

Outlook – Scheduling a Meeting

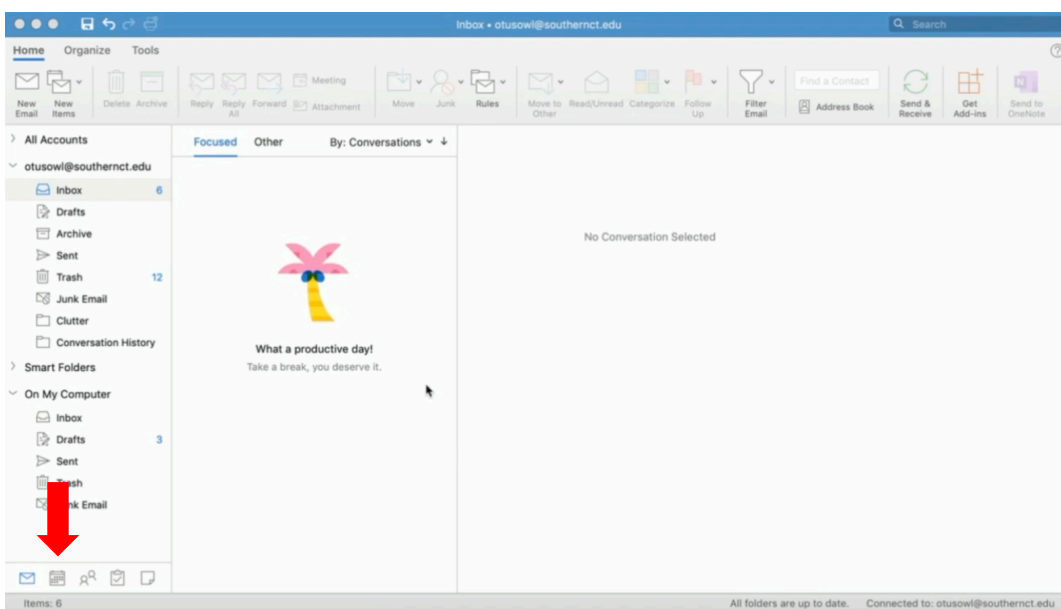
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Introduction

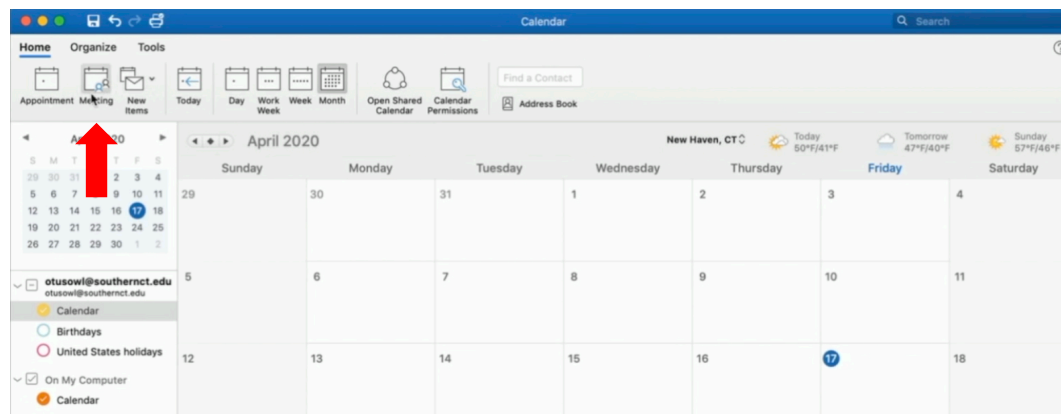
This guide will show how to schedule a meeting within the Outlook program and Outlook Web App (OWA) platforms.

Scheduling a meeting in the Outlook program

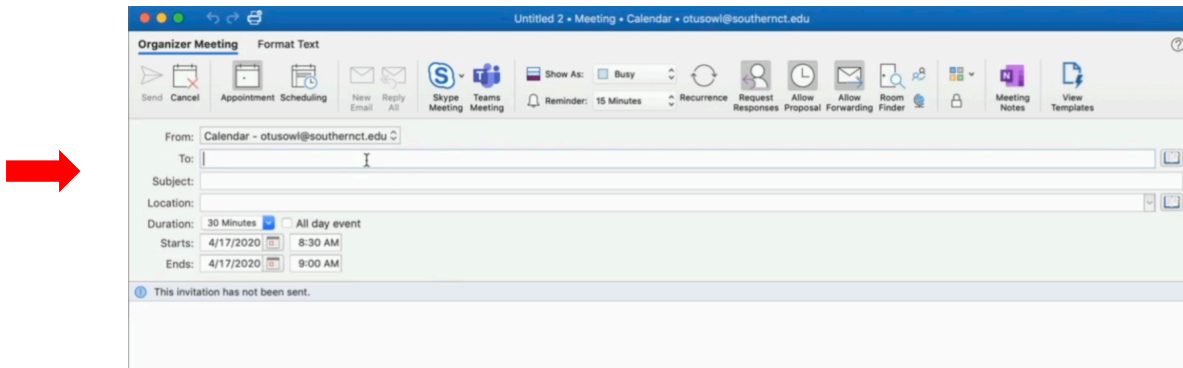
1. Open the Outlook program.
2. Select the calendar icon in the bottom left-hand corner.



