

Calendar

Using calendar is a very essential part of outlook. You can use the calendar to schedule your appointments, book meetings with clients (internal & external), book meeting rooms and much more.

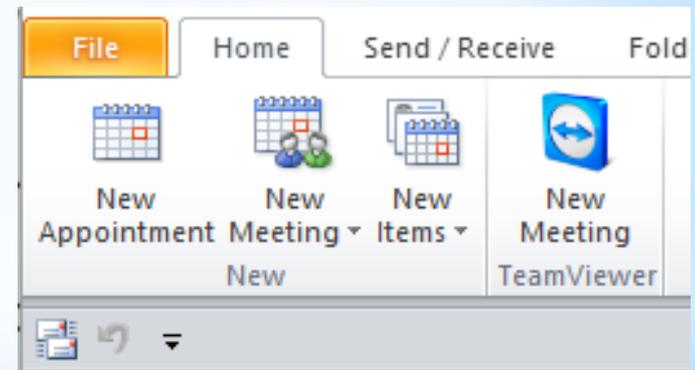
➤ Scheduling Appointment

Click Calendar> New Appointment. Fill in the Subject and Time Required.

You can also click the starting time slot you want on the calendar and then drag your cursor to the desired ending time and book it that way as well.

You can show Appointment Options in many ways

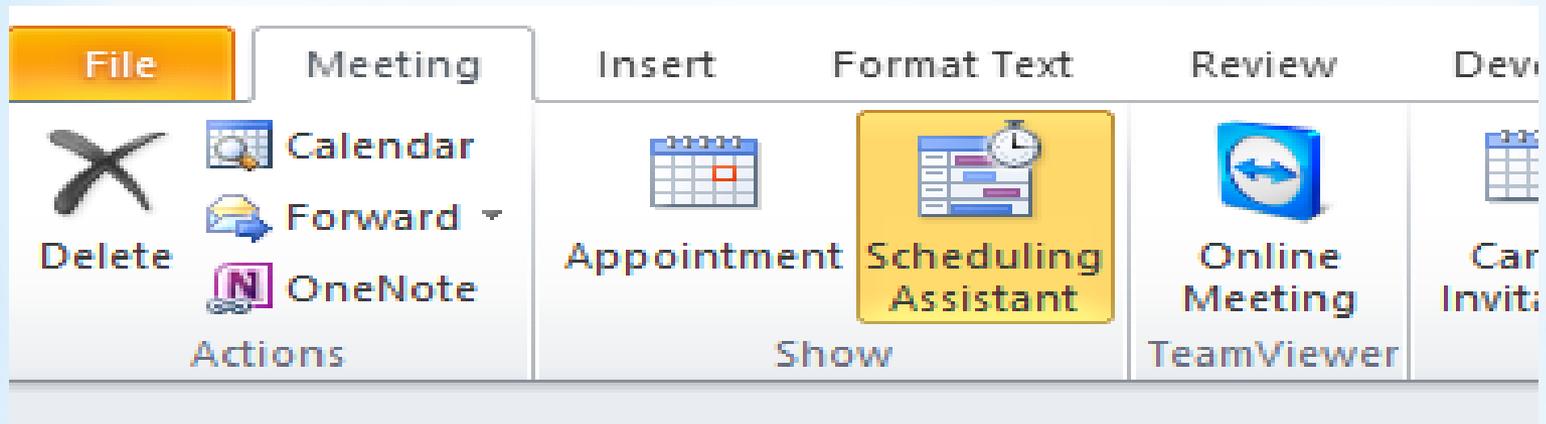
- Availability
- Reminder
- Time Zone
- Categorize



➤ Schedule Meeting

This is very similar to scheduling an appointment. The difference is that you are inviting others into your meeting.

- Click Calendar> New Meeting.
- After you fill in the Subject, Time required, then click on “Scheduling Assistant”.



- Scheduling Assistant allows you to look for booked times for everyone in your invite list, allowing you to schedule your meeting accordingly.
- You can also look for room availability for your desired time slot.

