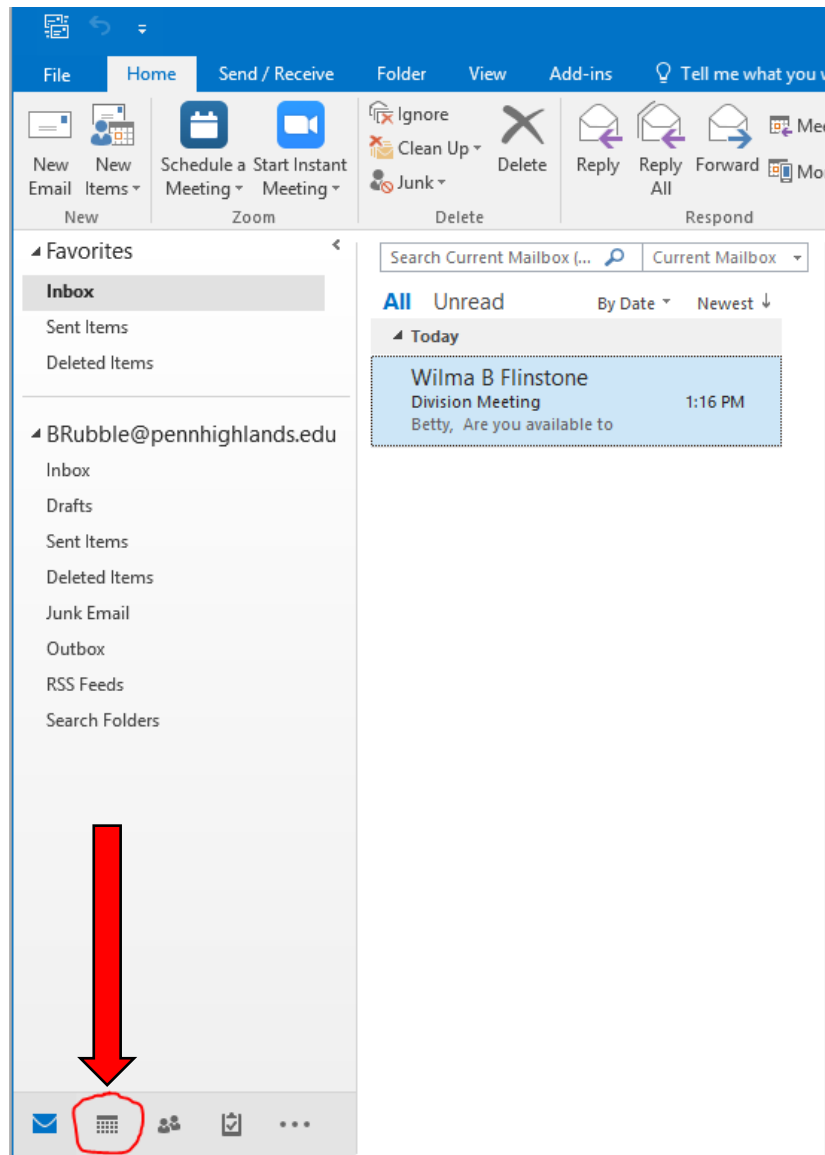# Schedule a Meeting or Appointment using Outlook Scheduling Assistant

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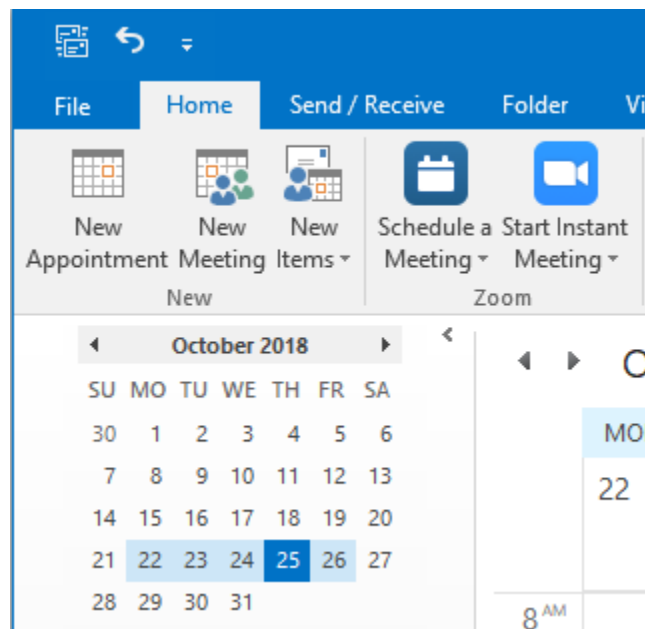
Appointments and Meetings

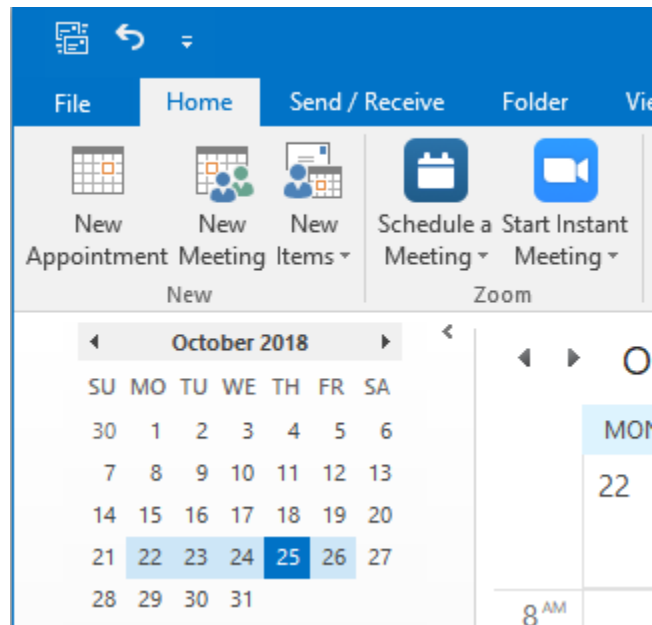While in Outlook Calendar, select either New Appointment or New Meeting

