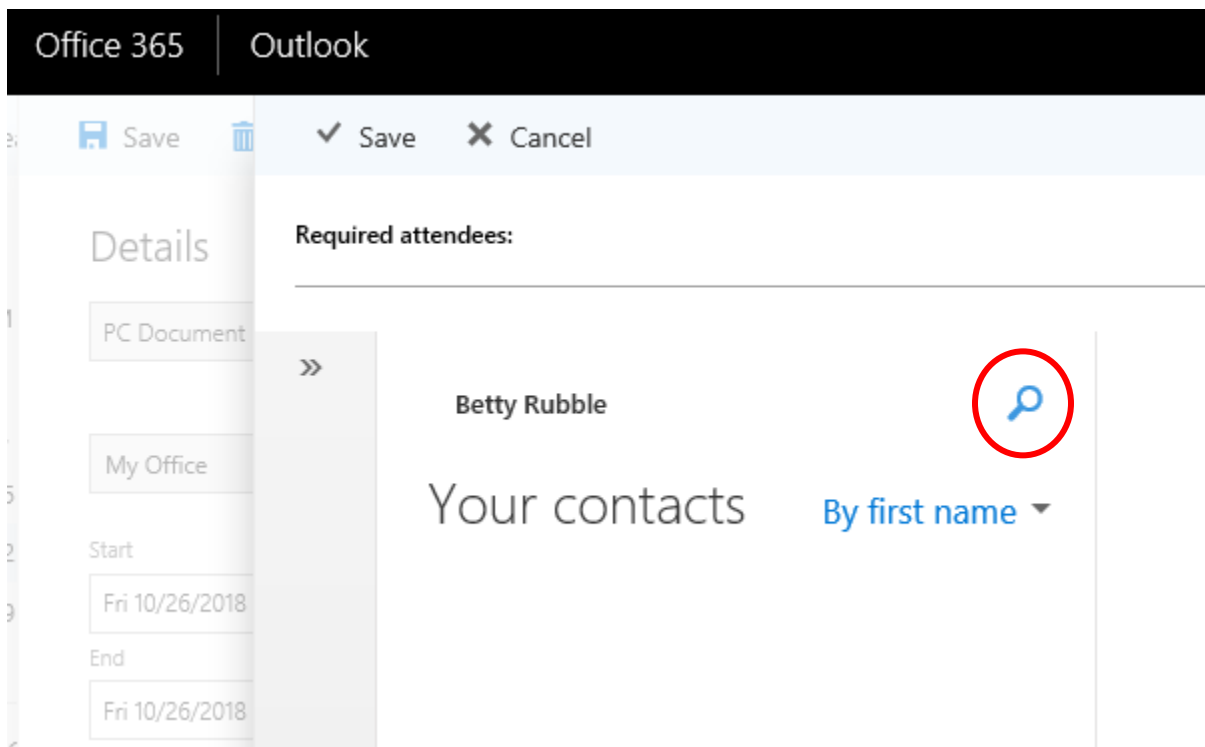
Add Details to the meeting/appointment



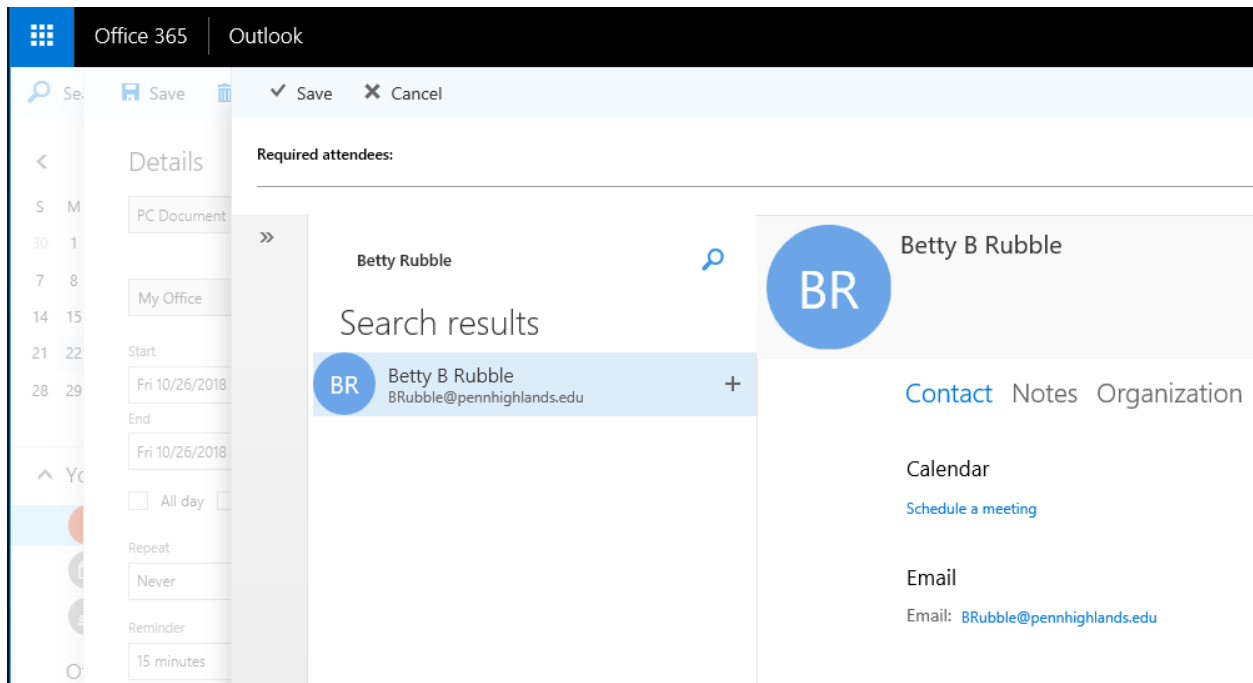
Add attendees to the meeting/appointment by either clicking the **People Finder** icon or by adding attendee's names to the text box where Add people is displayed.



