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.



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	Add Rooms	End time: Tue 12/12/20	117 - 2:00 PM -		
Click to add Room					

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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.

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Responding to a Meeting request



A Occurs even Monday effective 5/1/2017 until 4/23/2018 from 10:30 AM to 10:35 AM

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.

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

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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".



