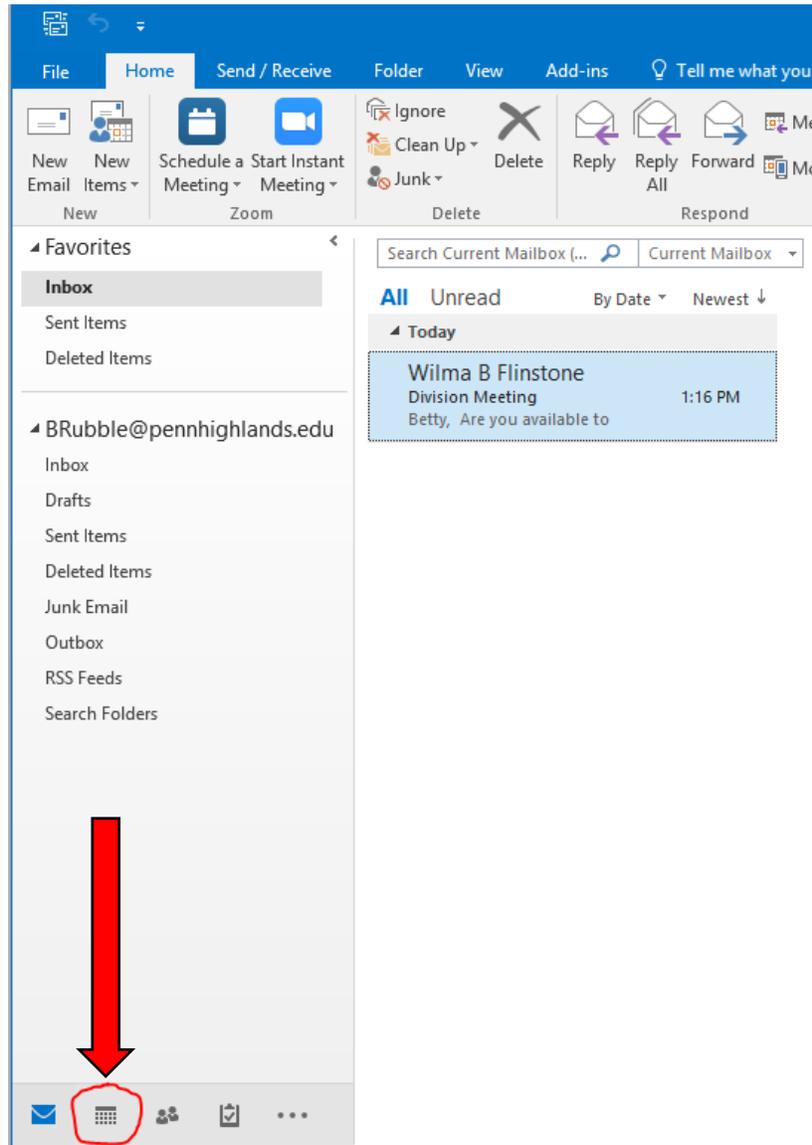


Schedule a Meeting or Appointment using Outlook Scheduling Assistant

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



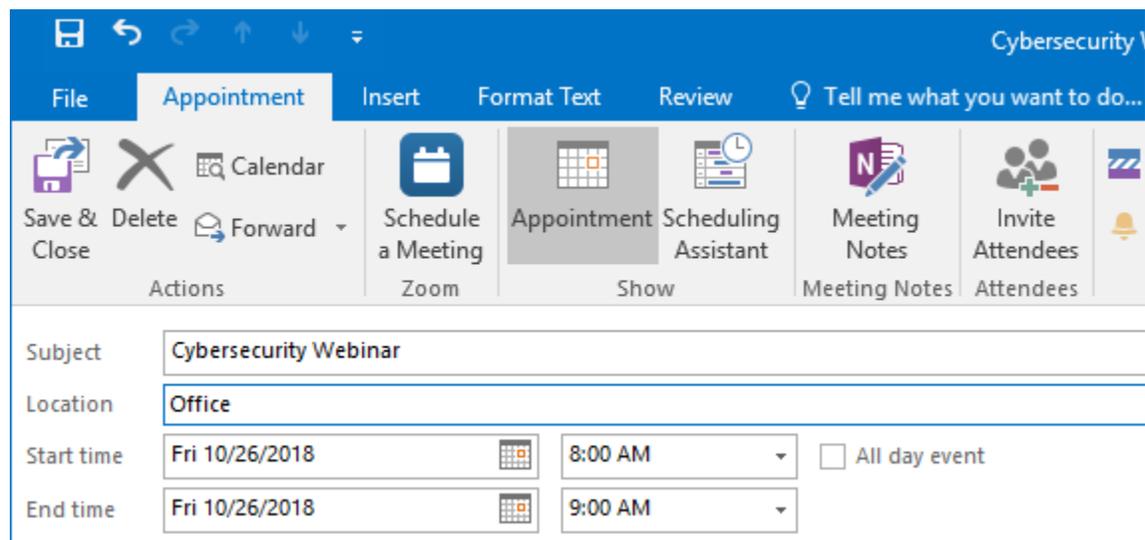
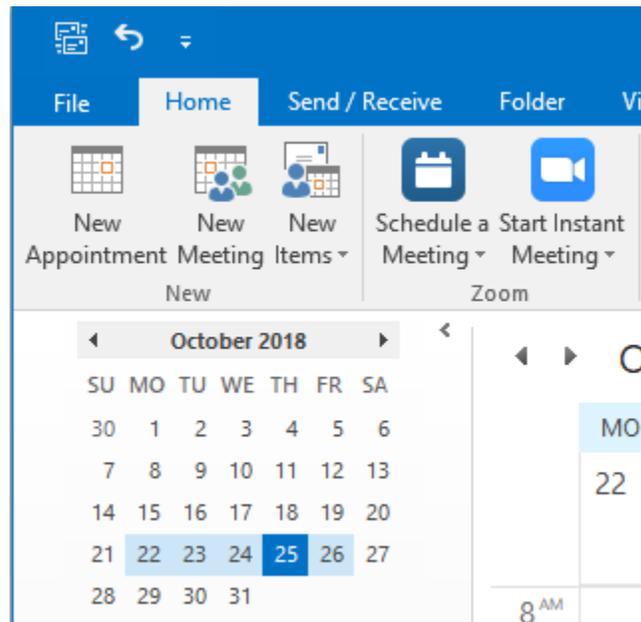
Appointments and Meetings

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

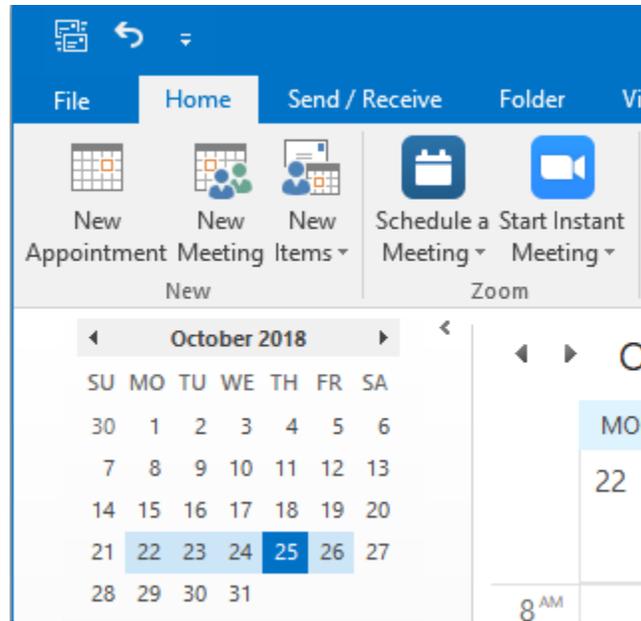
If you click **New Appointment**, it allows you to add an Appointment to your Calendar

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.

