

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.

●●● 日 5 2 🛱		Inbox • otusowi@southernct.edu	Q Search
Home Organize Tools			0
New New Rems	Reply Reply Forward & Attachment Move Junk		Find a Contact Filter Email Address Book Send & Receive Address Contact Send & Contact Conta
> All Accounts	Focused Other By: Conversations ~ +		
✓ otusowl@southernct.edu			
inbox 6			
	What a productive day! Take a break, you deserve it.	No Conversation Selected	
M and a second seco			All folders are up to date. Connected to: otusowillisouthernct.edu

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

●●● 日 ちぐ母			Calenda	r		Q Search	
Home Organize Tools	Today Day Work Week		Calendar ermissions				0
▲ Az 20 ► S M T T F S	April 202 Sunday	Monday	Tuesday	New Wednesday	Haven, CT C Control Today	41°F Tomorrow 47°F/40°I Friday	Sunday 57°F/46°F Saturday
29 30 31 2 3 4 5 6 7 9 10 11 12 13 14 15 16 12 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2	29	30	31	1	2	3	4
 otusowl@southernct.edu otusowl@southernct.edu Calendar Birthdays 	5	6	7	8	9	10	11
United States holidays Un My Computer Calendar	12	13	14	15	16	Ø	18

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

	5 건 월			Untitled 2 • Meeting • Cale	ndar • otusowl@	southernct.edu				
Organizer M	feeting Format Text									0
Send Cancel	Appointment Scheduling	New Reply Email All	Skype Teams Meeting Meeting	Show As: Busy	C Recurrence	Request Allow Responses Proposal	Allow Forwarding Finder	A Meeting Notes	View Templates	
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To:		I								
Subject:										
Location:										~
Duration:	30 Minutes 🔽 🗌 All day e	vent								
Starts:	4/17/2020 💿 8:30 AM									
Ends:	4/17/2020 9:00 AM									
This invita	tion has not been sent.									

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.

	ち 순 🛱 Meeting example → Meeting • Calendar • otusowl@southernct.edu	
Organizer M	Meeting Format Text	0
	📅 🔚 🖂 💭 🞁 🖨 Show As: 💷 Buay 💿 🕂 🧛 🕒 🖂 🔂 🖉 📲 📲 📑	
Send Cance		
From:	Calendar - otuson Bouthernot.edu C	
To:	@ Wargo, Lindsa	
Subject:	Meeting example	
Location:	My office	
Duration:	30 Minutes 🧧 🗌 All day event	
Starts:	4/17/2020 🔲 8:30 AM	
Ends:	4/17/2020 🗊 9:00 AM	
This invit.	ation has not been sent.	

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.

●●●				Mee	eting example	• Meeting • 0	Calendar • otuso	wl@south	ernct.edu					
Organizer Meeting F	ormat Text	1												?
Send Cancel Appointme	ent Schedulin	ng New Email		kype Teams Heeting Meeting	Show As	Busy 15 Minutes	C Recurrence	Request Responses	Allow Allo Proposal Forwar	2 Ly	e8 ≣ ⊈ A	Meeting Notes	View Templates	
Duration: 30 Minutes Starts: 4/21/2020 Ends: 4/21/2020 (1) This invitation has not the start of the start	 8:30 9:00 	ay event 0 AM 0 AM												
	Tuesd	ay, Apr 21												
Show work hours only	AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM
All Attendees	2													
Otus Owl (orga														
😡 Wargo, Lindsay M. 🍵														
Add New						Busy								

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.

Organizer Meeting Fo	rmat Text													?
Send Cancel Appointmen	t Scheduling	New R Email	-	ype Teams eting Meeting	Show As:		C Recurrence	Request Responses	Allow All Proposal Forward	w Room g		Meeting Notes	View Templates	
Duration: 30 Minutes Starts: 30 Minutes		-												
Ends: 4/17/2020	9:00 A													
Ends: 4/17/2020	9:00 A	И		_										
Ends: 4/17/2020	9:00 A een sent. Tuesday	И	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM
Ends: 4/17/2020	9:00 A een sent. Tuesday	, Apr 21	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM
Ends: 4/17/2020	9:00 A een sent. Tuesday	, Apr 21	6 AM	7 AM		9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM

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.