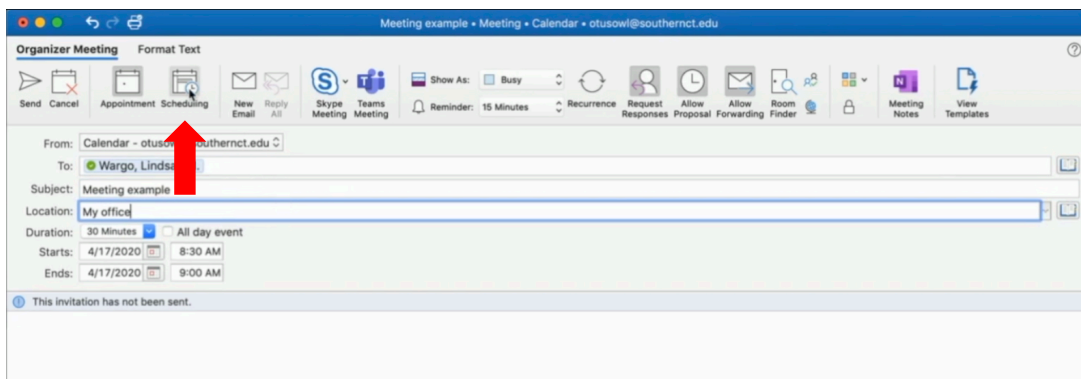
3. Select “Meeting” or “Appointment”. In this document, we will be looking at a meeting.



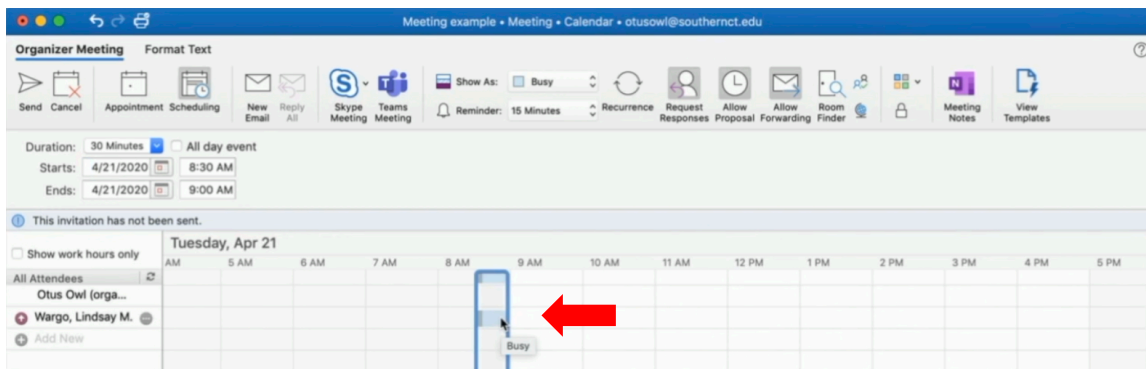
4. Enter the meeting details – Attendees, subject, etc.



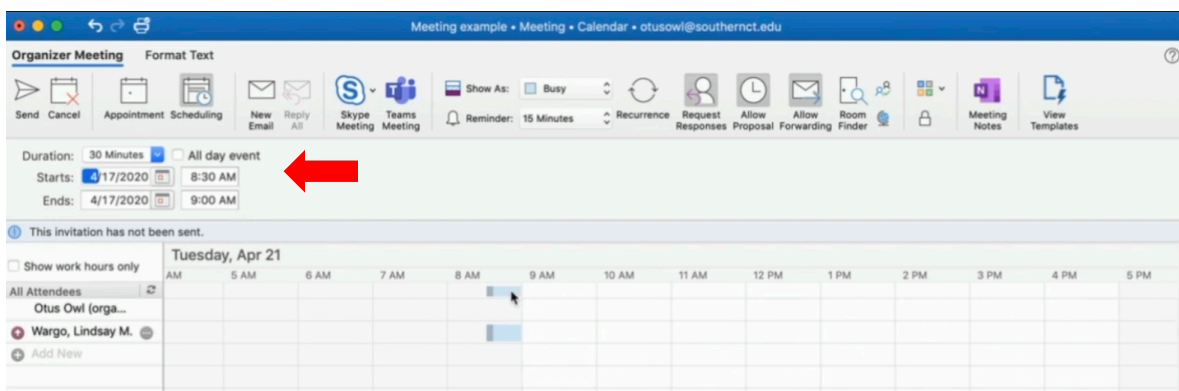
5. If you need assistance in scheduling a date and time where each individual is available, select “Scheduling”. This will open a scheduling assistant to show individuals’ Outlook calendars.