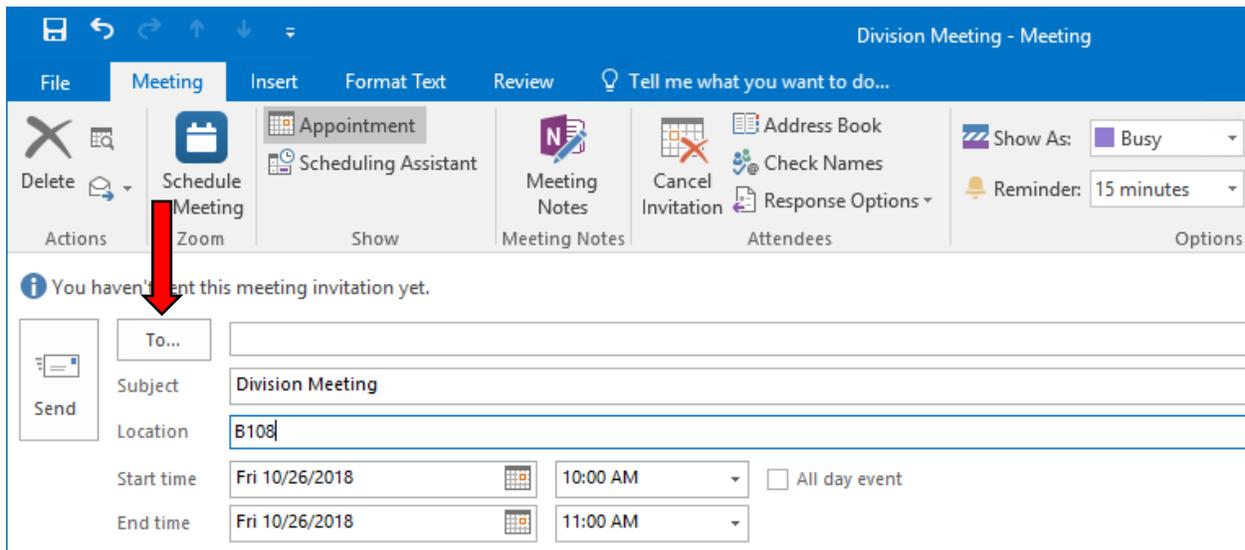
After you fill in the information, simply click **Save and Close**.



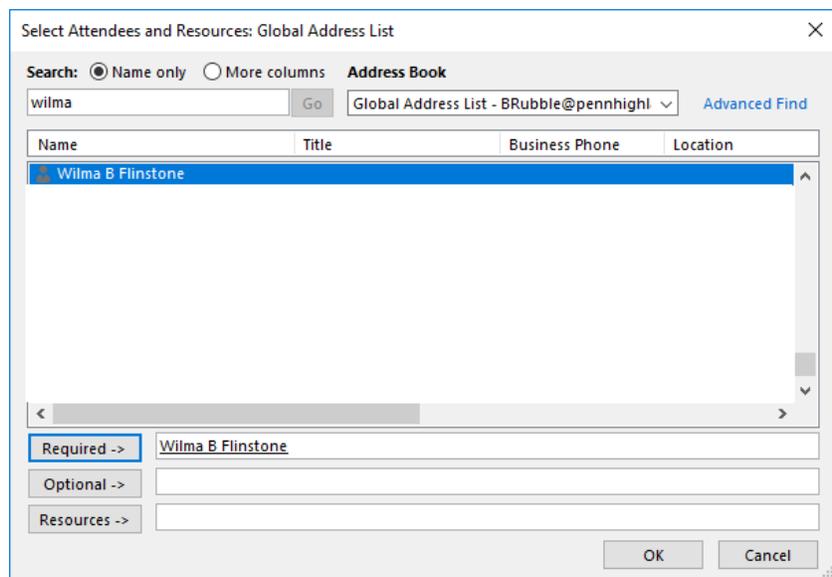
If you click **New Meeting**, it allows you to create a meeting, and then you can add additional individuals to the meeting by either clicking **To...** or by using the **Scheduling Assistant**. This is the best choice if you need to create a meeting that you will inviting other individuals to attend.



To...

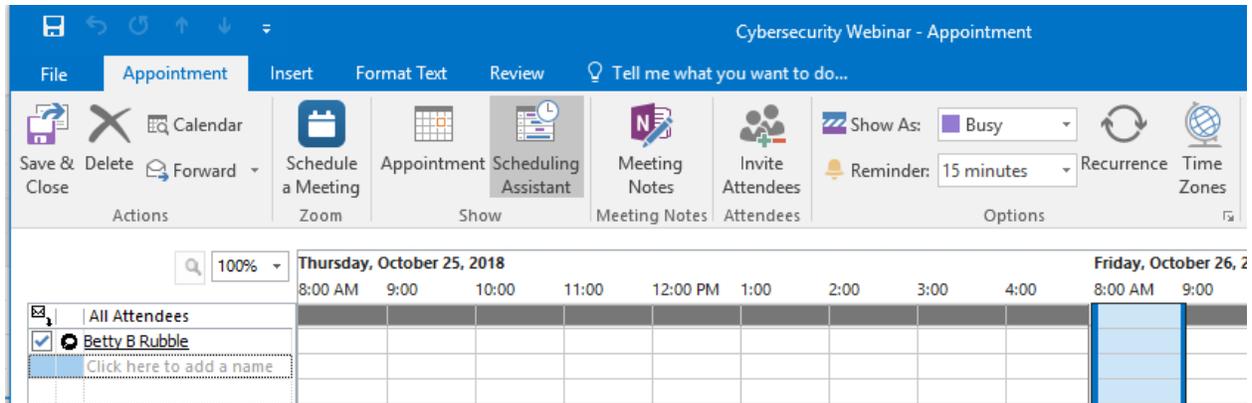


When you click on **To...** it will open up the Global Address list so that you can search and locate attendees. Make sure to add them to appropriate status of being **Required** or **Optional**.



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.