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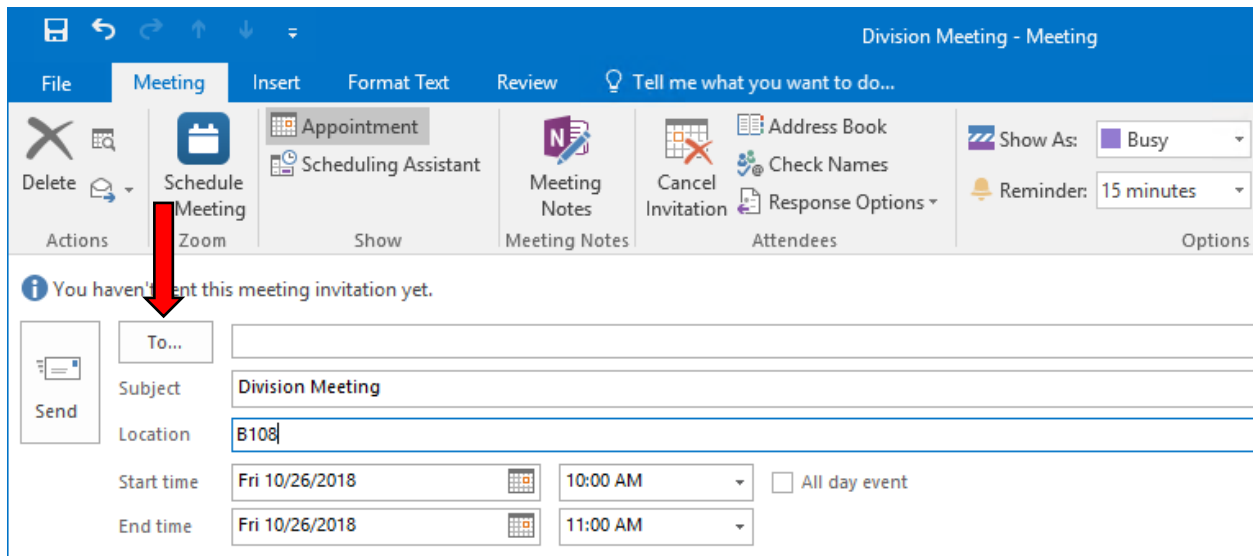
After you fill in the information, simply click **Save and Close**.

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 inviting other individuals to attend.
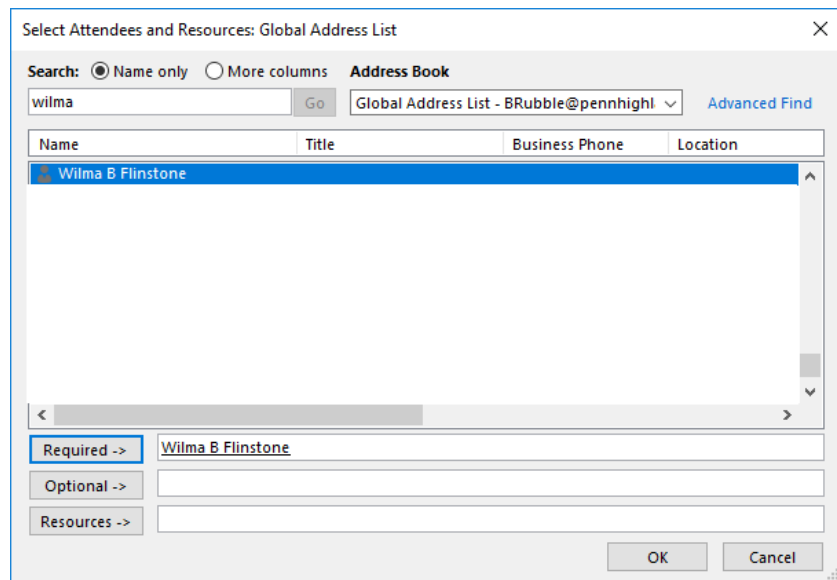
To…

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**.

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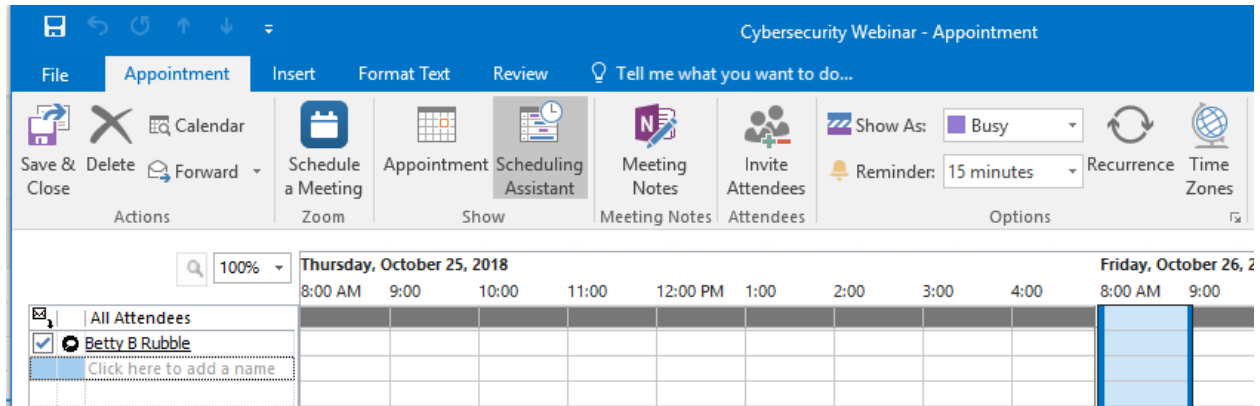
You can use the Address Book to search for the recipients by clicking on the **Add Attendees** button of the Meeting or Appointment requests. You can also type the name of the individual that you would like to attend the meeting. The attendees you selected will be added to the Scheduling Assistant and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