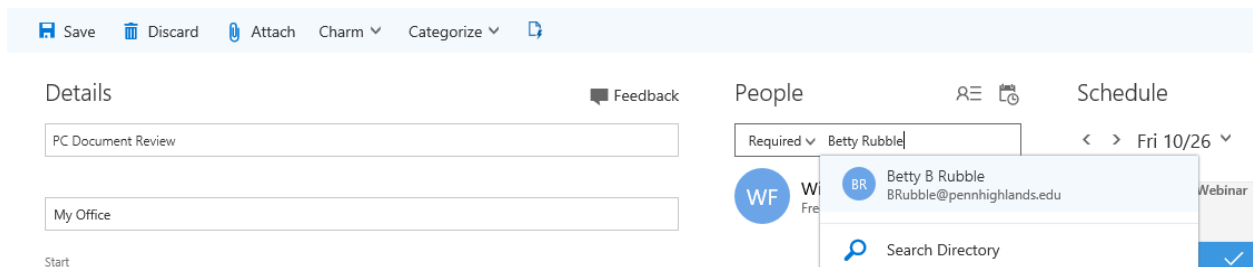
If you choose to use the People Finder, it will open up a window, and you can enter a person's name in the text box and click on the Search icon.



If the attendees name is located, it will bring up their contact information.