Division Meeting - Meeting

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

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

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

Send | 100% | Friday, October 26, 2018

All Attendees
 Betty B Rubble
 Click here to add a name

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 Cybersecurit Outlook and Out of the Office PTO

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

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

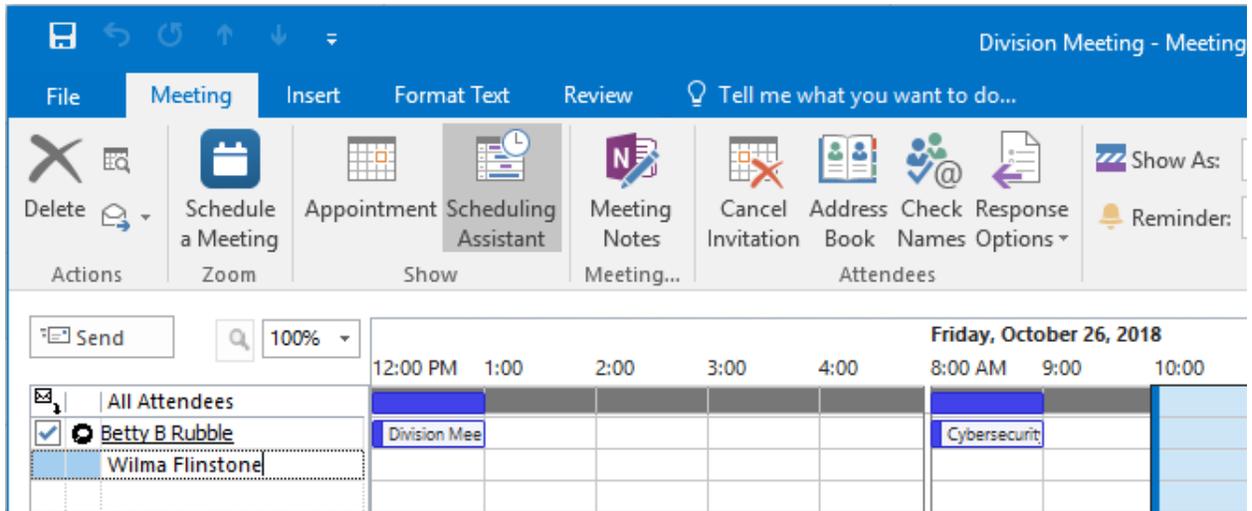
Search: Name only More columns Address Book

Go Advanced Find

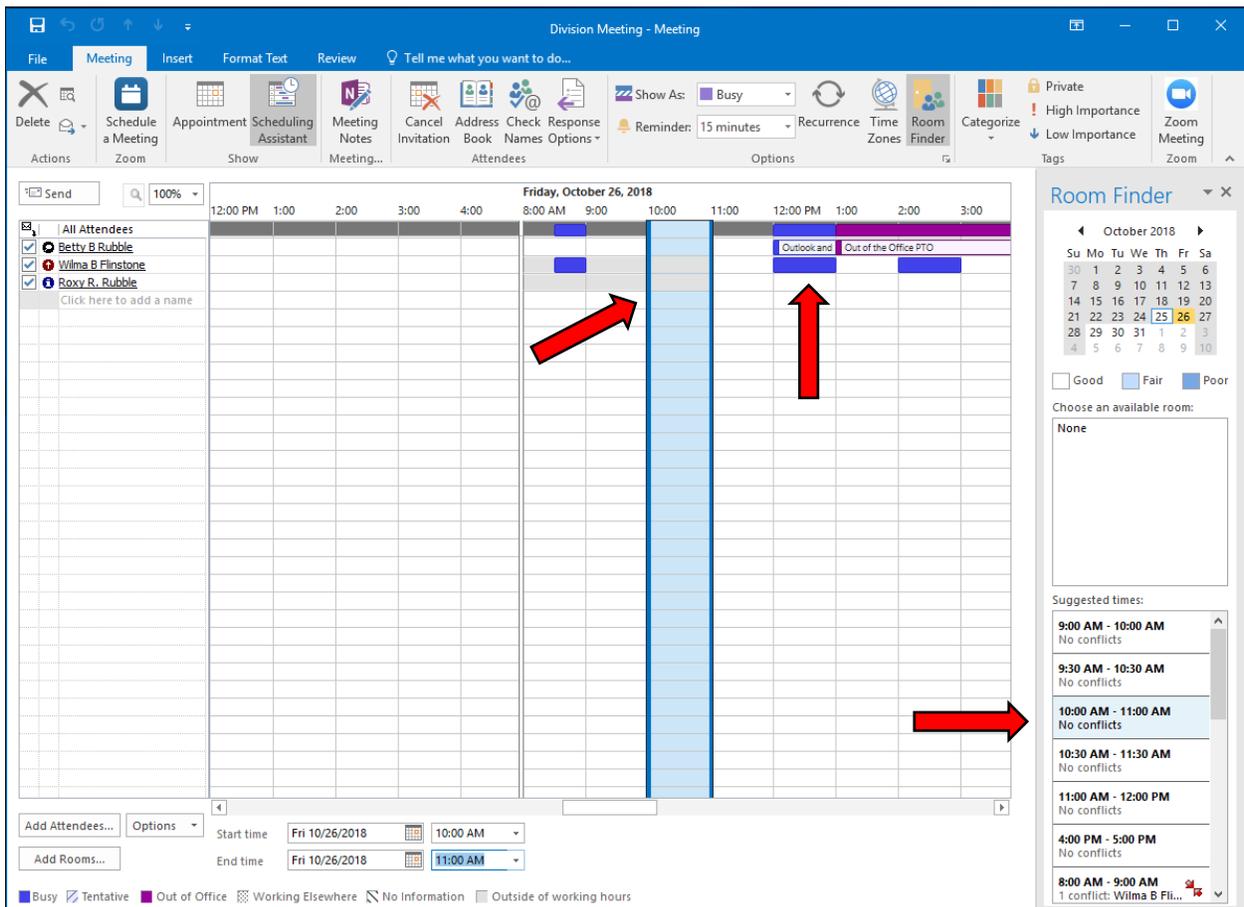
| Name | Title | Business Phone | Location |
|-------------------|-------|----------------|----------|
| Wilma B Flinstone | | | |

Required ->
 Optional ->
 Resources ->

OK Cancel



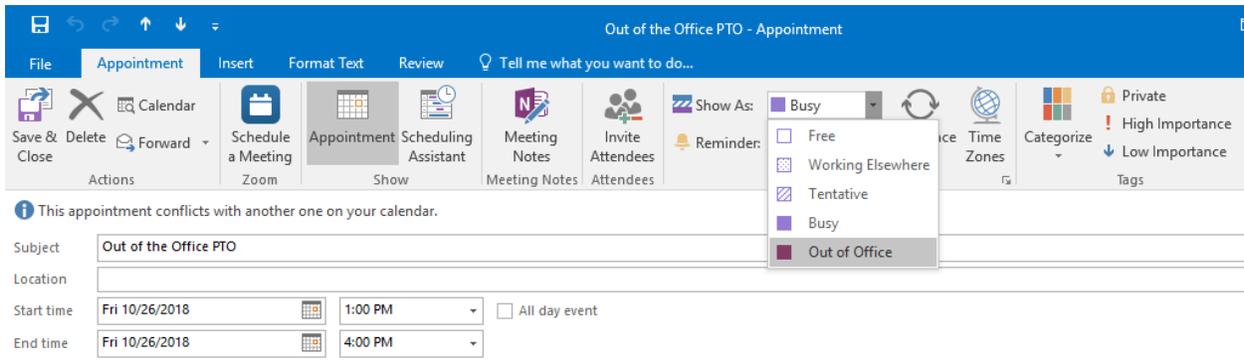
In the calendar at the right, you can see which days would be best to schedule a meeting during the time and day you select. It will also show how many conflicts there will be during certain times and who has those conflicts.



