

## Using Outlook to Determine Availability and Send Meeting Requests

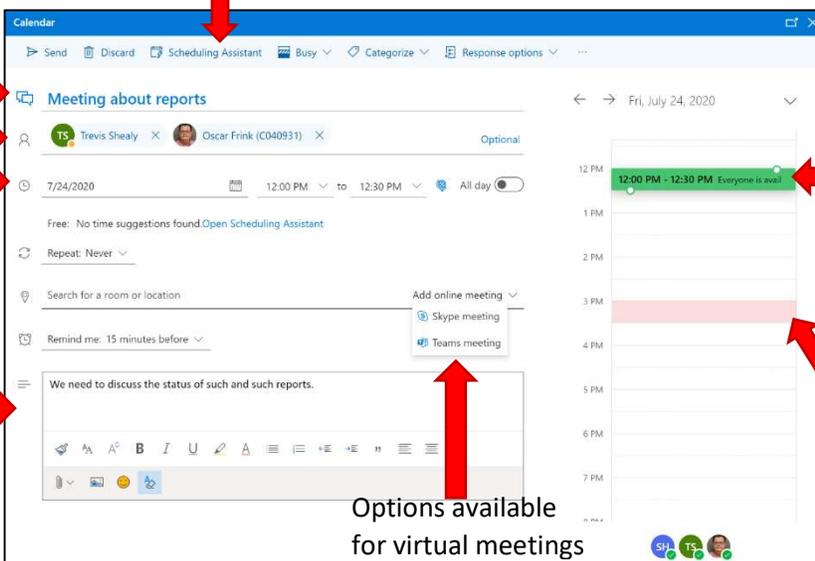
If you need to schedule a meeting with a colleague or colleagues, instead of e-mailing and inquiring about their availability, Outlook has a scheduling feature that allows you to view what times and days attendees are available and then send a meeting request. The following explains how to use Outlook through your browser as well as the Outlook desktop app.

### Outlook Browser Version

1. In Outlook, select the Calendar icon in the bottom left hand corner.
2. Select New Event.
3. Fill in the meeting details. Select Send when complete.



### Scheduling assistant



Meeting title

Attendees

Select day and time

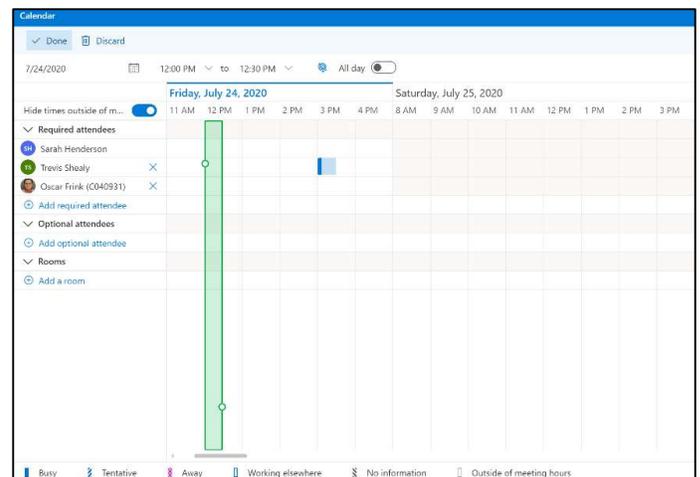
Reason for the meeting, topics to discuss, etc.

Options available for virtual meetings

Green indicates that each person is available for the selected time and date

Red indicates that one of the attendees is not available for that specific time frame

\*\*\*If there are multiple attendees, selecting Scheduling Assistant may be easier to view availability. There are also options, on this screen, to change dates and times, as well as add or remove attendees. Select Done and then select Send.



## Outlook Desktop App Version

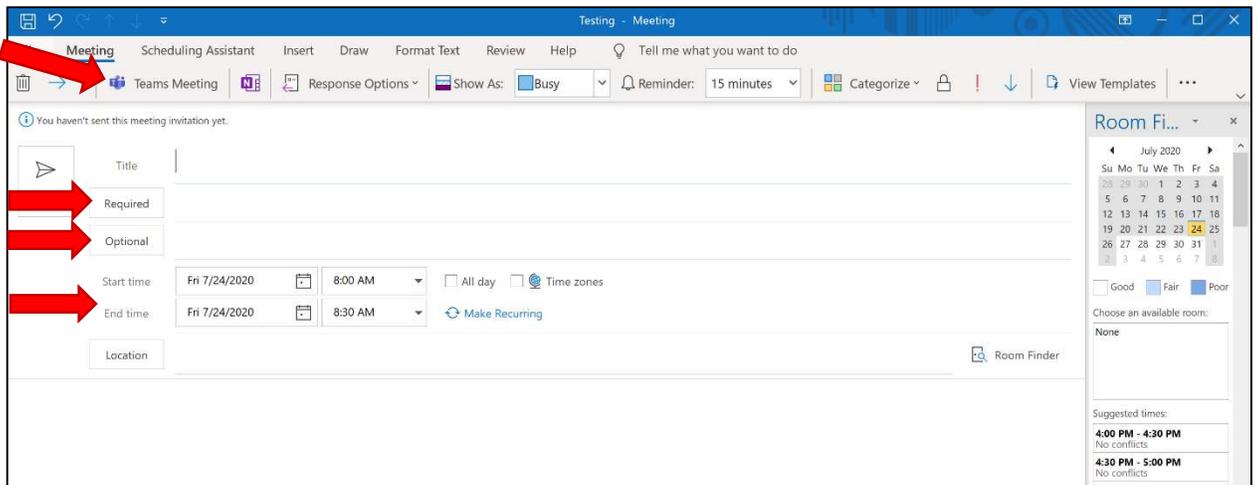
1. In Outlook, select the Calendar icon in the bottom left hand corner.
2. Select New Appointment.
3. Enter meeting title.
4. Select Invite Attendees at the top of the task bar.
5. Fill in the meeting details.



Option to request a Teams meeting

Required Attendees  
Optional Attendees

Select day and time



6. Use the Scheduling Assistant tab to find availability, among the attendees, to schedule the meeting. There are also options, on this screen, to change dates and times, as well as add or remove attendees. Select Send when complete.

