

## How to Create a Meeting Using Your Outlook Calendar

Using the Calendar feature in Outlook is a good way to schedule a meeting and send the appointment to all attendees. They can either accept or decline the meeting. If they accept the appointment, then the meeting information will be added to their Outlook calendar. There are two parts to setting up a meeting. First you schedule the meeting and then you set the appointment. These procedures are described below.

### Scheduling

1. Open Outlook. On the bottom left-hand side of the Outlook screen is an option entitled Calendar. Click once on **Calendar** (see Figure 1 below).

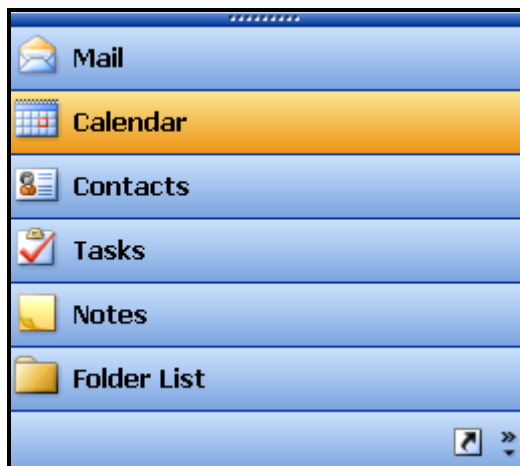


Figure 1

2. Scroll up to the toolbar and click on **New** (see Figure 2 below).

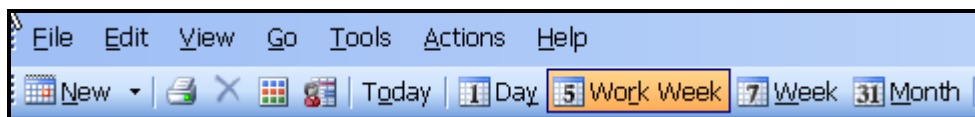


Figure 2

3. A screen entitled **Untitled-Meeting** will open. Click on the **Scheduling** tab (see Figure 3 below).

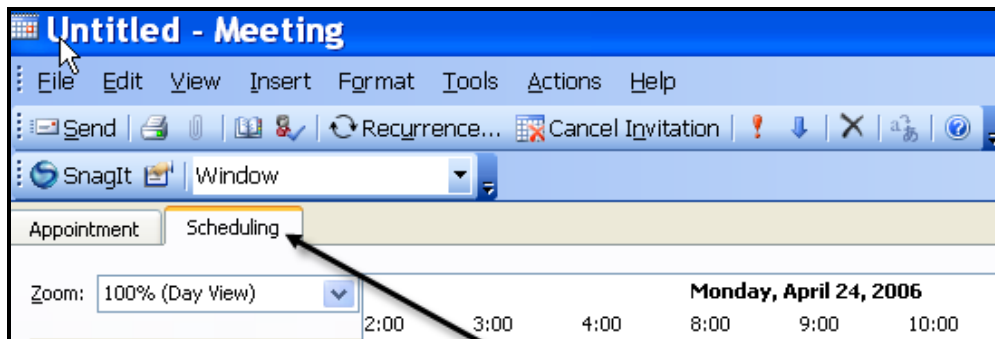


Figure 3

4. The following screen will appear (see Figure 4 below).

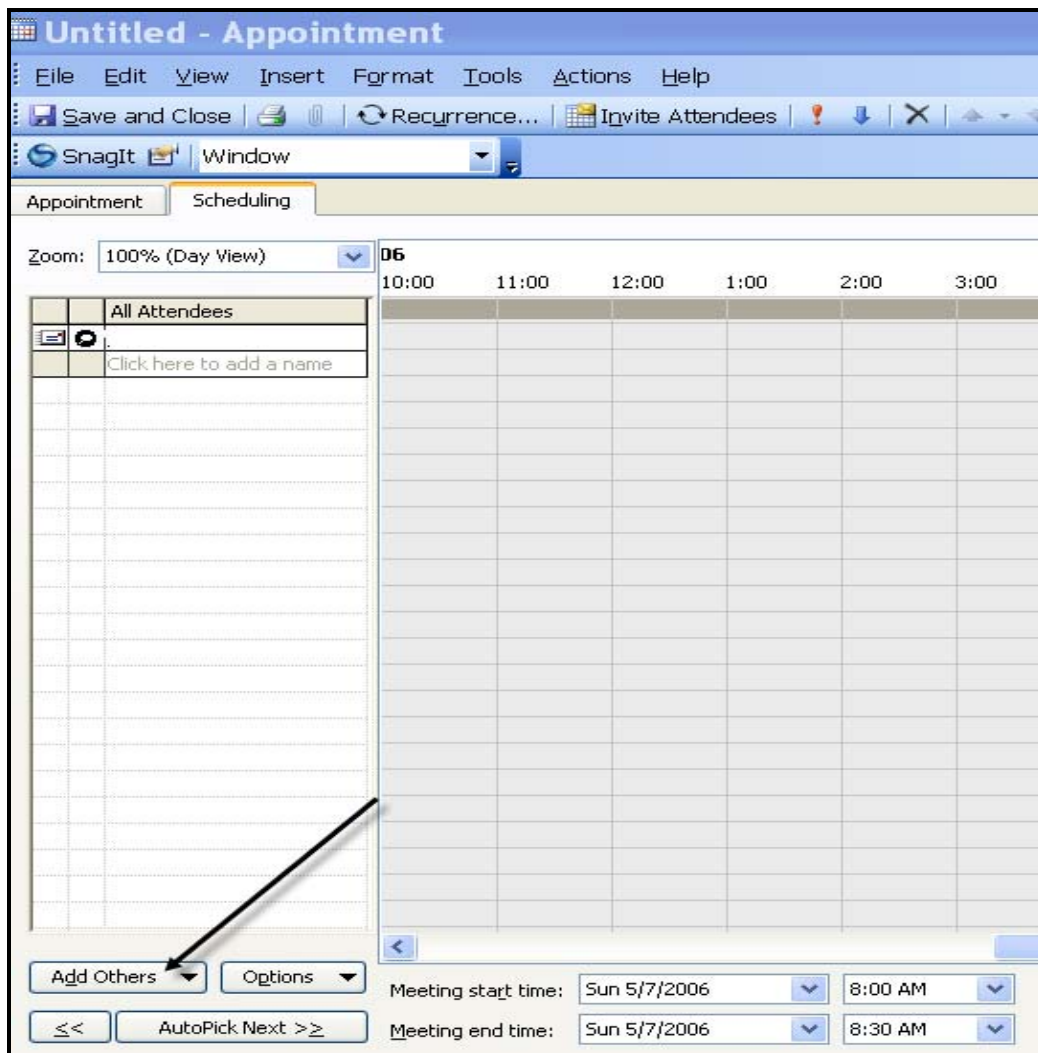


Figure 4

5. To add each attendee, scroll down to the bottom of the page and click on **Add Others** (see Figure 4 above). From the drop-down list under Add Others, select **Add From Address Book**.
6. From the Address Book, click **once** on the attendee's name you are inviting to the meeting and then click once on the **Required** tab located at the bottom of the screen. Repeat this process until all attendees have been added to the list.  
**Remember to always add the conference room for your meeting to this list.** Follow the same steps above as if you are adding an attendee. When the Select Attendees and Resources screen appears, click **once** on the conference room. Click **OK** (see Figure 5 below).

**NOTE:** There are now two types of rooms that can be reserved. One is an open-access room and the other is a limited-access room. Open-access rooms are available on first-come-first serve basis. Requests for limited-access rooms will have to be authorized by a proxy. The meeting organizer will have to wait until the proxy for the room authorizes their request. The meeting organizer will receive a notification from the room mailbox informing them if their request has been approved or disapproved.