Show As

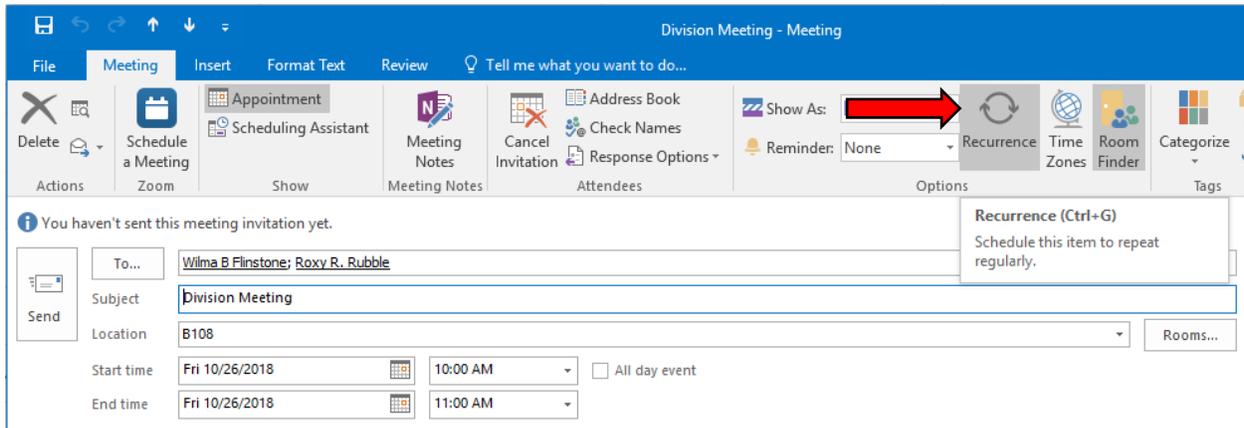
The **Show As** menu will allow you to select your appropriate description for how the time is marked on your calendar. This also affects the free/Busy time others can see on your calendar.

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..

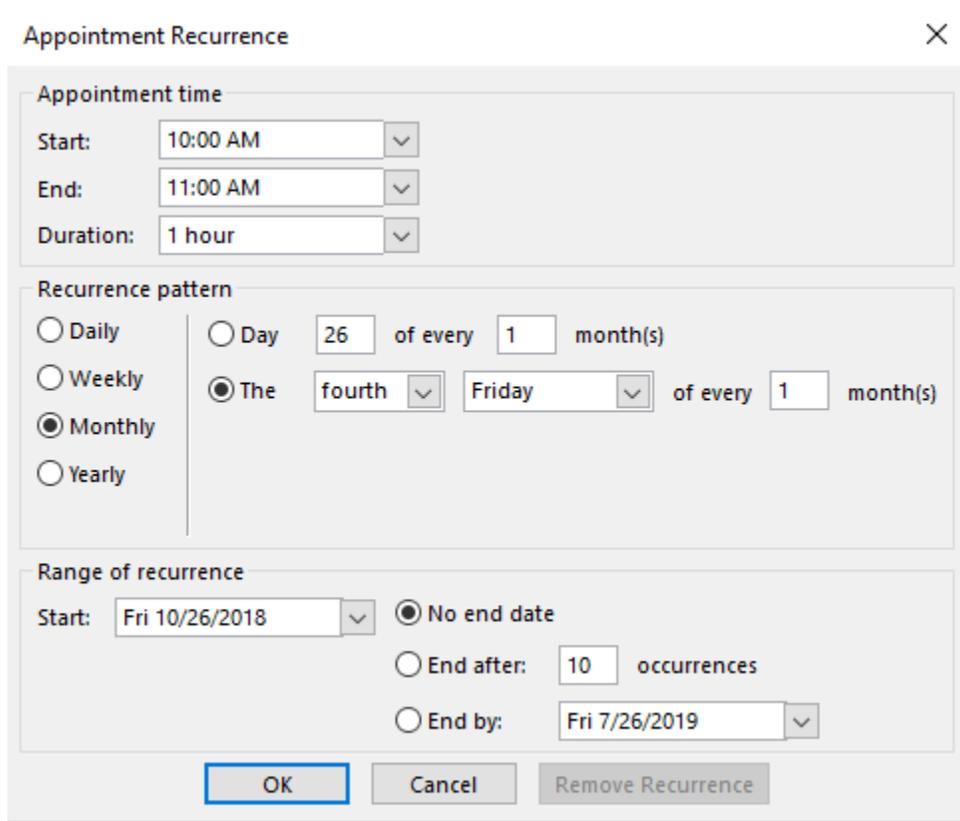


Recurrence

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.



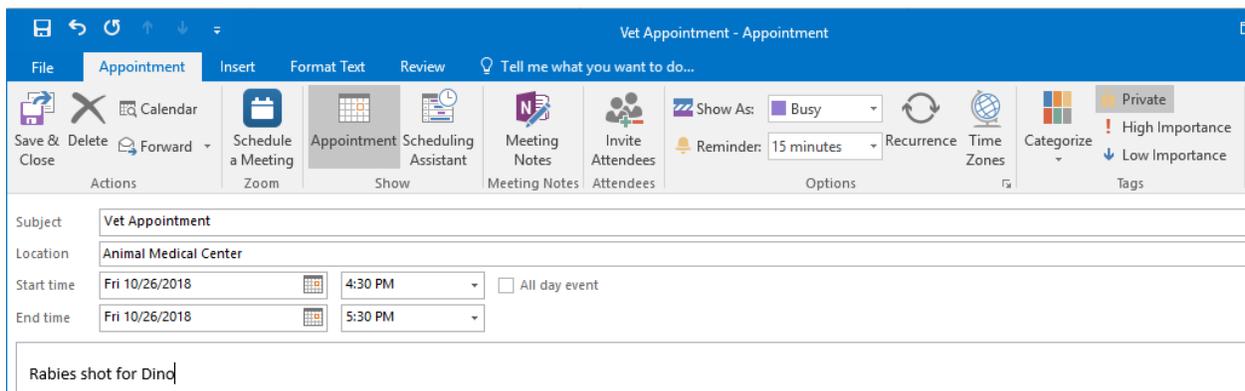
The image shows a dialog box titled "Appointment Recurrence" with a close button (X) in the top right corner. It is divided into three main sections:

- Appointment time:** Contains three dropdown menus: "Start:" set to "10:00 AM", "End:" set to "11:00 AM", and "Duration:" set to "1 hour".
- Recurrence pattern:** Contains radio buttons for "Daily", "Weekly", "Monthly", and "Yearly". The "Monthly" option is selected. To the right, it shows "The fourth Friday of every 1 month(s)".
- Range of recurrence:** Contains a "Start:" dropdown set to "Fri 10/26/2018". It has three radio button options: "No end date" (selected), "End after: 10 occurrences", and "End by: Fri 7/26/2019".

At the bottom of the dialog are three buttons: "OK" (highlighted with a blue border), "Cancel", and "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.



The image shows a screenshot of an Outlook appointment form for "Vet Appointment". The ribbon at the top includes "File", "Appointment", "Insert", "Format Text", and "Review". The "Appointment" ribbon has several groups of icons: "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" (Private, High Importance, Low Importance).

