Scheduling Meetings in Outlook

What are meetings in Outlook?
• Occur at a specific place
• Occur at specific time
• Involve more than one person

Outlook Terms
• Appointment – Occurs at a specific date/time
• Event – Occurs on a specific date (or dates)
• Task – To be completed, with optional due date, but no time

Why schedule meetings with Outlook?
• Assure attendee availability
• Automatic Calendar entry/update
• Automatic reminder
• Easy sharing agenda/related documents
• Fast and easy creation
• Auto tracking of invitation responses

Navigate the Calendar
• To view appointments for a specific date, click the date in the Date Navigator.
• To view appointments for a consecutive range of dates, drag the range of dates in the Date Navigator.
• To view appointments for a non-consecutive range of dates, select the first date to display in the Date Navigator, hold [Ctrl] and click the additional dates to display.
• To return display showing only appointments for one date, click the desired date in the Date Navigator.
• To view another month, click Today on the Ribbon.
• To change the way appointments appear in the scheduling area, select the Day, the Work Week, the Week, or the Month button on the Standard toolbar.

Schedule a Meeting
1. Select Calendar view or [Ctrl]-[2].
2. Click New Meeting on Ribbon (Home tab).
3. Enter attendees’ names in the To: field.
4. Complete the onscreen form.
   For repeating meetings, see “Create Recurring Meeting”.
5. When ready, click the Send button.

Create Recurring Meeting
1. Create or edit a meeting.
2. Click the Recurrence button on the Ribbon.
3. Select the desired options.
4. Click OK.

Edit a Meeting
1. Double-click the meeting in Calendar.
2. Make desired changes.
3. Click Send Update button.
   NOTE: If list of attendees has changed, you will be prompted whether to send only to new/deleted attendees or to all.
4. Click Save and Close button when done.

Track Meeting Responses
1. Double-click on the meeting.
2. Click the Tracking tab.
3. View the grid.

Cancel a Meeting
1. Select (click once on) the meeting to delete.
2. Click the Delete button on the Ribbon.
3. Select the desired notification option.
4. Click OK.
5. Click the Send button, if necessary.