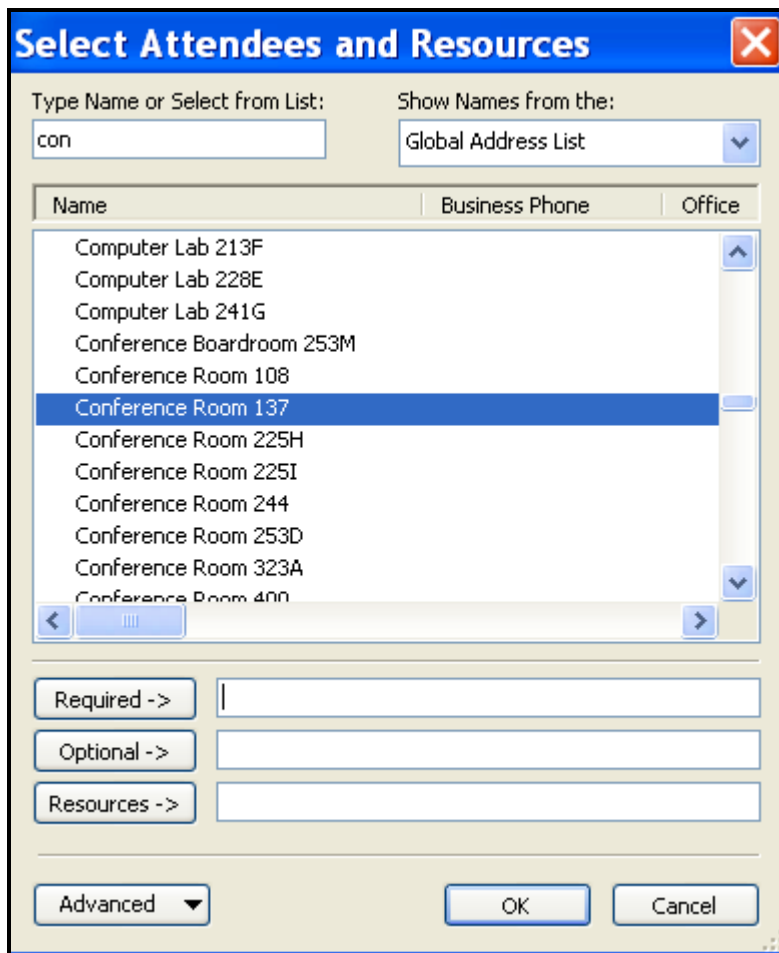


Figure 5

7. After all attendees and Conference Rooms have been added, click the down-arrow next to **Meeting start time and Meeting end time** at the bottom of the page and select the date and time of your meeting (see Figure 4 above).

## Appointments

8. After you have completed the Scheduling portion of your meeting, click on the **Appointment** tab (see Figure 6 below).

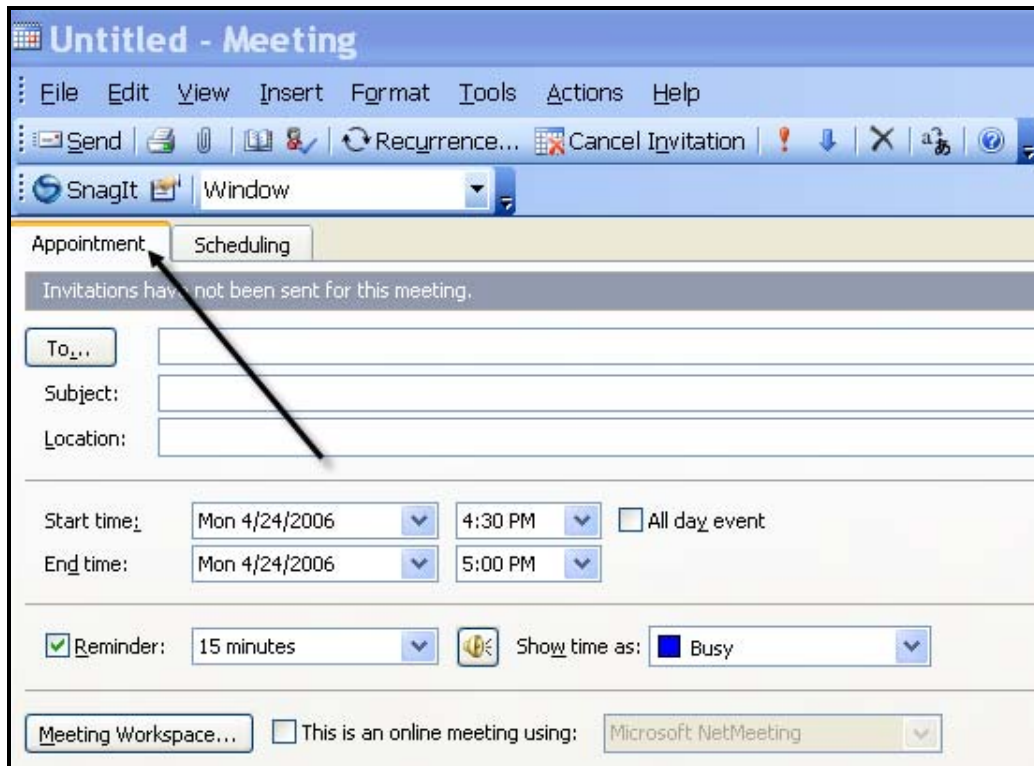


Figure 6

9. **Appointment tab** (see Figure 7 below):
  - a. **To** – Leave as is.
  - b. **Subject** - Type the subject of the meeting.
  - c. **Location** – Type in the location of the meeting.
  - d. **Start time and End time** - Note that the information from the Scheduling page has carried over.
  - e. **Reminder** defaults to 15-minutes. If you click on the down-arrow, you can select other options.
  - f. **Blank area** below Reminder is where you can type in some notes or message about the meeting.