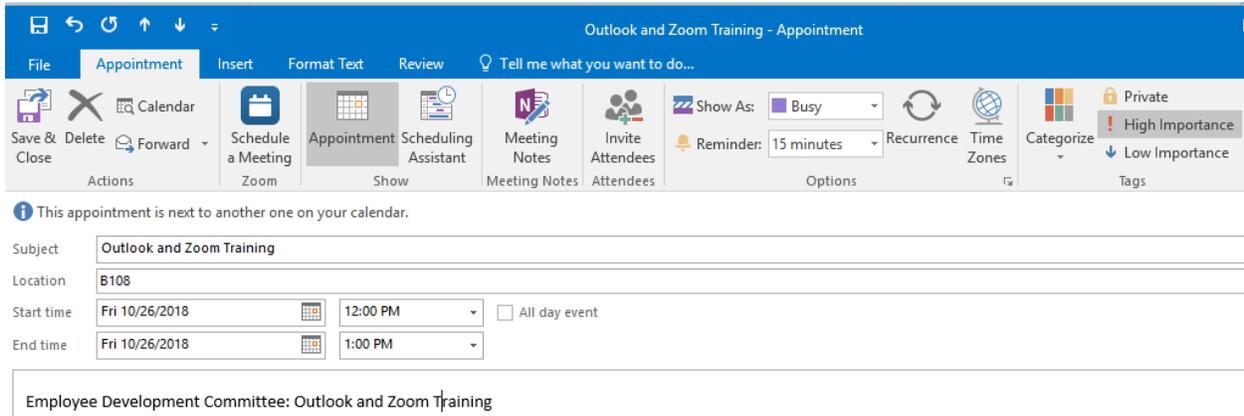
The form fields are as follows:

- 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
- There is an "All day event" checkbox which is unchecked.

The body of the appointment contains the text: "Rabies shot for Dino".

Importance

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



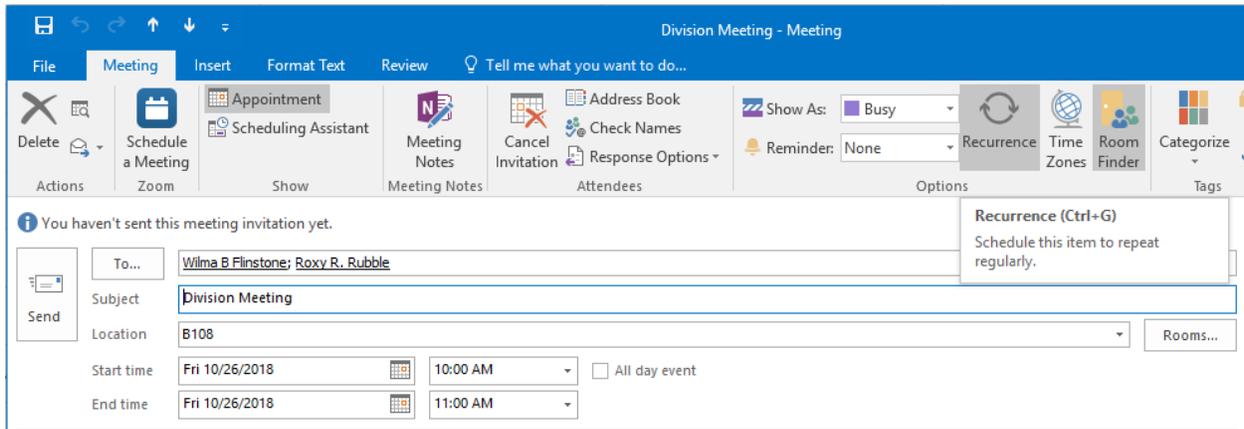
The screenshot shows the Outlook ribbon for an appointment. The 'Appointment' tab is active, and the 'Options' group contains the 'Show As' dropdown set to 'Busy', a 'Reminder' dropdown set to '15 minutes', and a 'Categorize' dropdown. The 'Categorize' dropdown is open, showing 'High Importance' and 'Low Importance' options. 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.

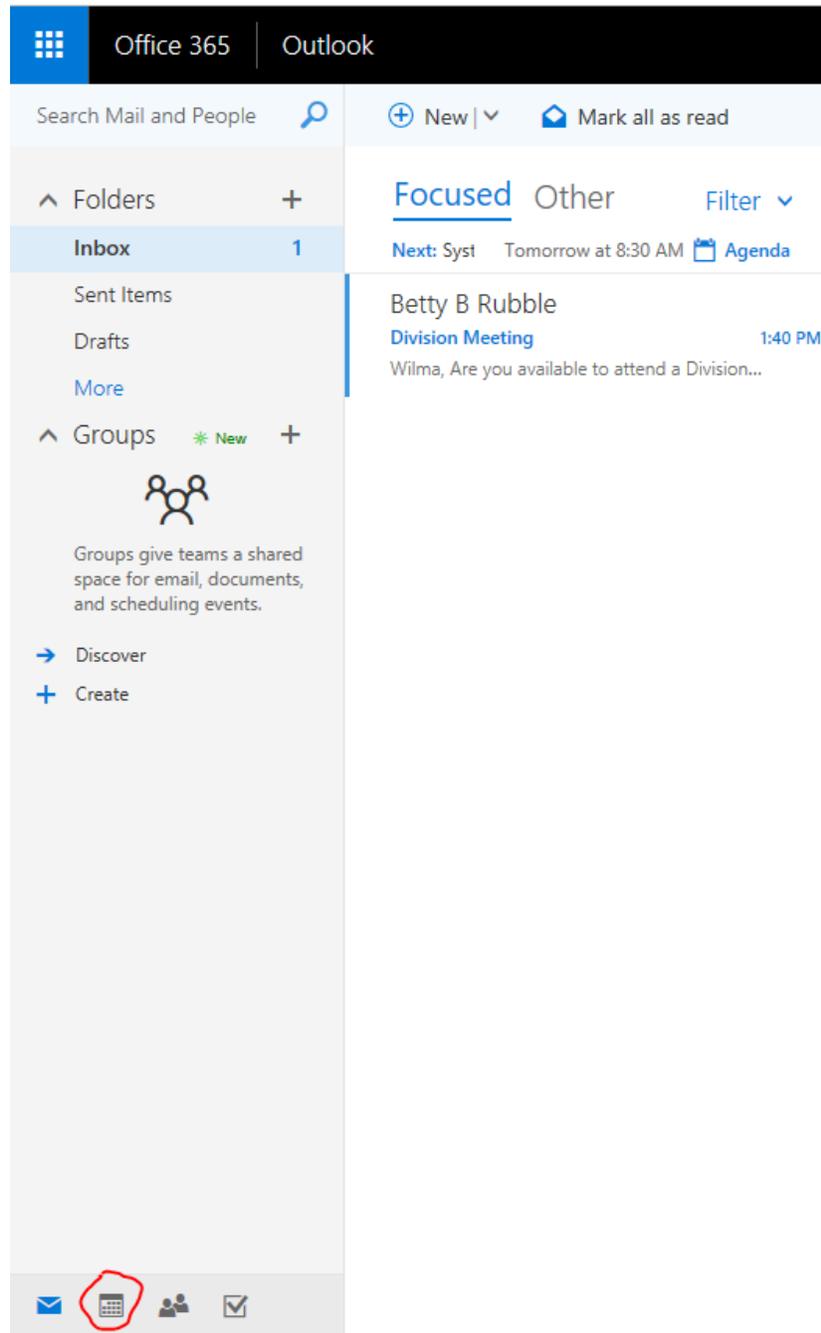


The screenshot shows the Outlook ribbon for a meeting. The 'Meeting' tab is active, and the 'Send' button is visible in the 'Actions' group. The 'To...' field contains 'Wilma B Flinstone; Roxy R. Rubble'. The 'Subject' field contains 'Division Meeting'. The 'Location' field contains 'B108'. The 'Start time' is 'Fri 10/26/2018' at '10:00 AM', and the 'End time' is 'Fri 10/26/2018' at '11:00 AM'. A 'Recurrence (Ctrl+G)' tooltip is visible, stating 'Schedule this item to repeat regularly.' Below the ribbon, a message states 'You haven't sent this meeting invitation yet.'