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.
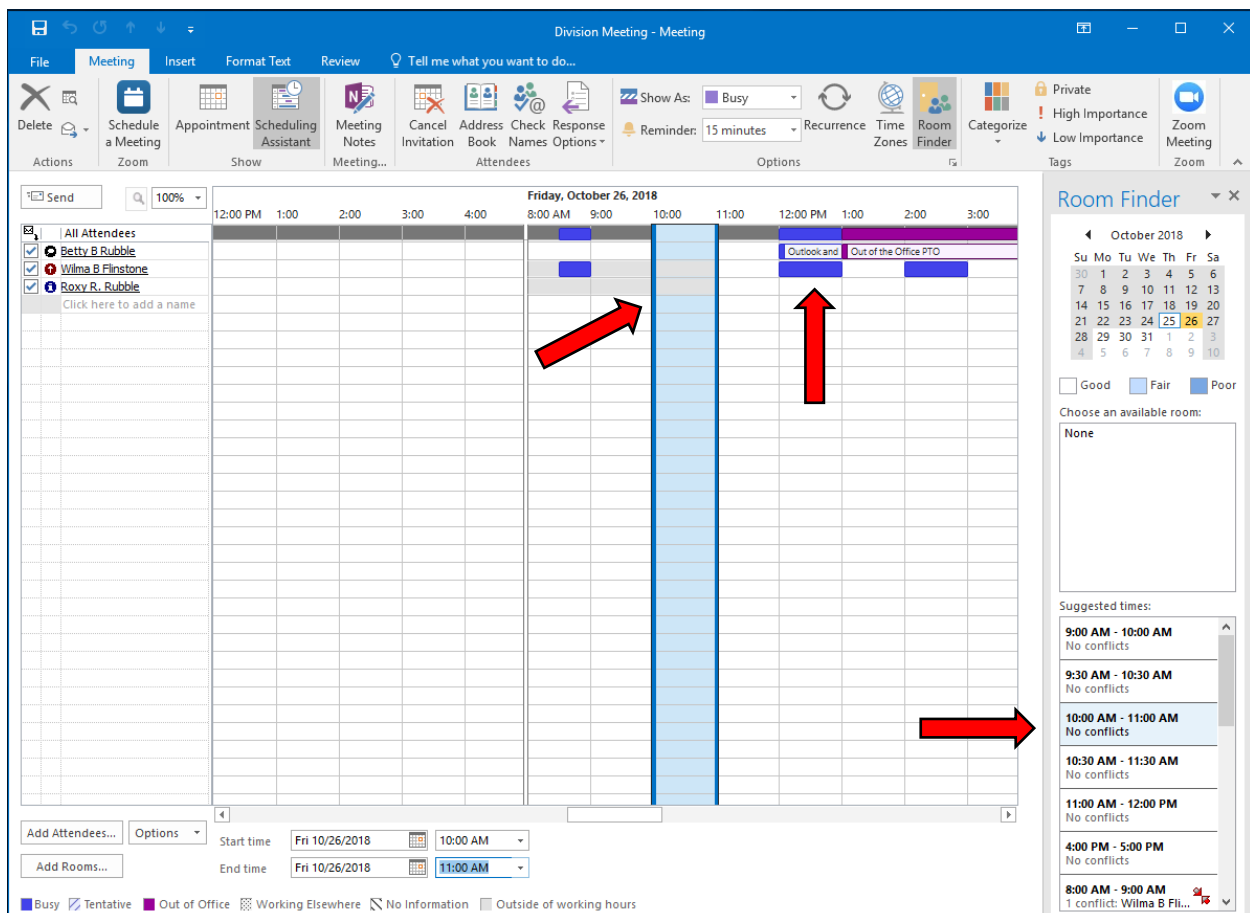
Show As

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..
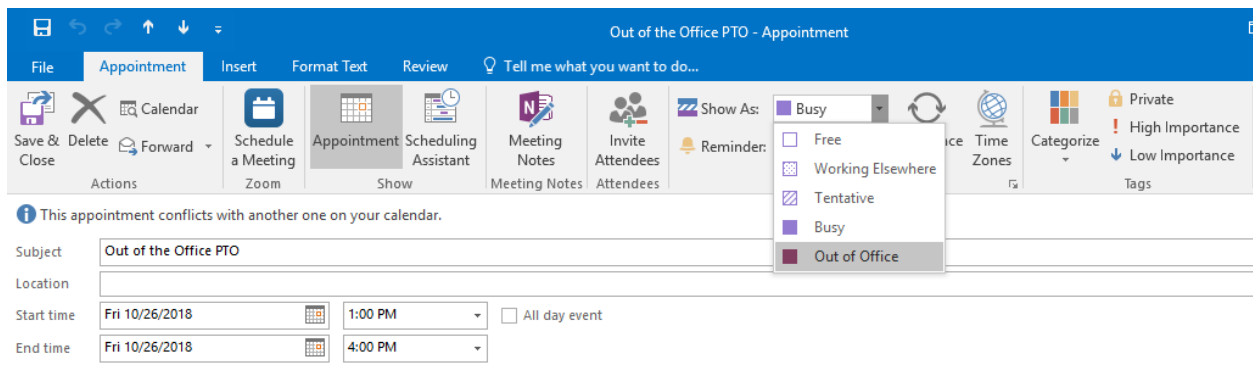
Recurrence

At the top of the page, you can set a reminder for the meeting and mark it as reoccurring.
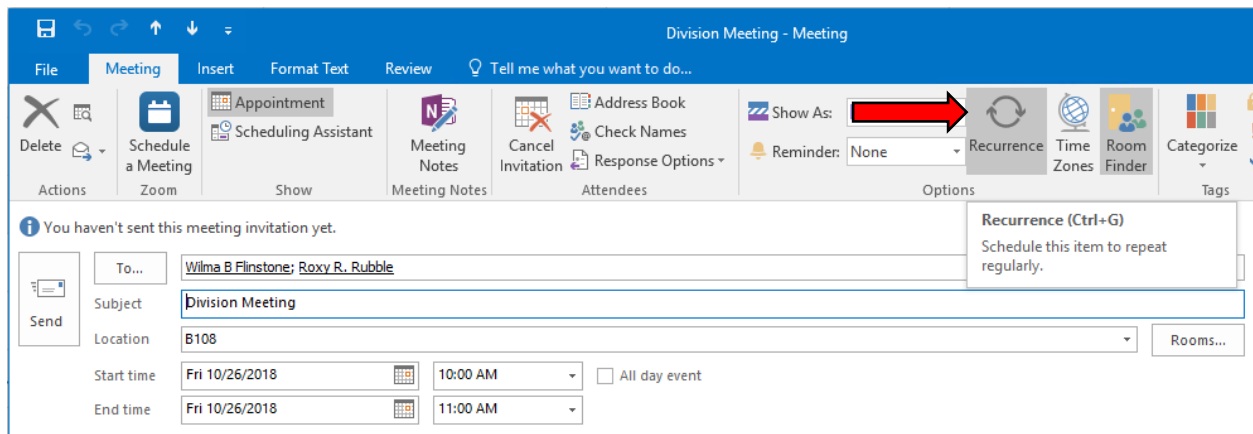
You can choose to set the meeting to reoccur according to the preference you select on the Recurrence screen. Recurring meetings will show up on your calendar with a Recurrence icon in the bottom right corner of the appointment/meeting.