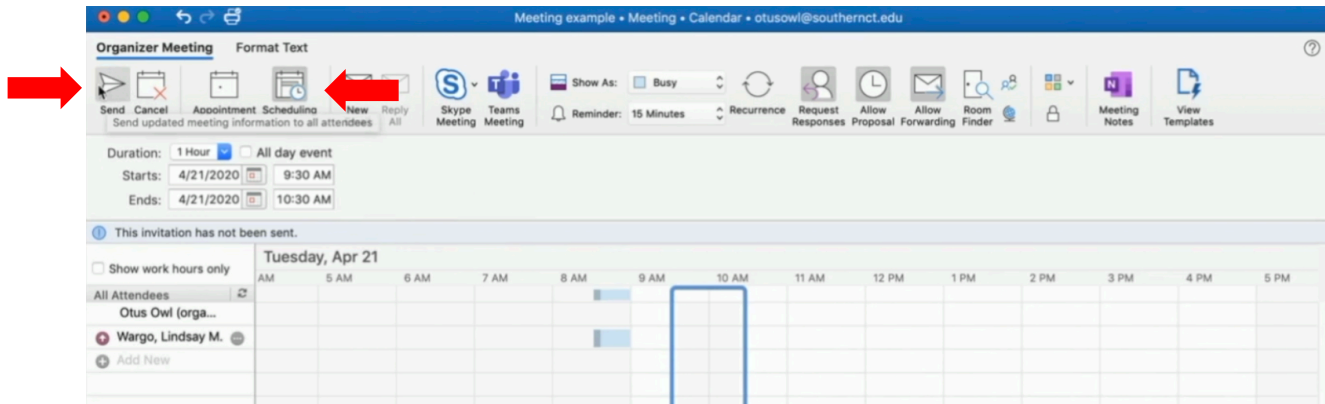
6. Any previously scheduled Outlook events will be shown as blocked out. Selecting and hovering over a block will show the status set for the event – free, busy, etc.



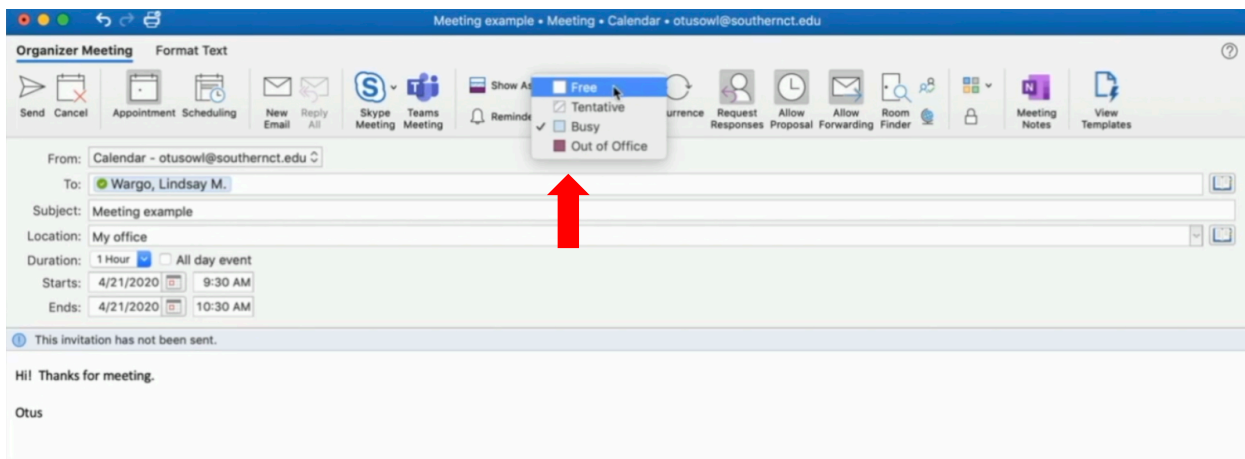
7. Set the duration of your event and an ideal start and end date/time or scroll through the weekly calendar below to find a day/time with availability.