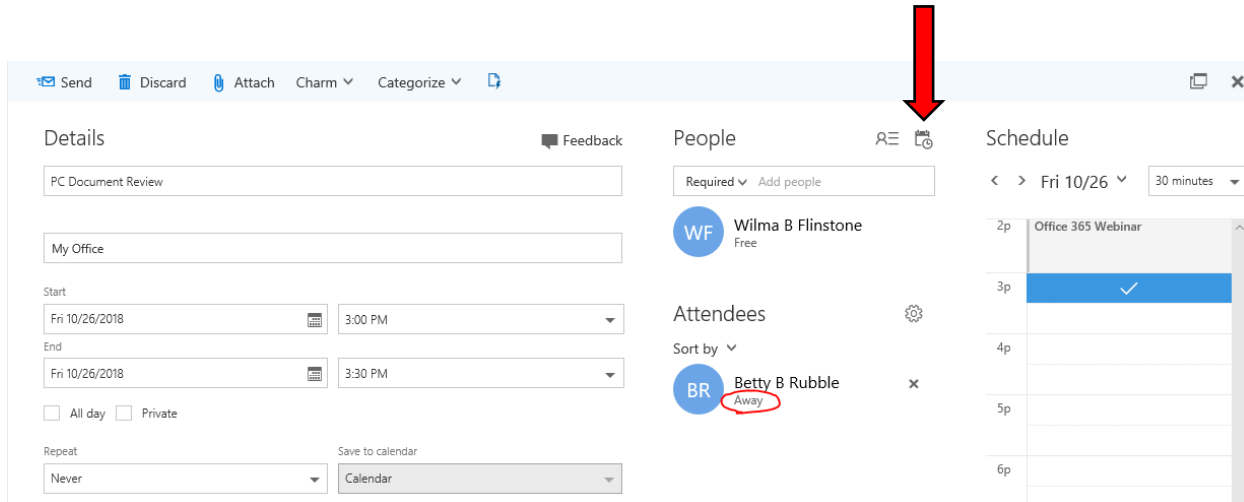


If you enter a name into the text box where *Add People* is displayed, it will also search for them.



If found, it will show their name and if you notice underneath their name it will show if they are free/busy/away/etc.

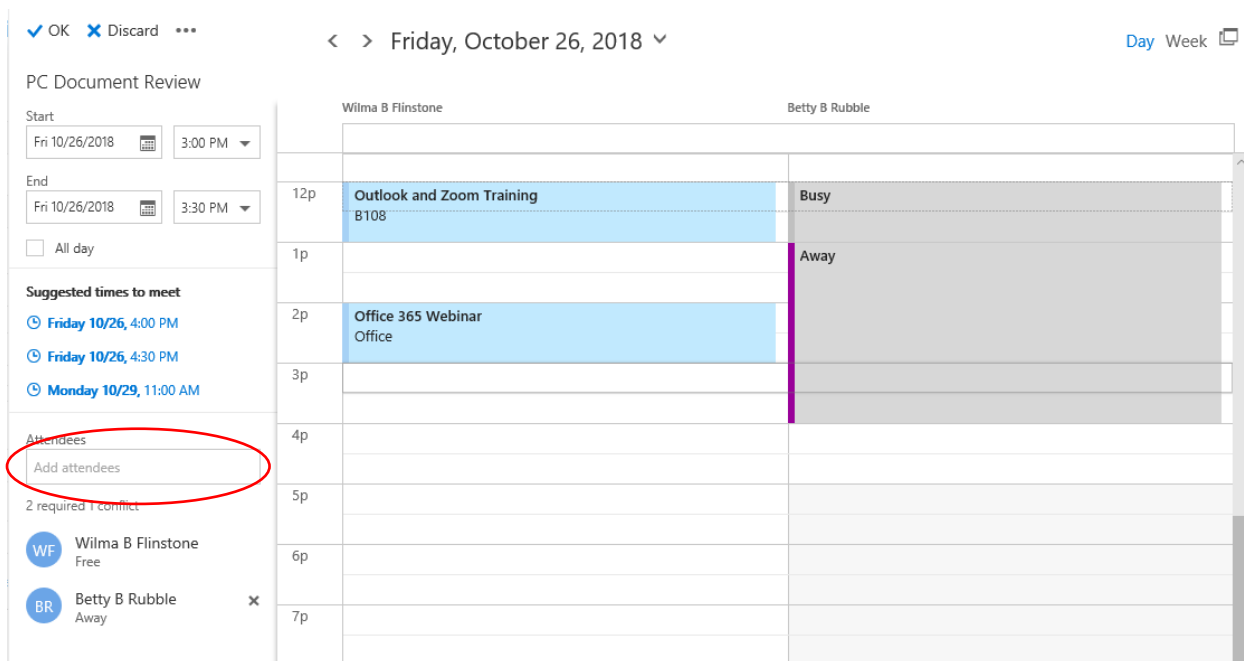
If you click on the **Scheduling Assistant** icon, you can then use the Scheduling Assistant to see the attendee's availability. You can see suggested times to meet and also add additional attendees.



