

## SCHEDULE GROUP MEETINGS

With Outlook, it is possible to schedule meetings and invite attendees. There is an availability feature that allows you to select a date and time that is convenient for all attendees. When an attendee from within the organization is invited to the meeting, it is possible to automatically see their Outlook Calendar information. To see free/busy information from attendees outside of the organization, they have to make the Calendar available over the Internet.

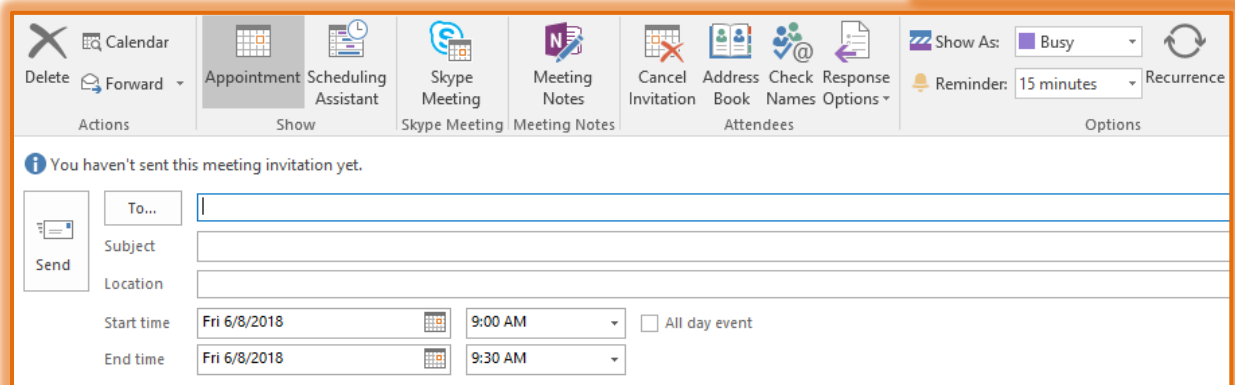
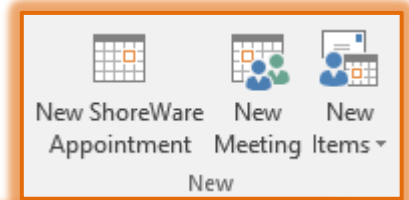
It is possible to indicate whether the attendance at the meeting is required or optional. You can also let Outlook select the meeting time.

After a time has been selected, a meeting request can be sent to each attendee inviting them to the meeting. The invited attendee can send a response indicating whether or not they are able to attend the meeting at the time it is scheduled. Outlook allows you to keep track of the responses from the invitees.

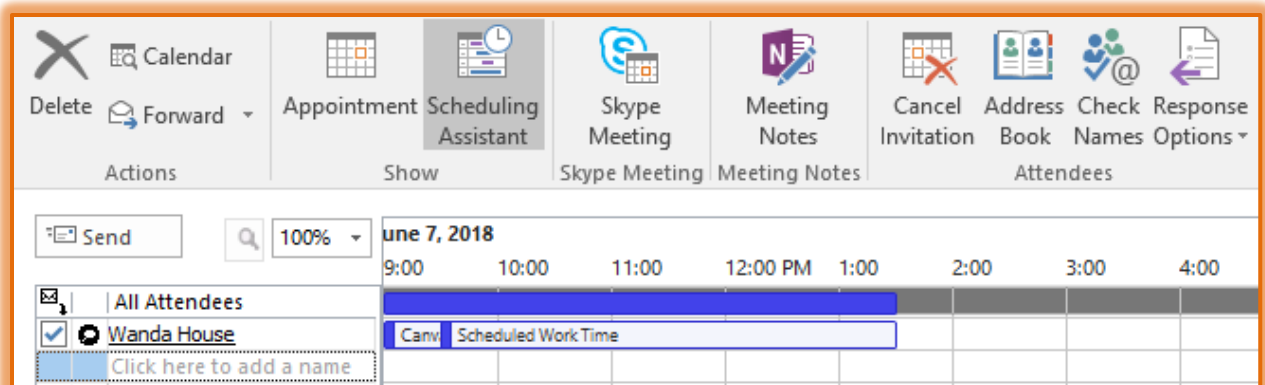
### SCHEDULE A MEETING

When you choose the invitees for a Group Meeting, you need to make sure that you use the **Global Address Book** rather than your Personal Address Book.