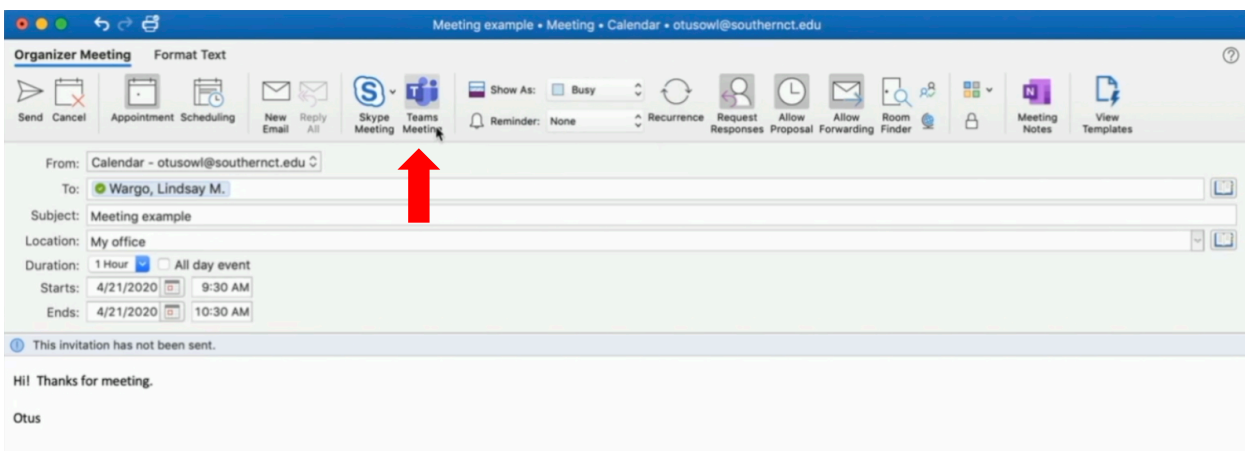
8. Once your time slot is selected, you may select “Send” from here if finished or select “Scheduling” again to return to the meeting invitation and add details.



9. You may change the status of the event (busy, free, tentative, or out of office) by selecting the “Busy” drop-down menu.



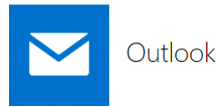
10. To schedule this as a Microsoft Teams meeting, select “Teams Meeting”. This will set Teams as the location of the event.



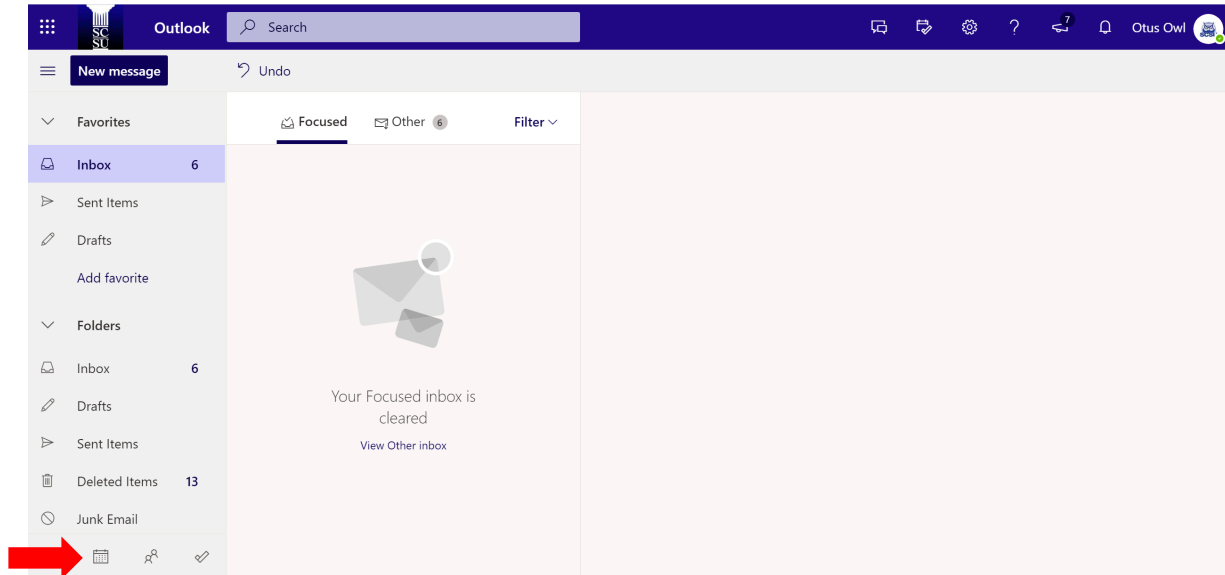
11. Select “Send” when finished. This will send the user(s) an email invitation to your meeting.