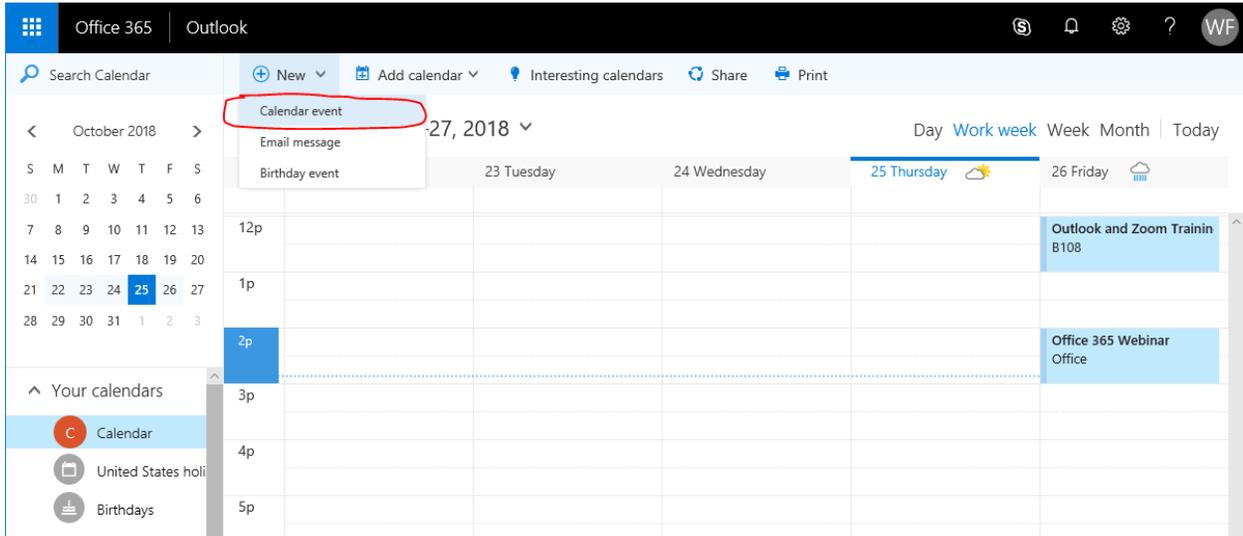
| | | | |
|------------|-----------------------------------|----------|--|
| To... | Wilma B Flinstone; Roxy R. Rubble | | |
| Subject | Division Meeting | | |
| Location | B108 | | |
| Start time | Fri 10/26/2018 | 10:00 AM | <input type="checkbox"/> All day event |
| End time | Fri 10/26/2018 | 11:00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

Webmail/Office 365

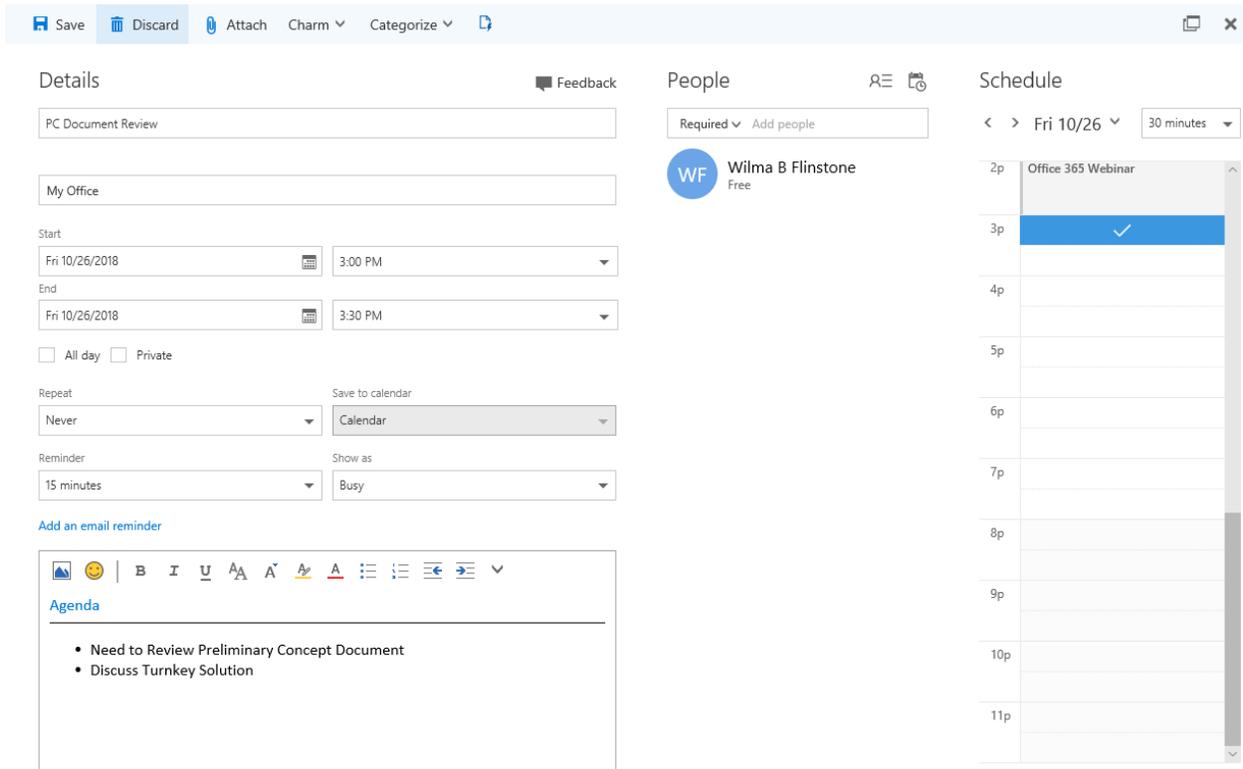
For the Webmail/Office 365 versions of the Outlook Calendar function, click on the tile icon in the top left and select the Calendar icon at the bottom (circled).