The screenshot displays the Outlook Scheduling Assistant interface for Monday, December 11, 2017. The interface is divided into several sections:

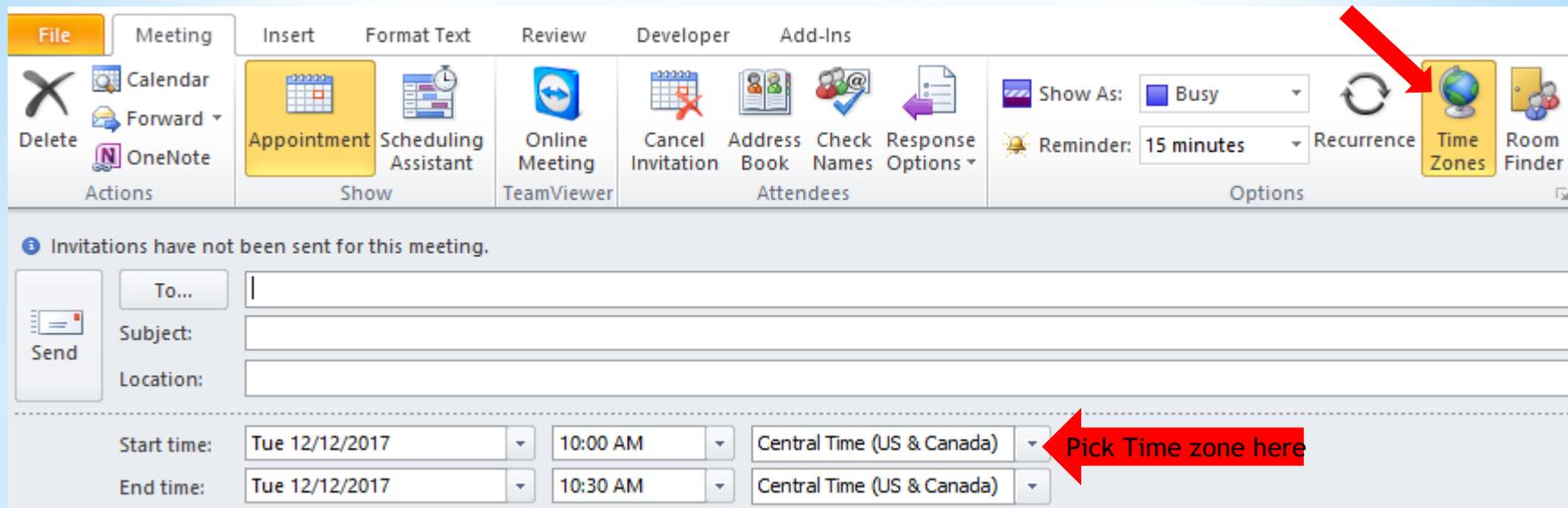
- Ribbon:** Contains tabs for File, Meeting, Insert, Format Text, Review, Developer, and Add-Ins. The Meeting tab is active, showing options like Calendar, Forward, OneNote, Appointment, Scheduling Assistant, Online Meeting, Cancel Invitation, Address Book, Check Names, Response Options, Show As (Busy), and Reminder (15 minutes).
- Calendar Grid:** Shows a grid for the day of Monday, December 11, 2017, with time slots from 4:00 to 4:00. Blue bars indicate busy times for attendees.
- Attendee List:** Located on the left, it lists attendees: All Attendees, Keshav Bansal, and Meeting Room - Main Floor. There is a link to "Click here to add a name".
- Bottom Panel:** Contains buttons for "Add Attendees..." and "Add Rooms...", along with fields for "Start time" (Tue 12/12/2017, 1:30 PM) and "End time" (Tue 12/12/2017, 2:00 PM).

On this side of the screen you can look for available times for attendees, as well as room availability.

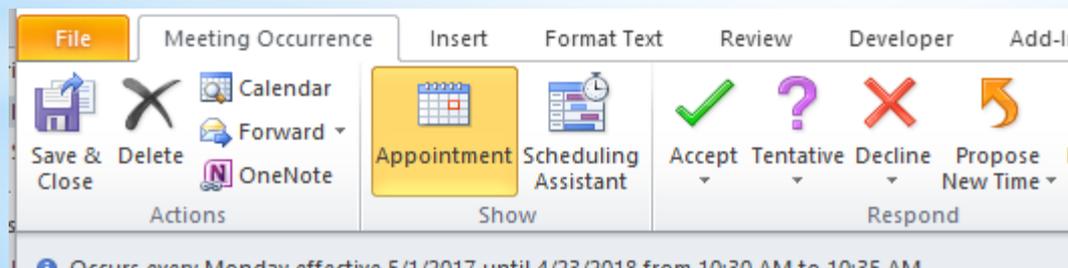
Click to add Attendee

Click to add Room

When scheduling meetings with multiple locations please remember to enable the “Time Zones” feature. It is critical. If not selected, then meeting start and end times can be misinterpreted.