Scheduling a meeting in the Outlook Web App (OWA)

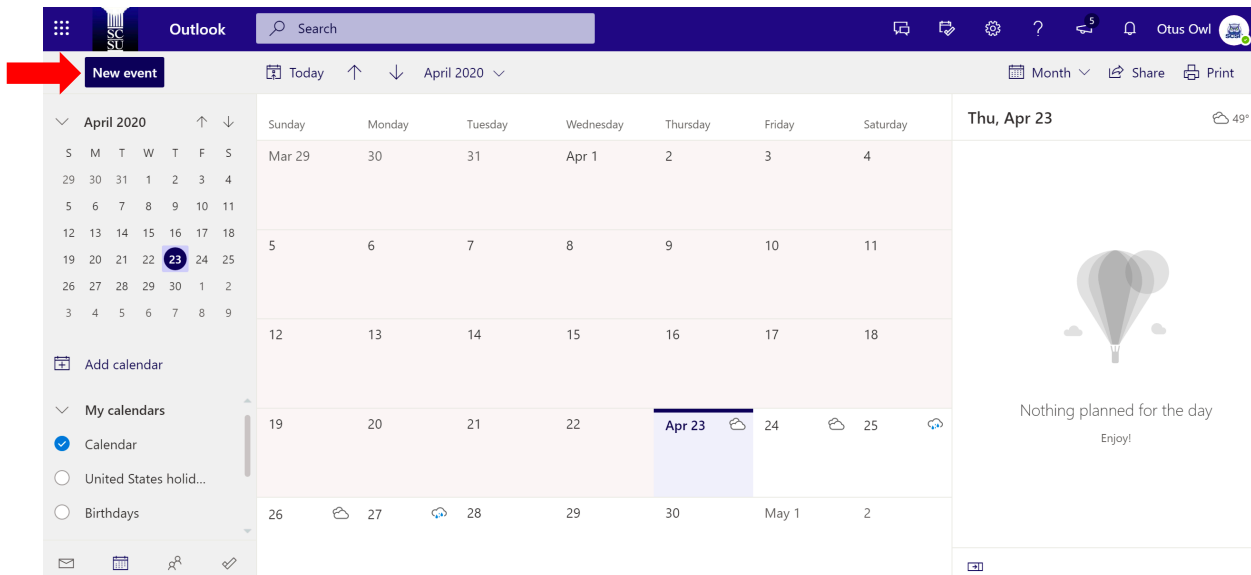
1. Open an internet browser and go to MyApps.southernct.edu.
2. Log in with your full SCSU email address and password.
3. Select the "Outlook" program from the app panel.



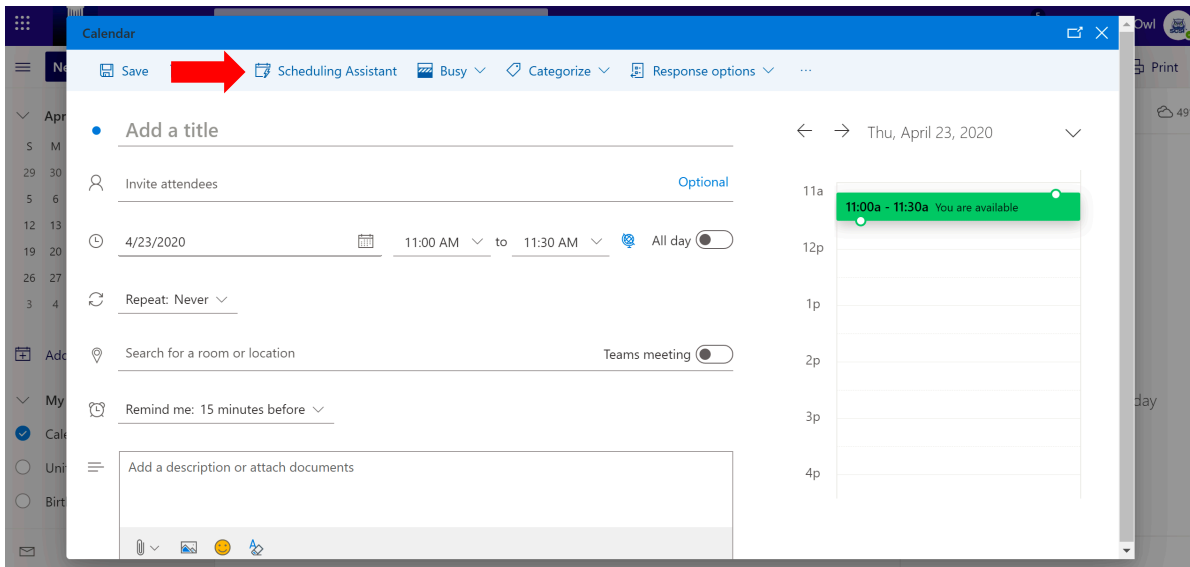
4. Select the calendar icon in the bottom left-hand corner.