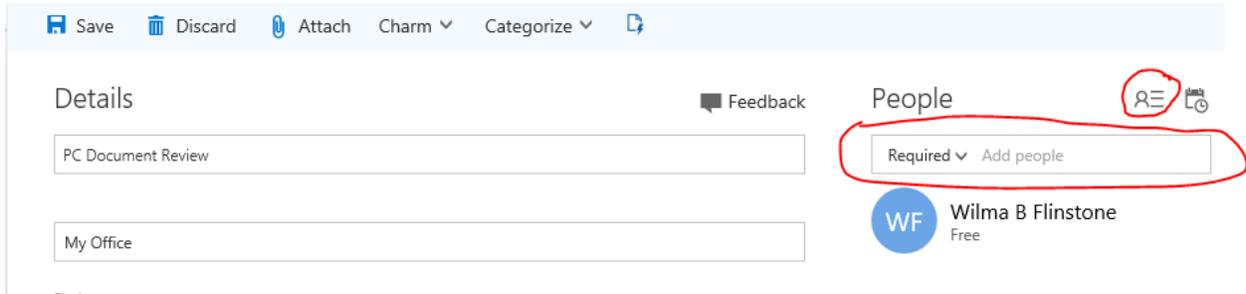
Select New Item and Click Calendar Event



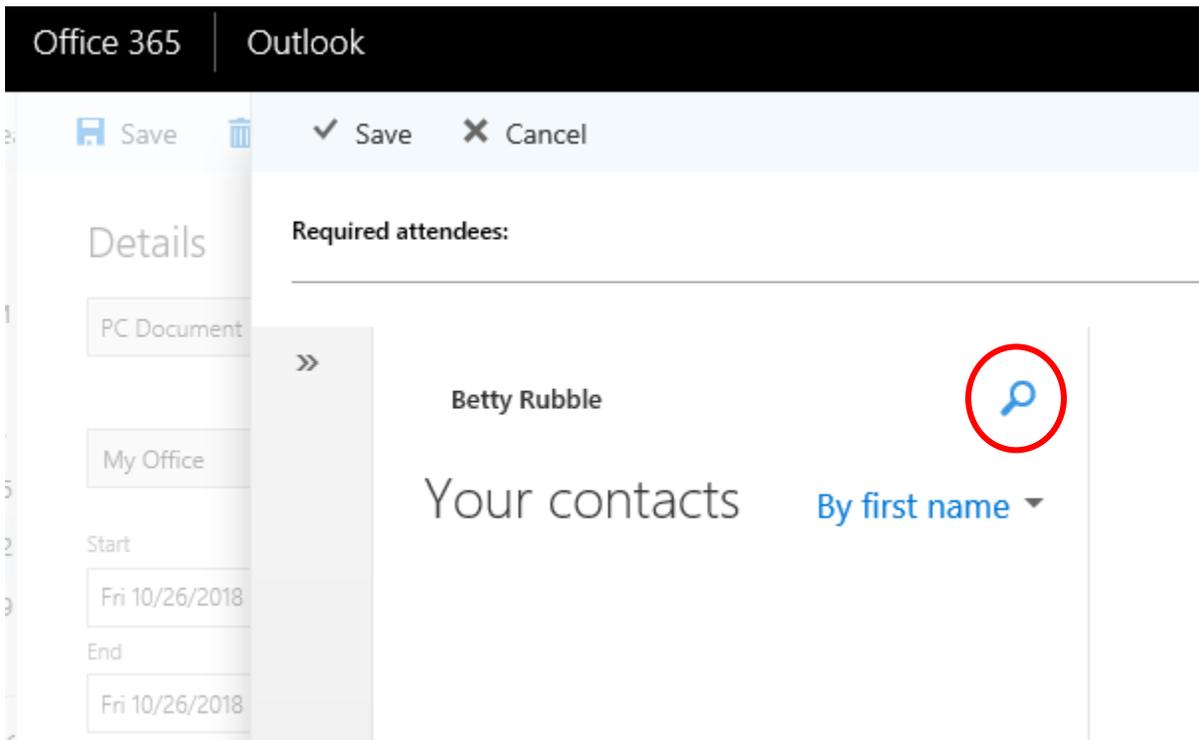
Add Details to the meeting/appointment



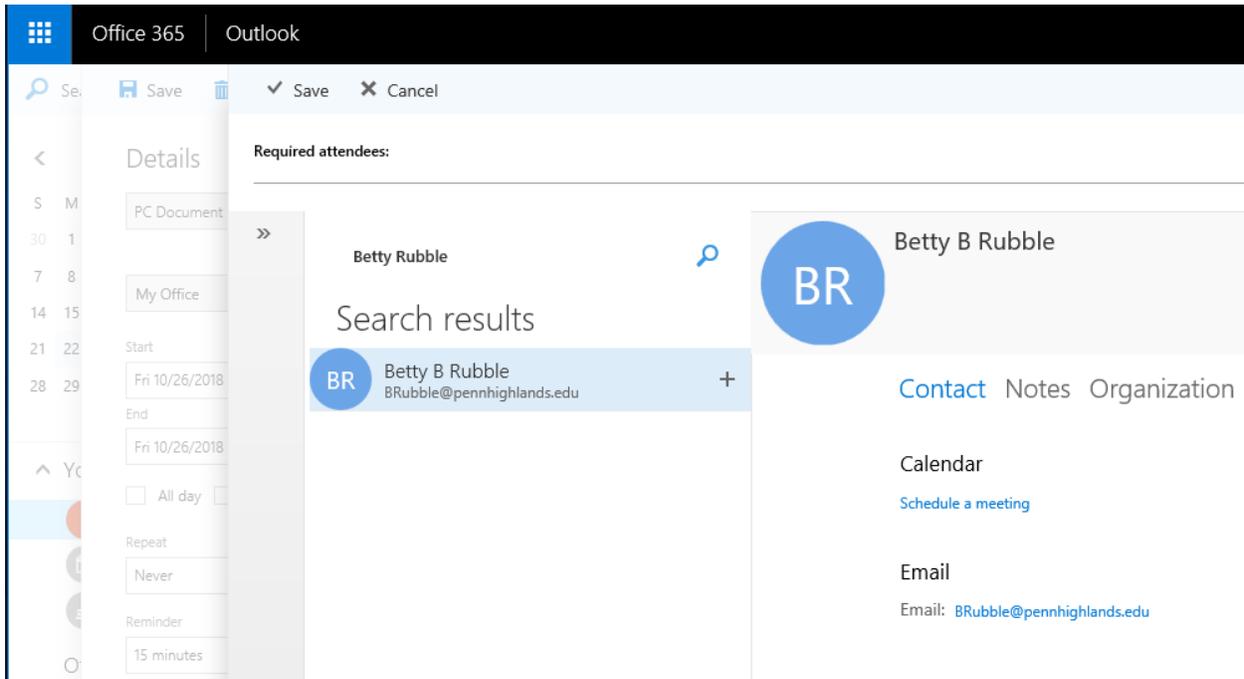
Add attendees to the meeting/appointment by either clicking the **People Finder** icon or by adding attendee's names to the text box where Add people is displayed.



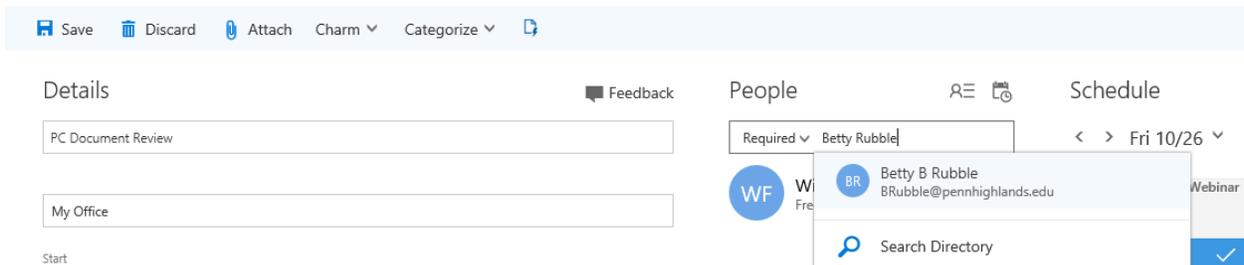
If you choose to use the People Finder, it will open up a window, and you can enter a person's name in the text box and click on the Search icon.