- ✦ Switch to the **Calendar** option.
- ✦ Click the **Home Tab**, if necessary.
- ✦ In the **New Group**, click the **New Meeting** button.
- ✦ The **Appointment** window will appear.



- ✦ For assistance with scheduling the meeting, click the **Scheduling Assistant** button in the **Show Group**.
- ✦ The **Scheduling Assistant** window will display.

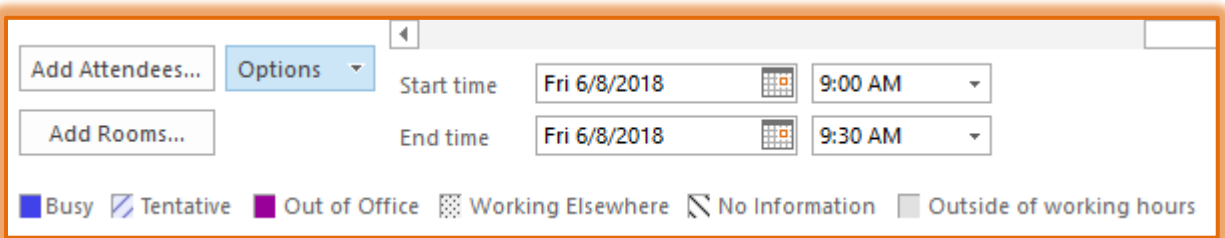


## INVITE ATTENDEES

- ✦ Do one of the following to add additional people to invite to the meeting:
  - ✦ Under your name, click the option, **Click here to add a name**.
  - ✦ Input the name of the person who you want to attend the meeting.
    - That person's name will have to be in the **Global Address List** in order for this to work.
    - For a list of the members of the organization, it is best to use the **Global Address List**.
  - ✦ Click the arrow symbol to the left of the person's name.
  - ✦ A drop-down menu will appear.
  - ✦ Choose one of the options from the list. These options are:
    - **Required Attendee**
    - **Optional Attendee**
    - **Resource** (Room or Equipment)