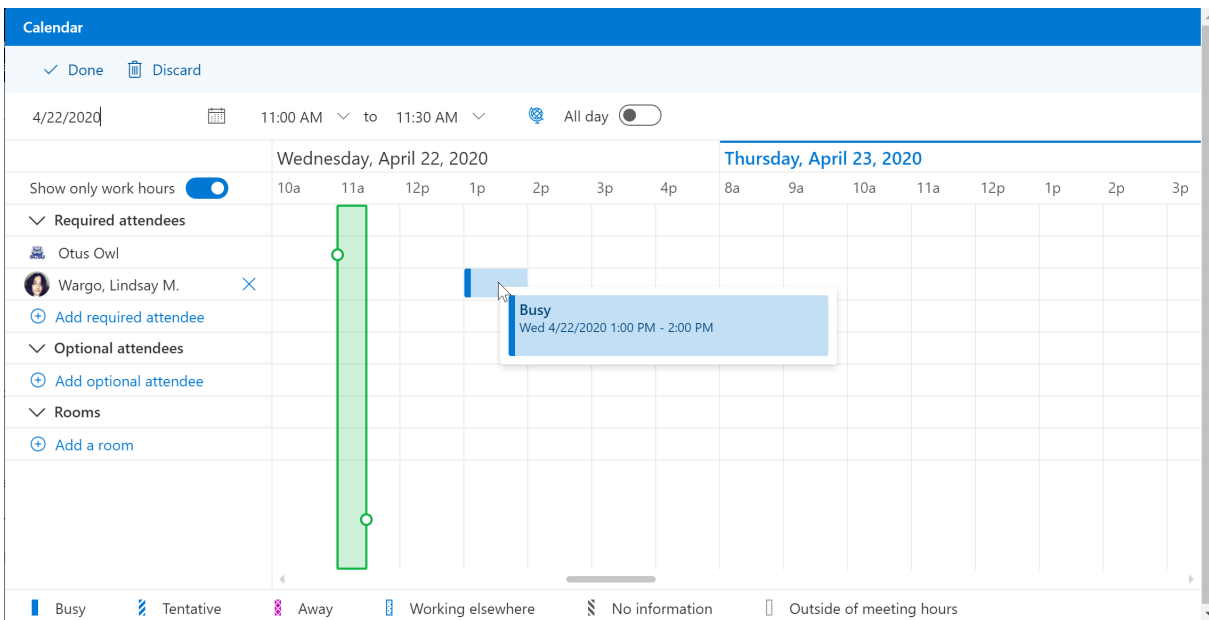
5. Select "New event".



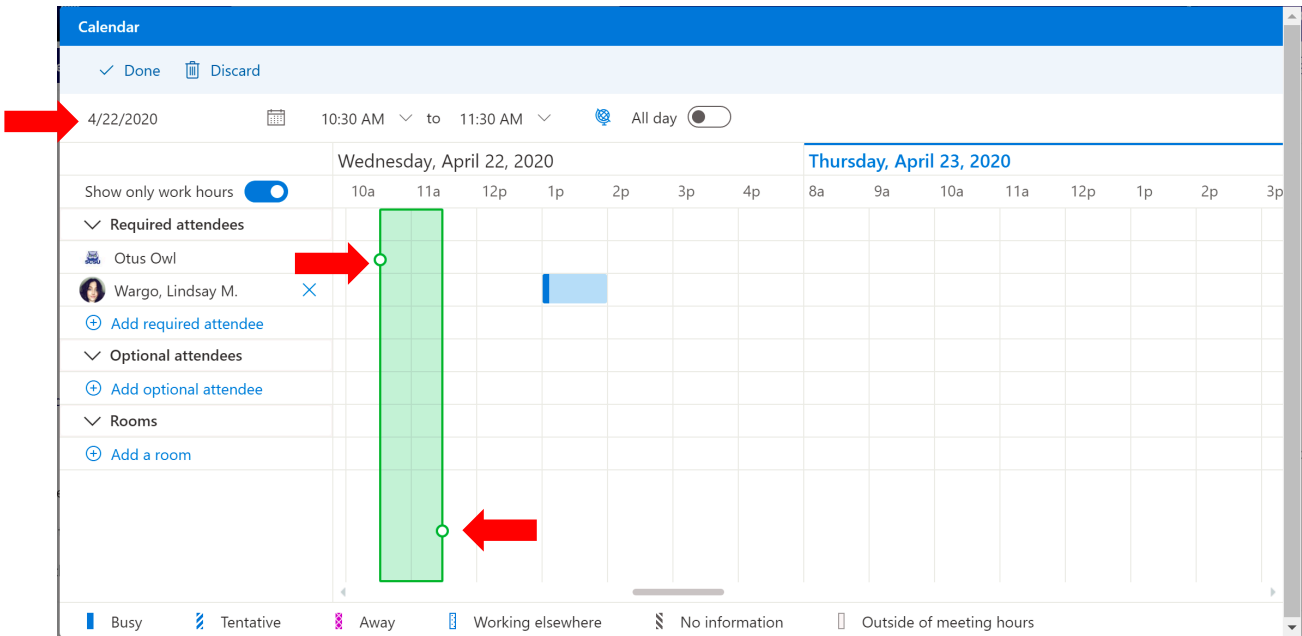
6. Enter the meeting details – Title, attendees, etc. To view the attendees’ availability, select “Scheduling Assistant” on the top menu.