The screenshot shows the Outlook meeting creation interface. A red arrow points to the Scheduling Assistant icon (a calendar with a person) in the top right corner. The interface is divided into three main sections: Details, People, and Schedule.

- Details:** Includes fields for "PC Document Review", "My Office", "Start" (Fri 10/26/2018, 3:00 PM), "End" (Fri 10/26/2018, 3:30 PM), "Repeat" (Never), and "Save to calendar" (Calendar).
- People:** Shows "Required" attendees: Wilma B Flinstone (Free) and Betty B Rubble (Away). Betty B Rubble's status is circled in red.
- Schedule:** Shows a calendar view for Friday, 10/26. It highlights "Office 365 Webinar" at 2 PM and 3 PM.

Scheduling Assistant



The screenshot shows the Outlook Scheduling Assistant window. It displays the meeting details and a calendar view for Friday, October 26, 2018.

- Meeting Details:** "PC Document Review", "Start: Fri 10/26/2018, 3:00 PM", "End: Fri 10/26/2018, 3:30 PM".
- Suggested times to meet:** Friday 10/26, 4:00 PM; Friday 10/26, 4:30 PM; Monday 10/29, 11:00 AM.
- Attendees:** Wilma B Flinstone (Free), Betty B Rubble (Away). The "Add attendees" button is circled in red.
- Calendar View:** Shows the availability of Wilma B Flinstone and Betty B Rubble. Wilma is free at 2 PM and 3 PM. Betty is busy from 12 PM to 4 PM and away from 4 PM to 7 PM.

Click ok when you are satisfied with your Schedule Assistance screen.

Just like with the Desktop version of Outlook, you can set meeting Recurrence, Set reminders, and adjust how your Free/Busy time is displayed. Additionally, you can the mark the item as Private