After you have filled in all the blanks and made your selections, click on **Send**. The appointment message will be sent to all Attendees including the room.

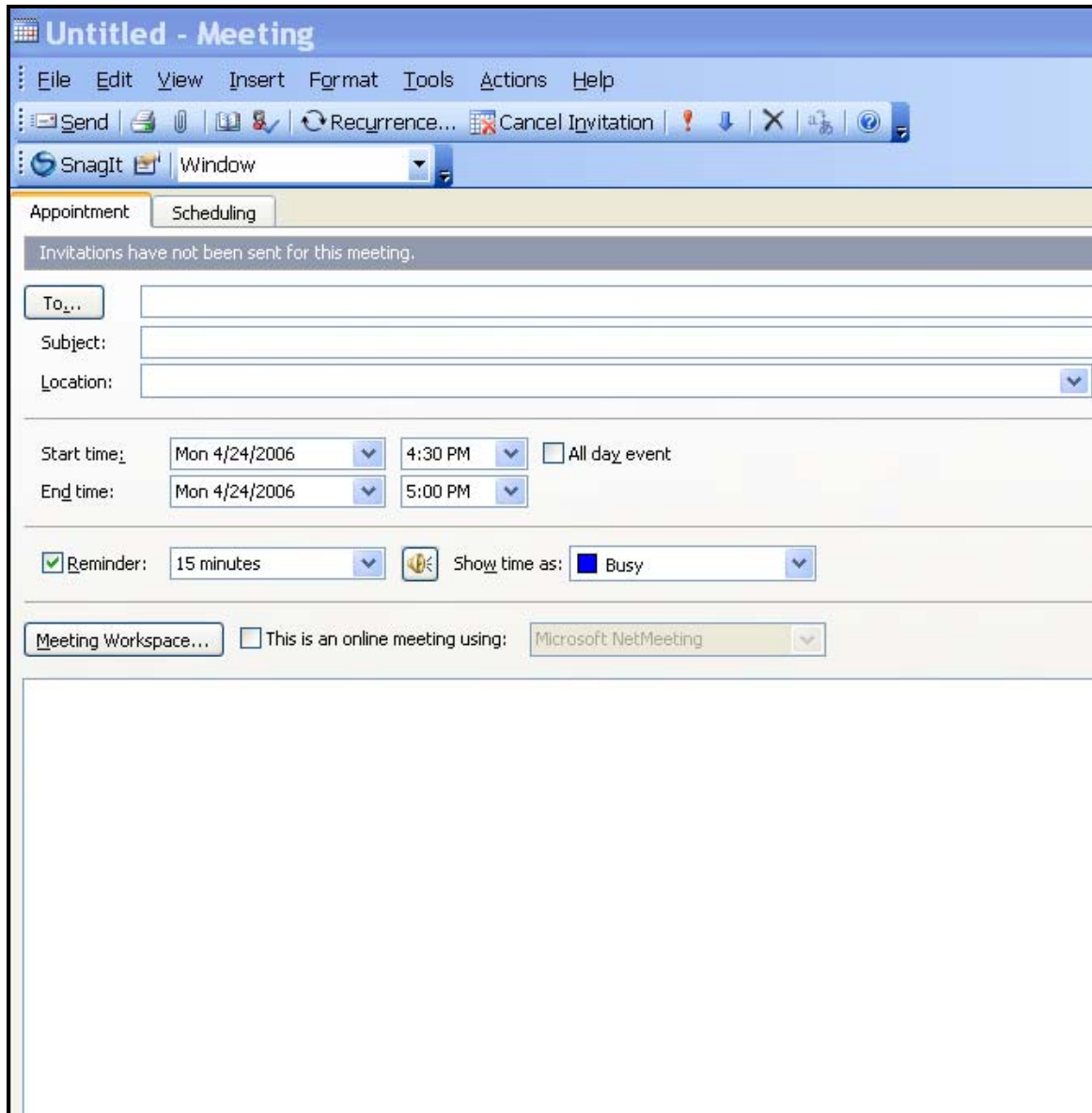


Figure 7