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 meting/appointment. Private items will show up with a lock in the bottom right corner on your calendar.
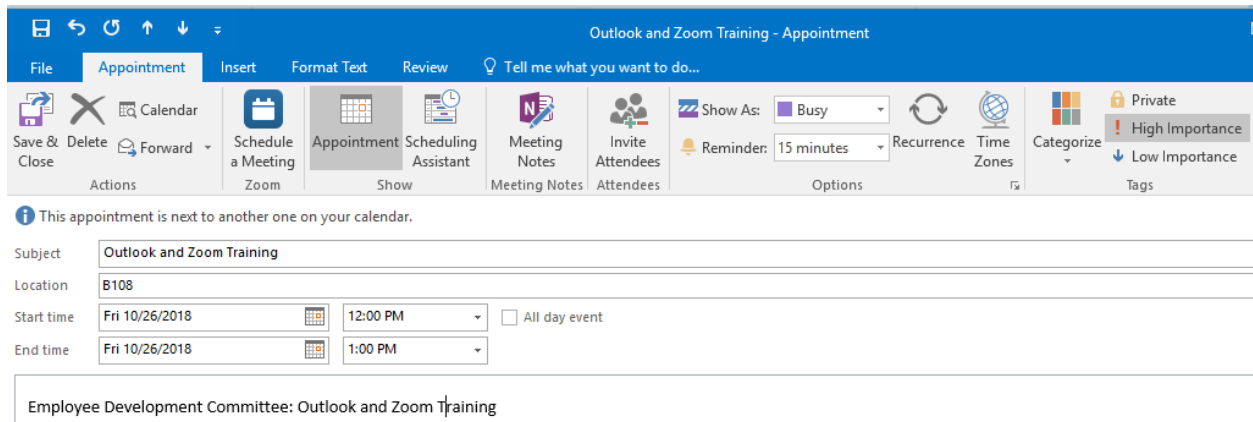
Importance

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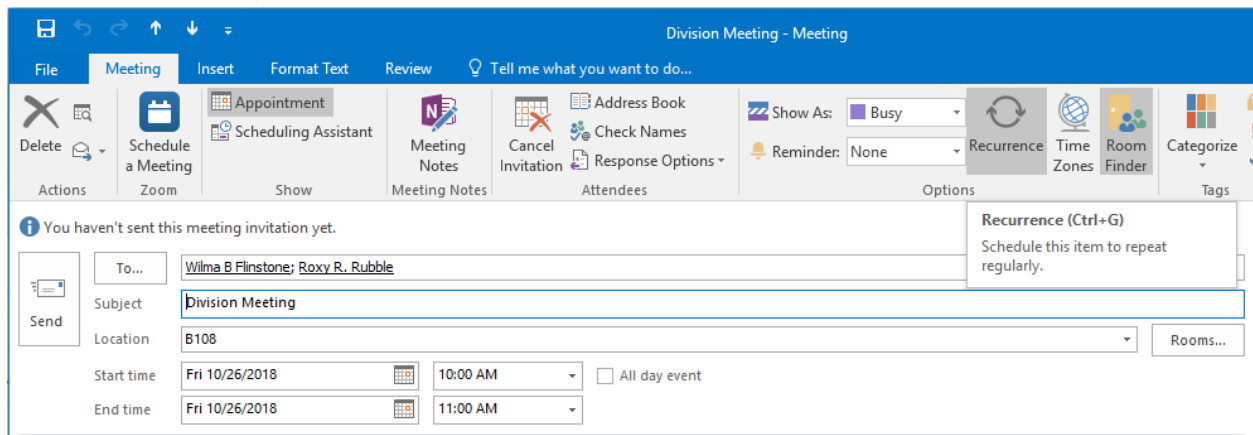

Send

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.
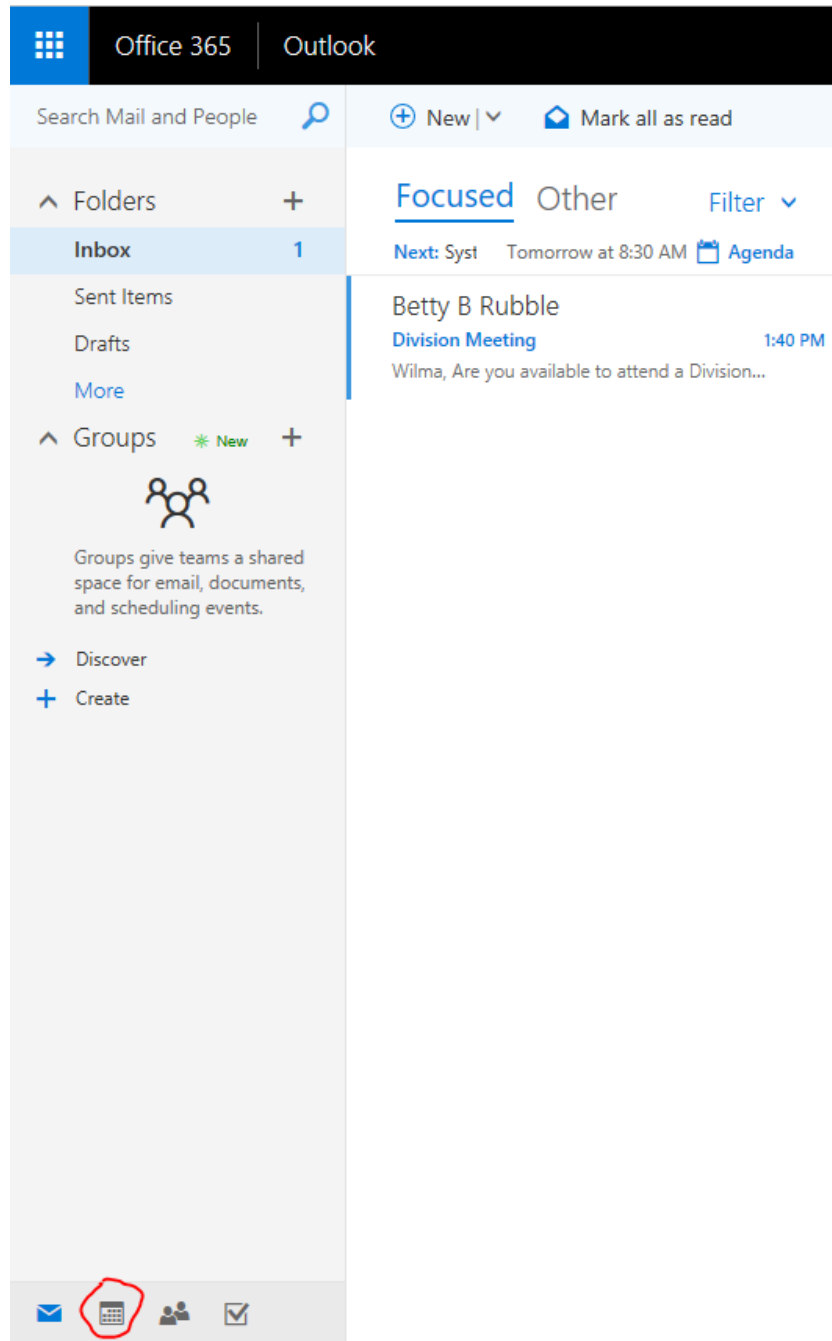
Webmail/Office 365