✓ Responding to a Meeting request



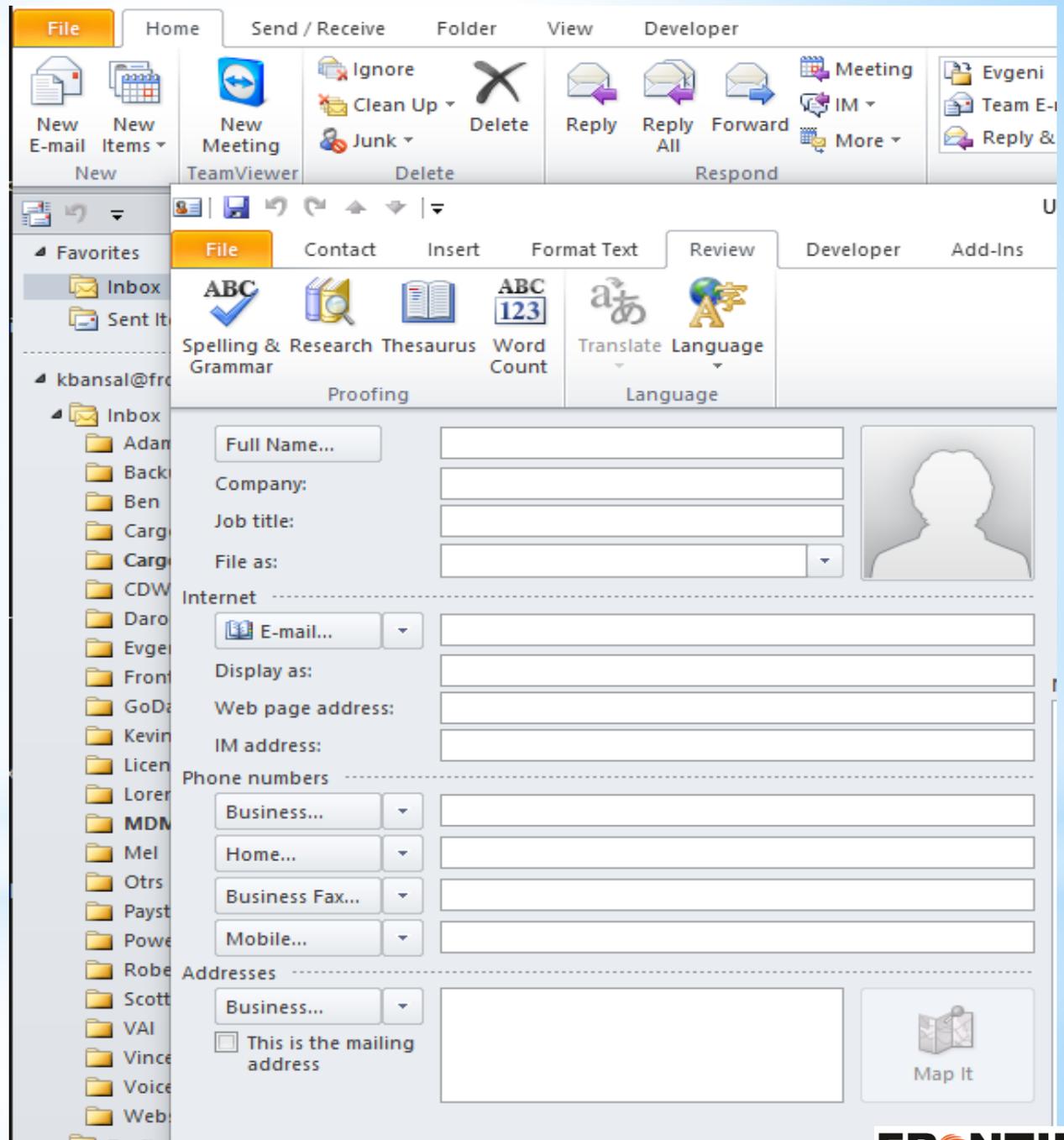
Responding to a Meeting request is very easy. Open the meeting request and Click on any of the responses.

- Accept
- Tentative
- Decline
- Propose New Time

You can also edit your response prior to sending your reply.

✓ Adding a Contact

To add a new contact:
Click > **New Items** > **Contact**
and then add in the required details.



You can also add a Contact from an email.

- Open the email and **right click** the person you want to add.
- Then select “Add to Outlook Contacts”.