Send

Cancel

Reply all

Attach

Charm

Categorize

Details

Feedback

PC Document Review

My Office

Add a location or a room

Start

Fri 10/26/2018

3:00 PM

End

Fri 10/26/2018

3:30 PM

☐ All day

☐ Private

Repeat

Never

Save to calendar

Calendar

Reminder

15 minutes

Show as

Busy

Email reminder

2 hours

Send reminder to

Me

Reminder message to send

Close

Discard

People

Required

Add people

WF

Wilma B Flinstone

Busy - PC Document Review

Attendees

Sort by

BR

Betty B Rubble

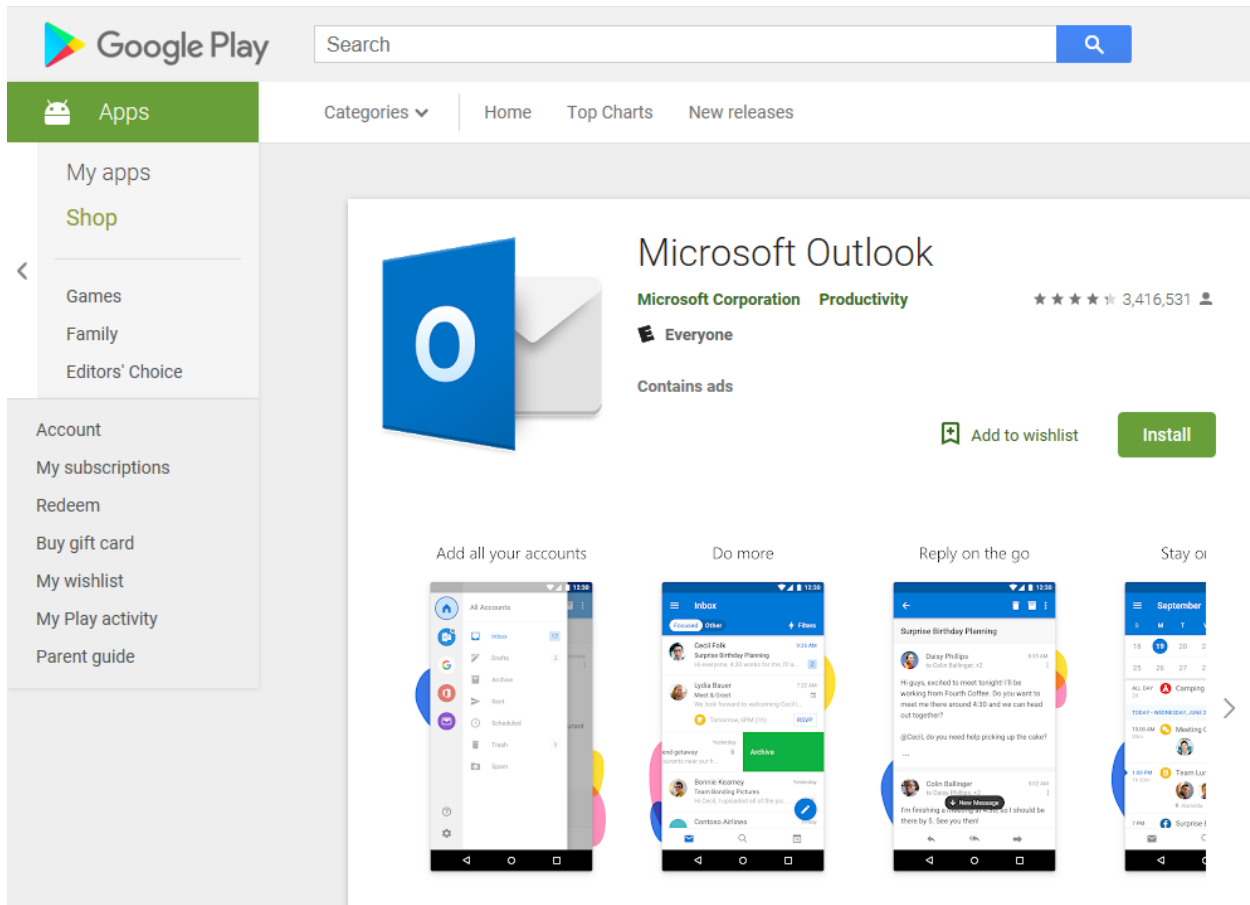
No response

When you click **Send**, an invitation will be sent to all recipients. Once the recipients accept the invitation, it will be added to their calendar as an event. You will also receive an email as the sender as to who accepted or rejected the invitation.

Mobile Apps

Download the Mobile apps from your favorite app store and stay connected while on the go.

If you need assistance setting up your mobile app, please contact the IT Help Desk.



App Store Preview

This app is only available on the App Store for iOS devices.



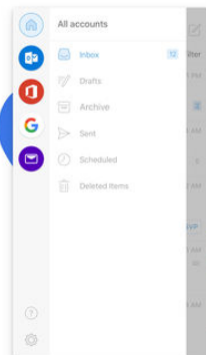
Microsoft Outlook 4+

Email and calendar
Microsoft Corporation

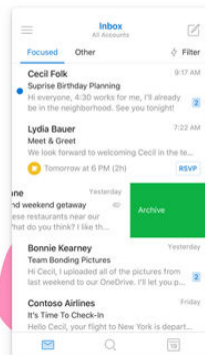
#4 in Productivity
★★★★☆ 4.7, 821.5K Ratings
Free · Offers In-App Purchases

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Do more



Reply on the go



Find everything