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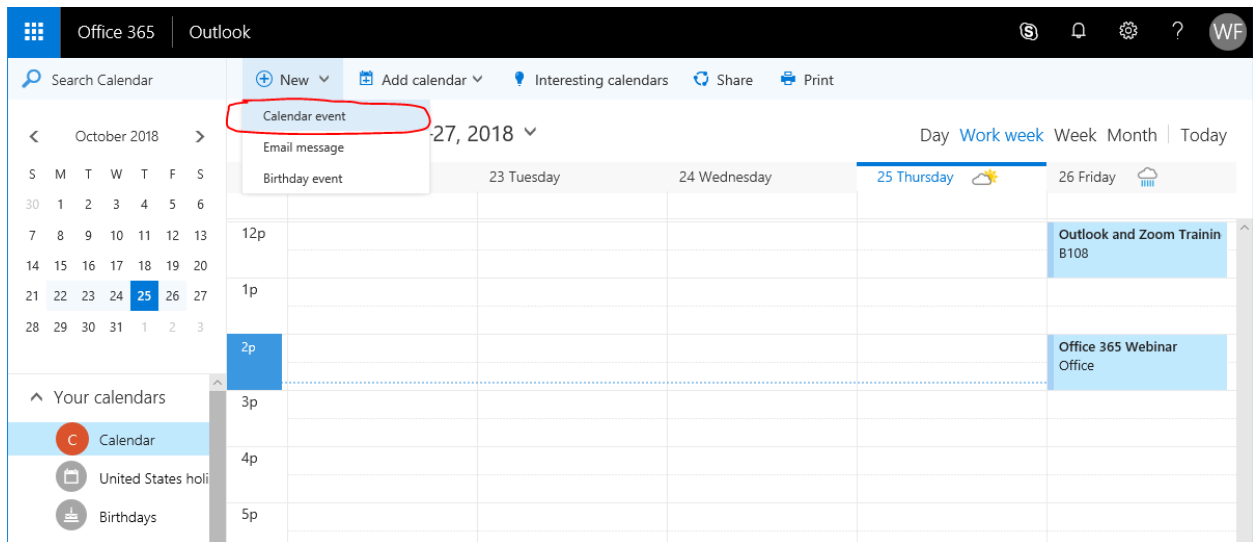
Add Details to the meeting/appointment
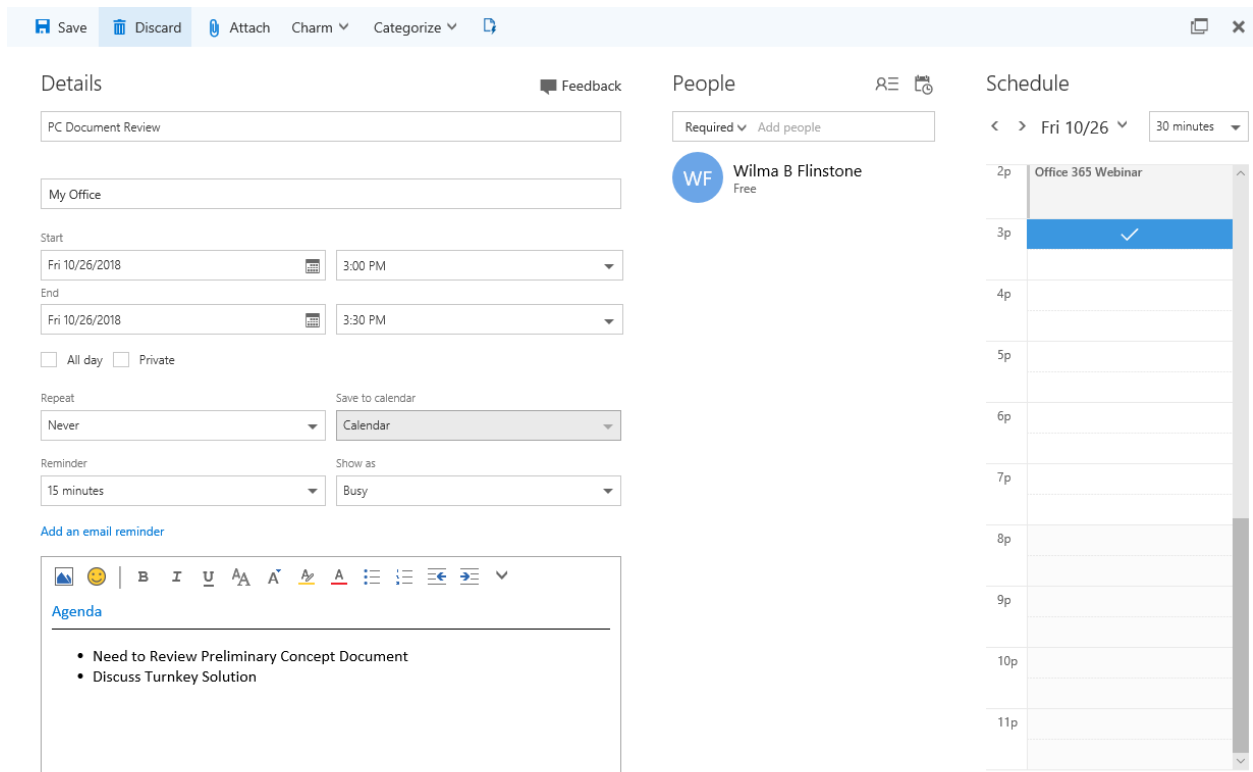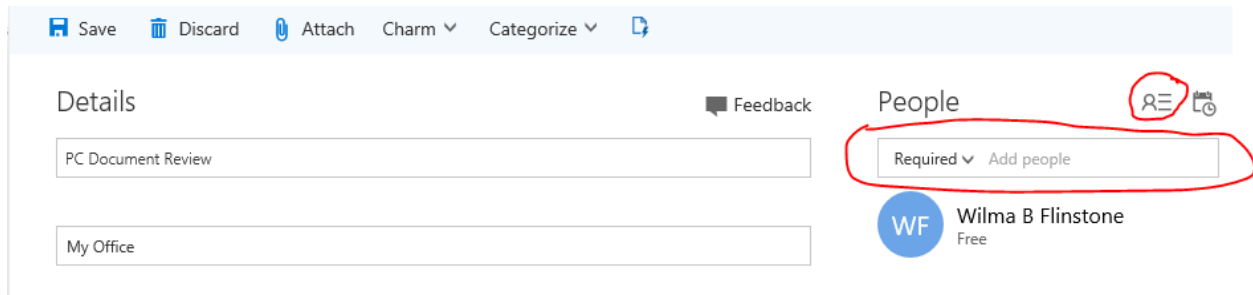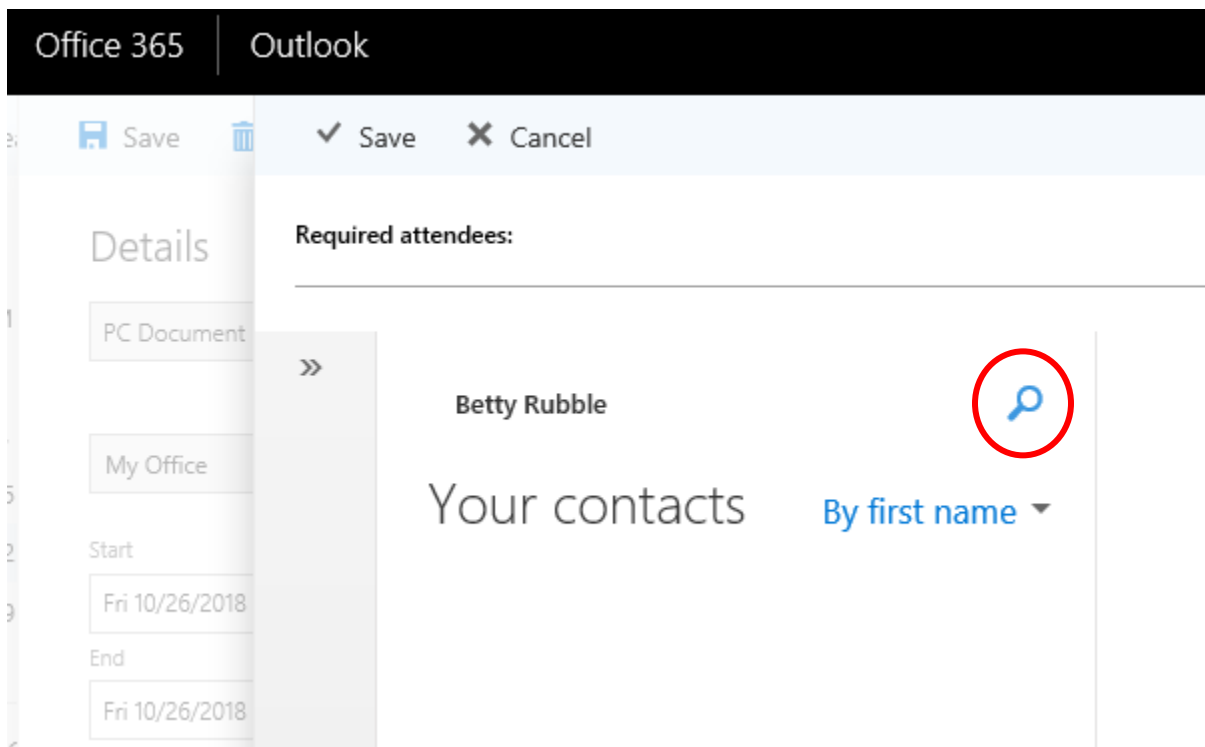
Add attendees to the meeting/appointment by either clicking the **People Finder** icon or by adding attendee's names to the text box where Add people is displayed.
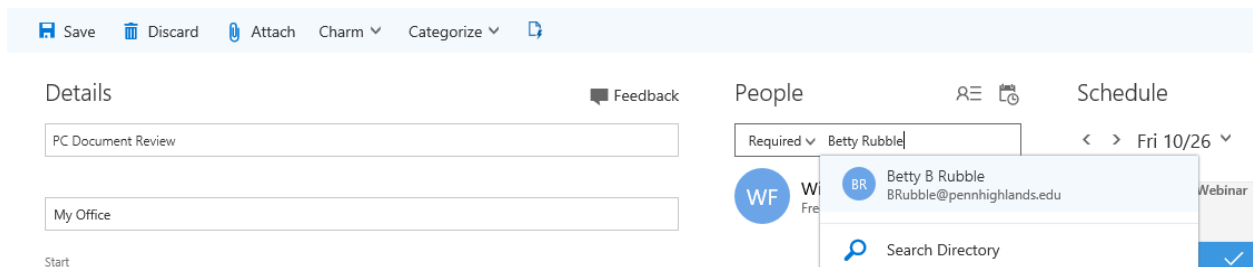