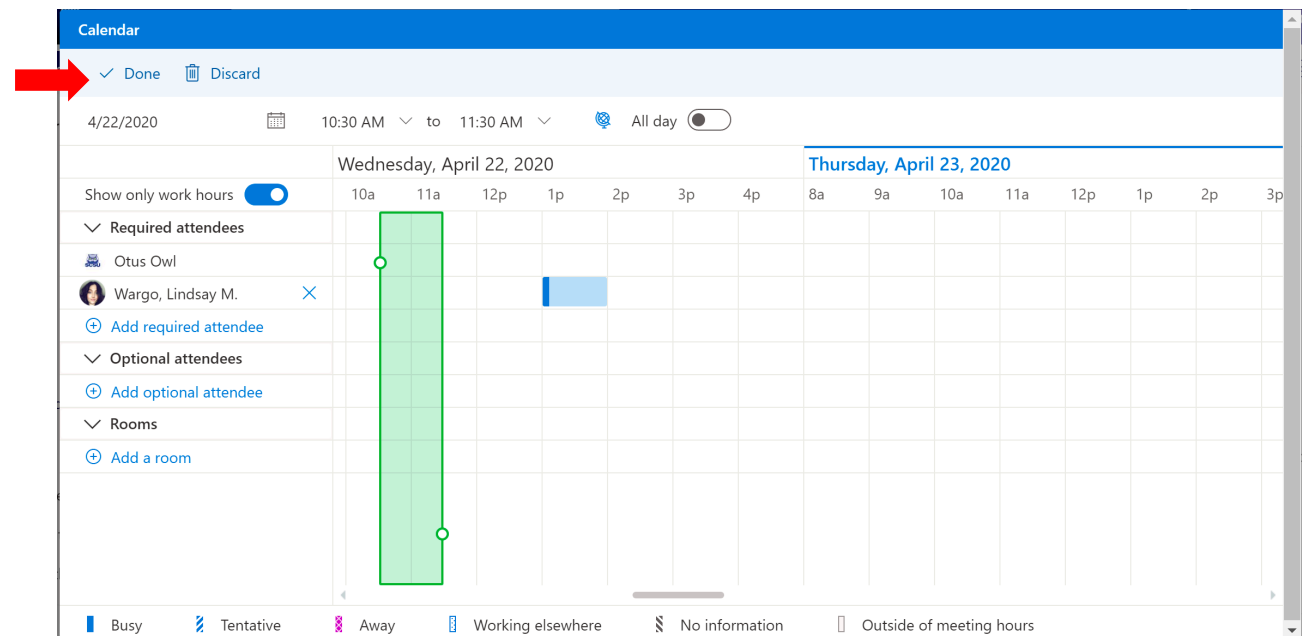
7. Scroll through the calendar to find open time slots or set a day/time at the top to jump there. Previously scheduled events will appear blocked out. You may hover over an event to see details.