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

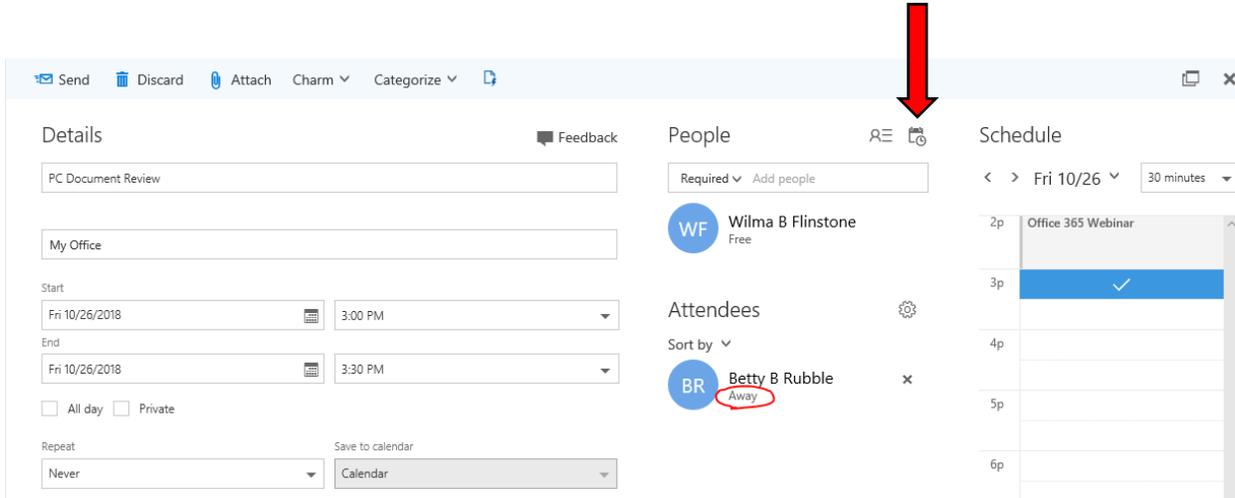


If you enter a name into the text box where *Add People* is displayed, it will also search for them.

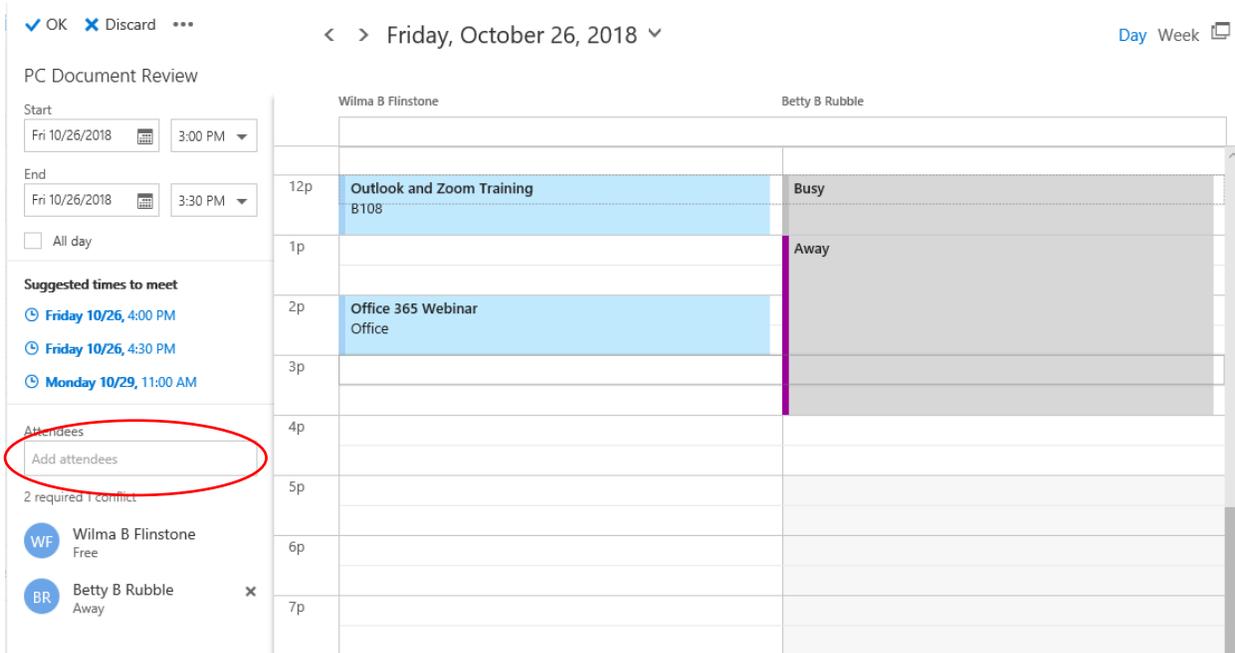


If found, it will show their name and if you notice underneath their name it will show if they are free/busy/away/etc.

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

The screenshot shows the Outlook meeting invitation settings for 'PC Document Review'. The interface includes a top navigation bar with 'Send', 'Cancel', 'Reply all', 'Attach', 'Charm', and 'Categorize'. The main settings are organized into sections: 'Details' (subject, location 'My Office'), 'Start' (Fri 10/26/2018, 3:00 PM), 'End' (Fri 10/26/2018, 3:30 PM), 'All day' and 'Private' checkboxes, 'Repeat' (Never) and 'Save to calendar' (Calendar) options, 'Reminder' (15 minutes) and 'Show as' (Busy) options, 'Email reminder' (2 hours) and 'Send reminder to' (Me) options, and a 'Reminder message to send' text area. The right sidebar shows 'People' (Required, Add people) and 'Attendees' (Sort by, Wilma B Flinstone - Busy, Betty B Rubble - No response). 'Close' and 'Discard' buttons are at the bottom.

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.

The screenshot displays the Google Play Store interface for the Microsoft Outlook app. At the top, the Google Play logo and a search bar are visible. Below the navigation bar, the 'Apps' category is selected. The main content area features the Outlook app listing, including its logo, developer name (Microsoft Corporation), category (Productivity), user rating (4.5 stars), and a large 'Install' button. A secondary 'Add to wishlist' button is also present. Below the app title, four mobile phone screens illustrate the app's functionality: 'Add all your accounts', 'Do more' (showing an inbox), 'Reply on the go' (showing a conversation), and 'Stay on' (showing a calendar view).

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

Screenshots [iPhone](#) [iPad](#) [Apple Watch](#)

The screenshot area displays four panels illustrating the app's features:

- Add all your accounts:** Shows the 'All accounts' settings screen with a list of email providers including Outlook, Gmail, and Yahoo.
- Do more:** Shows the 'Inbox' screen with a list of emails, including one from 'Cecil Folk' about 'Suprise Birthday Planning' and another from 'Lydia Bauer' about 'Meet & Greet'.
- Reply on the go:** Shows a detailed view of an email thread about 'Suprise Birthday Planning' with replies from 'Daisy Phillips' and 'Colin Ballinger'.
- Find everything:** Shows the search interface with a list of contacts and a section for 'Upcoming' events, such as 'Flight to New York' and 'Flight SFO -> JFK'.