If you choose to use the People Finder, it will open up a window, and you can enter a person's name in the text box and click on the Search icon.

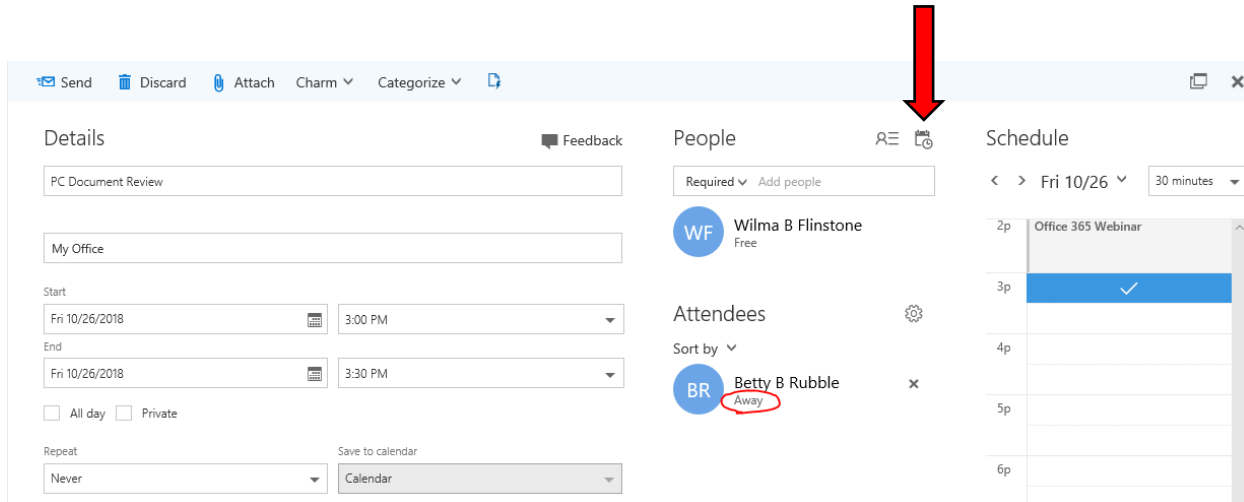If the attendees name is located, it will bring up their contact information.
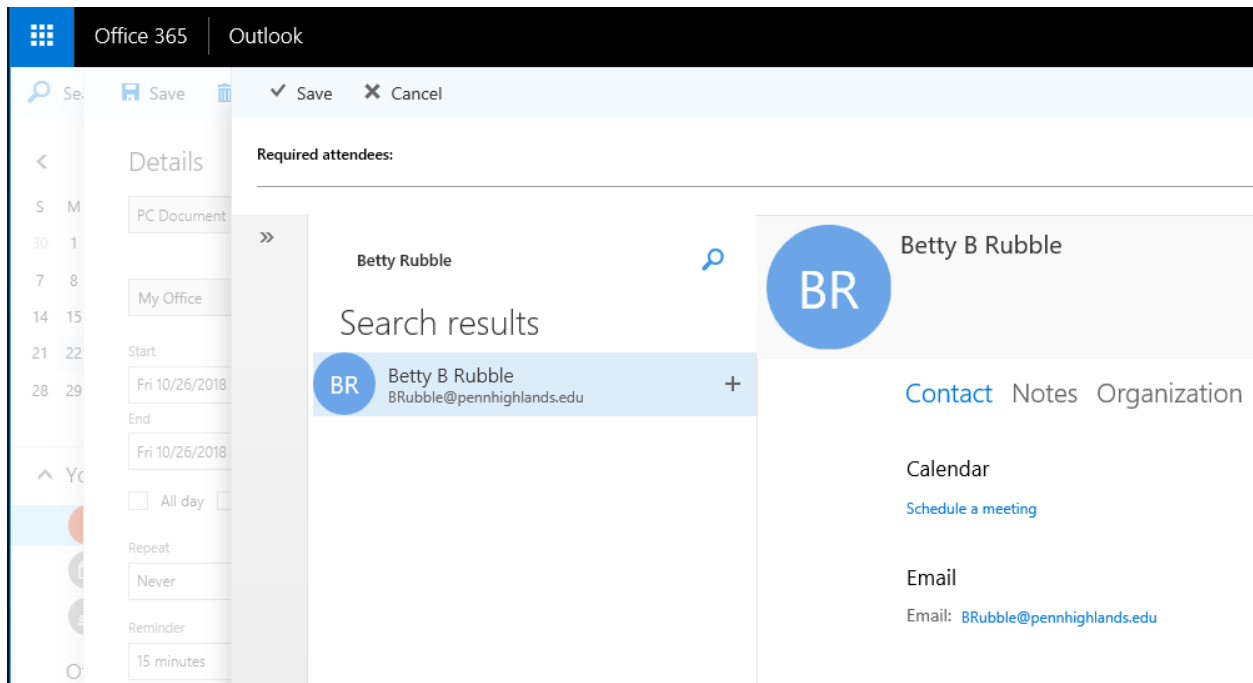
If you enter a name into the text box where *Add People* is displayed, it will also search for them.