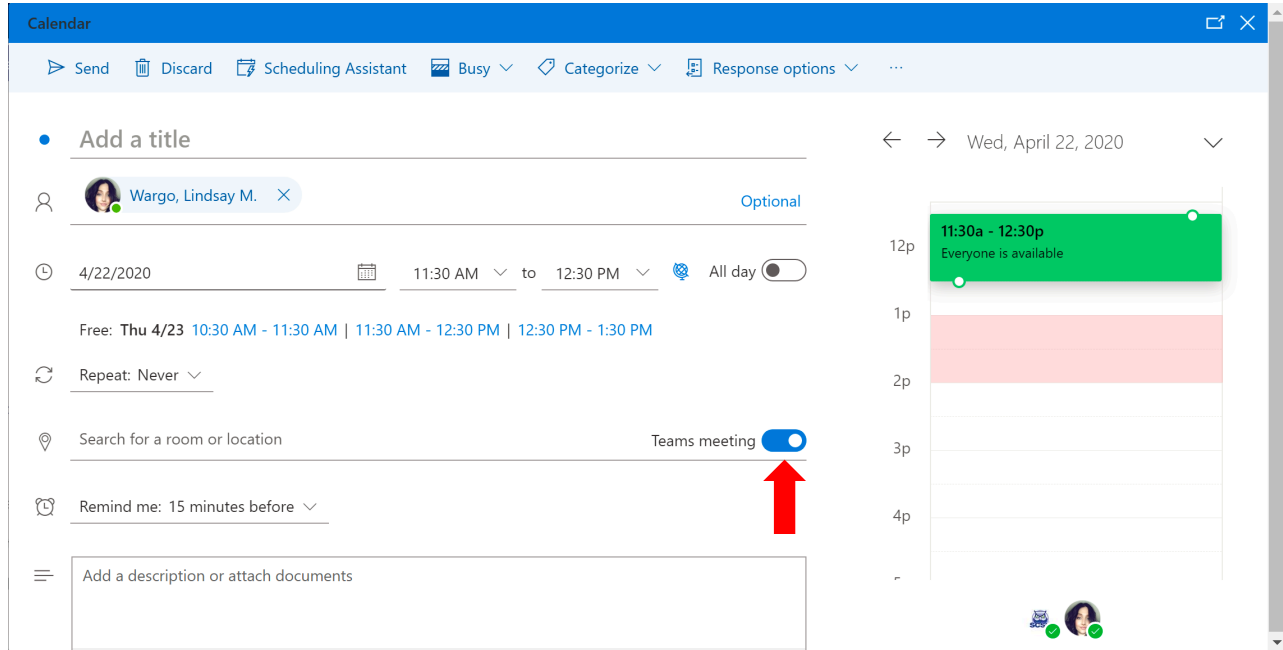
8. When a time slot is selected, you may change the duration by clicking and dragging the highlighted box, or by changing the start and end time on the top menu.



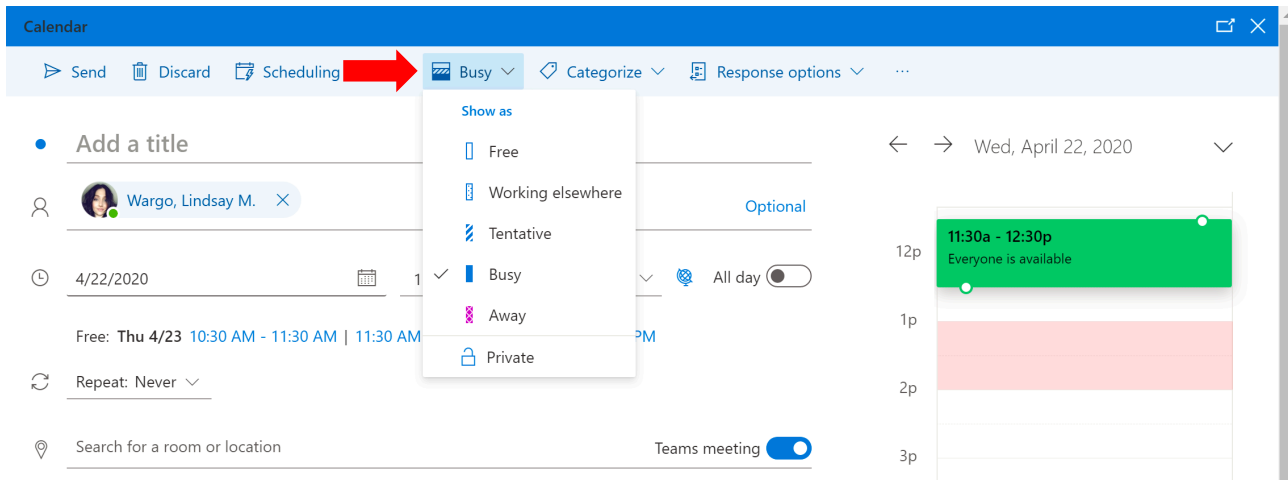
9. Select "Done" to close the scheduling assistant and return to the invitation.



10. Finish setting meeting details, such as location. To schedule this as a meeting in Microsoft Teams, click the slider next to “Teams meeting”.



11. You may change the status of the event (busy, free, tentative, or out of office) by selecting the “Busy” drop-down menu.



12. Select “Send” when finished.