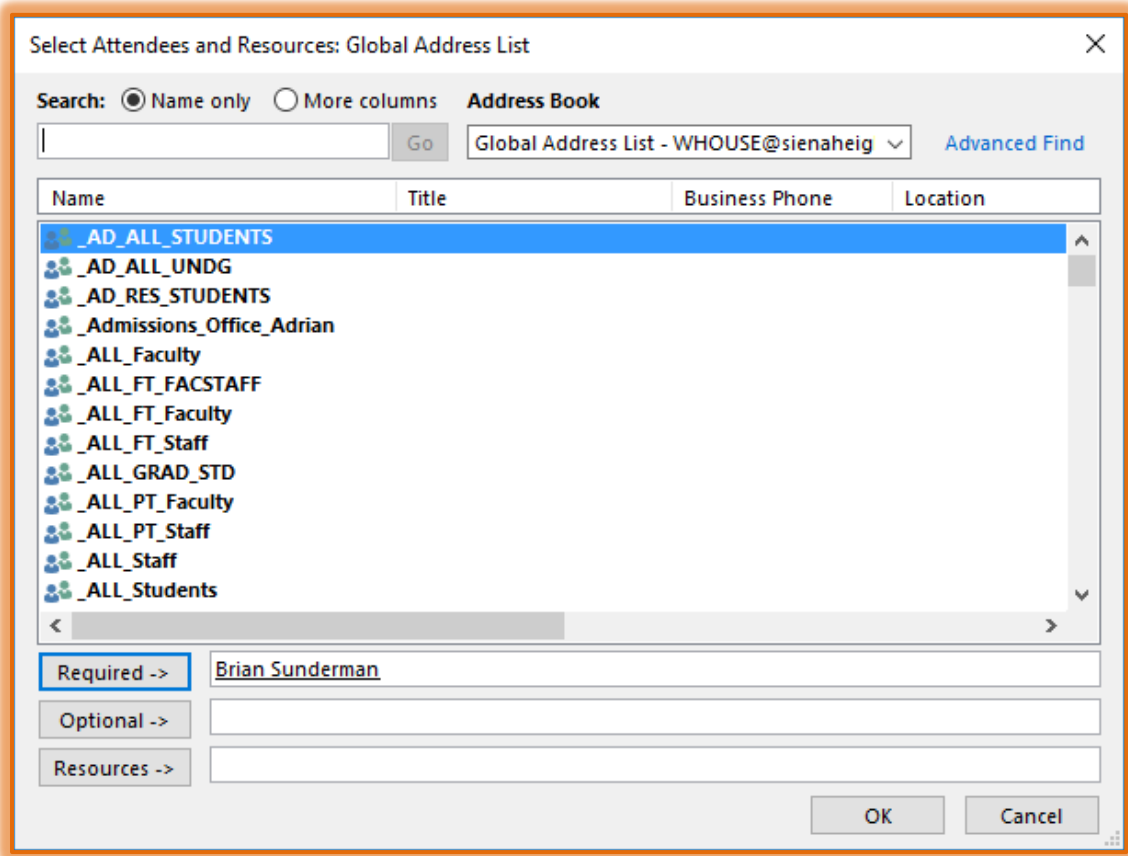
or

- ✦ Click **Add Attendees**.



The screenshot shows a meeting invitation interface. At the top left, there is a button labeled 'Add Attendees...' and a dropdown menu labeled 'Options'. To the right, there are fields for 'Start time' (Fri 6/8/2018, 9:00 AM) and 'End time' (Fri 6/8/2018, 9:30 AM). Below these fields, there are several status options:  Busy,  Tentative,  Out of Office,  Working Elsewhere,  No Information, and  Outside of working hours.

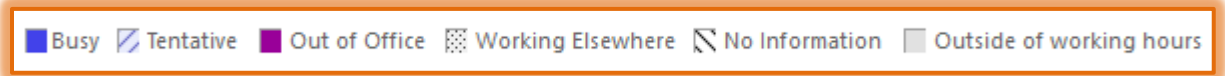
- ✦ The **Select Attendees and Resources** window will display.



The screenshot shows a window titled 'Select Attendees and Resources: Global Address List'. At the top, there is a search section with 'Search:  Name only  More columns' and 'Address Book'. Below this is a search box with a 'Go' button and a dropdown menu showing 'Global Address List - WHOUSE@sienaheig'. There is also a link for 'Advanced Find'. The main area is a list table with columns: Name, Title, Business Phone, and Location. The list contains several entries, with '\_AD\_ALL\_STUDENTS' selected. Below the list, there are three input fields for adding attendees: 'Required ->' (containing 'Brian Sunderman'), 'Optional ->', and 'Resources ->'. At the bottom right, there are 'OK' and 'Cancel' buttons.

- ✦ In the **Search** box, enter the first name of a person you want to invite to the meeting.

- ✦ For each name entered, click one of the buttons: **Required**, **Optional**, or **Resources**.
- ✦ The name of the selected attendee will appear in the box.
- ✦ The status of the invitee will be highlighted in one of the colors shown in the illustration below.



- ✦ The **No Information** status would indicate that the person is not an Exchange client or that they are not using the Calendar feature in Outlook.
- ✦ The **blue highlighted** area indicates the time of the appointment.
- ✦ Click **Appointment** in the **Show Group**.
- ✦ The **Appointment** window will appear.
- ✦ The names of the **Invitees** will appear in the **To** box.
- ✦ In the **Subject** box, type a description of the meeting.
- ✦ Enter the location for the meeting in the **Location** box.
- ✦ To make the meeting recurring, click the **Recurrence** button and select a recurrence pattern.
- ✦ Select any other desired options.
- ✦ To add additional invitees or to change the time, click the **Scheduling Assistant** button.

### SEND THE MEETING REQUEST

- ✦ Click **Send**.
- ✦ The scheduled meeting should appear in your calendar.
- ✦ The meeting will appear as **Tentative** in the attendees **Calendars** until they **Accept** the **Meeting Request**.