If found, it will show their name and if you notice underneath their name it will show if they are free/busy/away/etc.
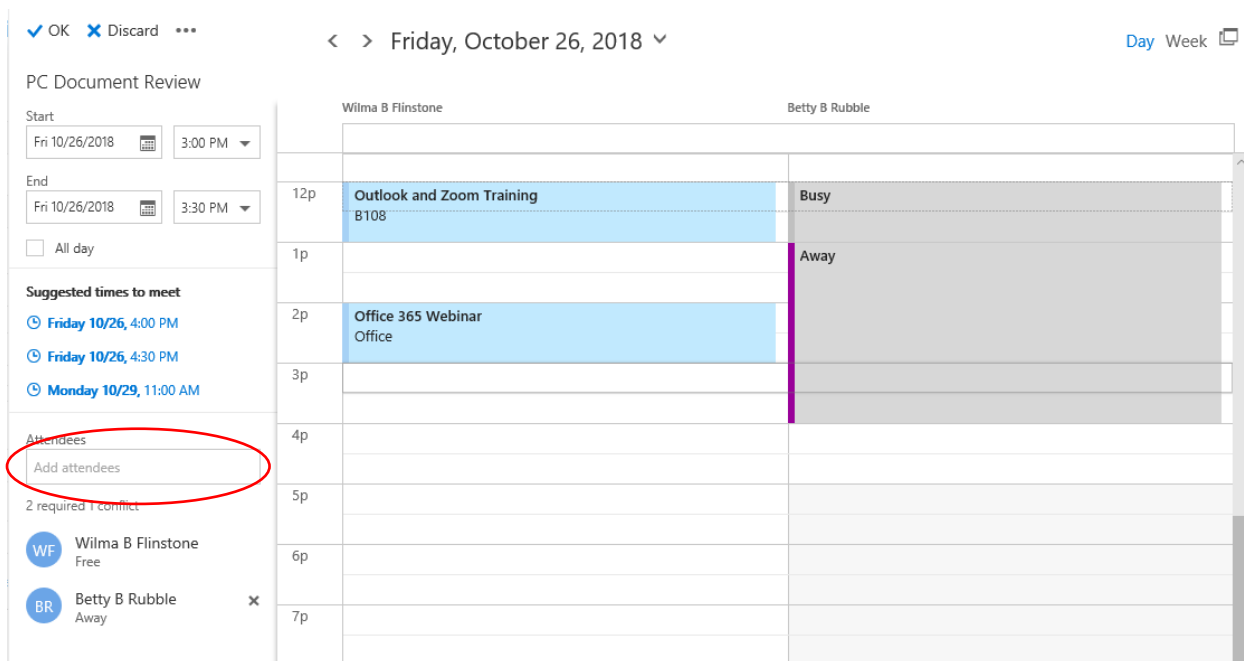
If you click on the **Scheduling Assistant** icon, you can then use the Scheduling Assistant to see the attendee's availability. You can see suggested times to meet and also add additional attendees.

Scheduling Assistant

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


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.
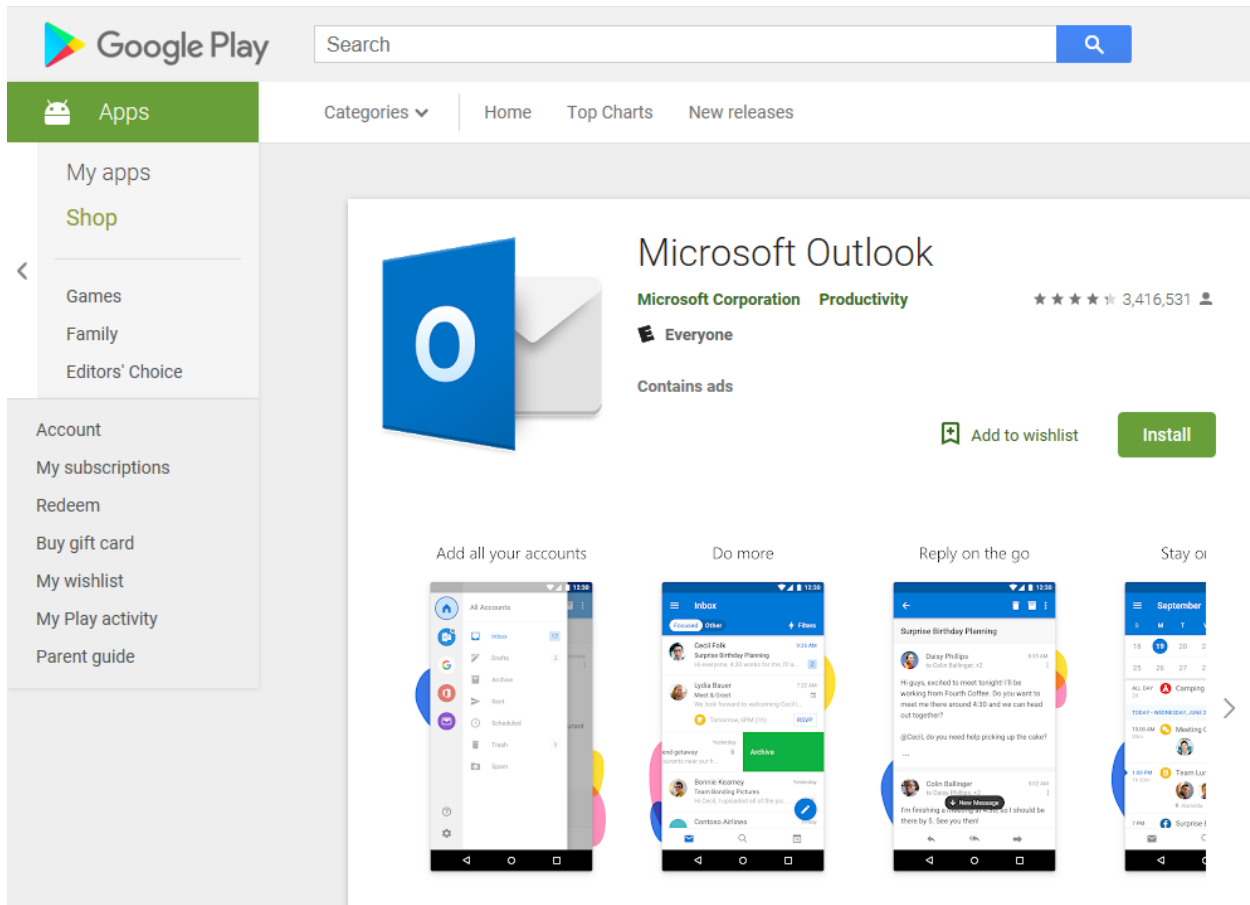
App Store Preview

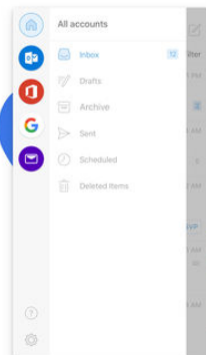This app is only available on the App Store for iOS devices.

Microsoft Outlook [4+]

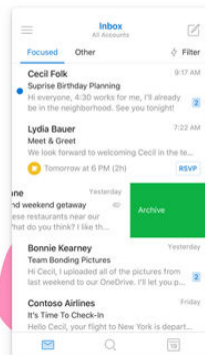Email and calendar

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Do more

Reply on the go

Find everything