Scheduling a Meeting in Outlook

Outlook Web / New Outlook

- 1. Open your Calendar (icon on left column: 🔤).
- 2. Select New event in the top-left.



- 3. Fill out meeting Title, Date/Time, and Recurrence (if applicable).
- 4. Add Attendees if there are other people who will be joining the meeting.
 - Outlook will automatically match your meeting time against the Attendees' calendars and notify you if there is a schedule conflict. Additionally, Outlook will send Attendees an email invite that allows them to add the meeting to their own calendars.
 - This field can be left blank if Attendees are irrelevant to your meeting.
- 5. Add the room you want to reserve in the Location field (field that says *Search for a room or location*).
 - Searching a room name will bring up a list of rooms to choose from. In the screenshot on the right, "conference" was searched, resulting in all campus rooms that contain "conference" in their name.
 - Below each room name are room details, including whether the room is available during the selected time, room capacity, and room features (e.g. projector, speakers, camera).
- After setting any additional meeting details, select Send near the top to send the meeting to the calendar system.



Outlook Desktop App

- 1. Open your Calendar (icon, either top-left or bottom-left depending on the version of Outlook).
- 2. Select New Meeting in the top-left.



- 3. Fill out meeting Title, Date/Time, and Recurrence (if applicable).
- 4. Add Attendees to the **Required** or **Optional** fields if there are other people who will be joining the meeting.
 - Outlook will send Attendees an email invite that allows them to add the meeting to their own calendars.

You haven't sent this meeting invitation yet.

- This field can be left blank if Attendees are irrelevant to your meeting.
- 5. Add the room you want to reserve in the Location field.
 - Searching a room name will bring up a list of rooms to choose from. In the screenshot on the right, "conference" was searched, resulting in all campus rooms that contain "conference" in their name.
 - Below each room name are room details, including whether the room is available during the selected time, room capacity, and room features (e.g. projector, speakers, camera).
- After setting any additional meeting details, select **Send** near the top to send the meeting to the calendar system.

\triangleright	Title	Test Meeting
Send	Required	<u>Jeffrey C. Good</u> ; ● <u>Timothy N. Dunlap</u> ;
	Optional	
	Start time	Tue 7/30/2024 📩 2:00 PM 👻 🗌 All da
	End time	Tue 7/30/2024 👘 2:30 PM 👻 ↔ Mak
	Location	conference
		Use this location
		(conference
		Suggestions
		IT Conference Room ⊙ Busy ♀6 ♥ Patric 모
		Admissions Conference Room ⊙ Available ♀ 8 ♥ Patric 모
		■ Hodel Conference Room ③ Available 2 15 Patric ↓ □ □ ↓ □ □ ↓ □ □
		Elibrary Conference Room ⊙Available ♀8 ♥ Patric ♥ □
		Conference Incorporated 11709 Bowman Green Dr, Reston, VA 20190
		• Browse with <u>R</u> oom Finder