Organizer Meeting	Format Tex	t												
Send Cancel Appointr Send updated meeting	ment Schedul	ing New	Reply Sky) ~ F pe Teams ting Meeting	Show As:		C Recurren	Request Responses	Allow Al Proposal Forw	7 4	8 8 ~	Meeting Notes	View Templates	
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Ends: 4/21/2020	0 💿 10:3	0 AM												
Ends: 4/21/2020	0 0 10:3 t been sent.	o am day, Apr 21												
Ends: 4/21/2020	0 0 10:3 t been sent.		6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 P
Ends: 4/21/2020	0 10:3 t been sent. Tueso	day, Apr 21		7 AM	8 AM		10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 P
Ends: 4/21/2020 This invitation has not Show work hours only	0 0 10:3 t been sent. Tuesc AM	day, Apr 21		7 AM			10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 F
Ends: 4/21/2020 This invitation has not Show work hours only All Attendees	0 0 10:3 t been sent. Tueso AM	day, Apr 21		7 AM			10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 P

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

	· ♥ · ♥ · Meeting example • Meeting • Calendar • otusowl@southernot.edu	
Organizer M	Meeting Format Text	?
Send Cancel	Email All Meeting Meeting Content in the second sec	
From:	Calendar - otusowi@southernct.edu 0	
To:	🛛 Wargo, Lindsay M.	
Subject:	Meeting example	
Location:	My office	-
	1 Hour 📴 🗌 All day event	
Starts:	4/21/2020 🗊 9:30 AM	
Ends:	4/21/2020 🗇 10:30 AM	
() This invita	ation has not been sent.	
Hi! Thanks f	for meeting.	
Otus		

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

•••	ち ご 🗗 Meeting example • Meeting • Calendar • otusowl@southernct.edu	
Organizer M	Meeting Format Text	?
Send Cancel	Appointment Scheduling New Reply Email All Skype Teams Meeting Meeeting Meeting Meeting Meeting Meetin	
From:	Calendar - otusowl@southernct.edu 0	
To:	© Wargo, Lindsay M.	
Subject:	Meeting example	
Location:	My office	-
Duration:	1 Hour 🧧 🗌 All day event	
Starts:	4/21/2020 🗊 9:30 AM	
Ends:	4/21/2020 🗊 10:30 AM	
1 This invita	ation has not been sent.	
Hi! Thanks f	or meeting.	

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 <u>MyApps.southernct.edu</u>.
- 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.

	SC	Outlook	✓ Search	G	G 🕏	G 🛱 🔅	日 🗟 🛞 ?	G 🛱 🍥 ? 🥰	日 ほ ◎ ? <² 0	G tip ③ ? < ⁷ Q Otus Owl	に日 🗟 🍥 ? 🛁 Otus Owl 🌉
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\sim	Favorites		∐ Focused ⊠ Other 6 Filter ∨								
A	Inbox	6									
⊳	Sent Items										
Ø	Drafts										
	Add favorite										
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	Inbox	6									
Ø	Drafts		Your Focused inbox is cleared								
⊳	Sent Items		View Other inbox								
Ĩ	Deleted Item	s 13									
\odot	Junk Email										
		~ ~									

5. Select "New event".

III SC Outlook	, ← Search		Ģ 🛱	→ 🐯 ? 🔩 Q Otus Owl 🧕
New event	訂 Today 个 🌙 April 20	D20 ~		🛗 Month 🗸 🖻 Share 🛱 Print
\checkmark April 2020 \uparrow \downarrow	Sunday Monday	Tuesday Wednesday Thursday	Friday Saturday	Thu, Apr 23
S M T W T F S 29 30 31 1 2 3 4 5 6 7 8 9 10 11	Mar 29 30	31 Apr 1 2	3 4	
12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9	5 6	7 8 9	10 11	
Add calendar	12 13	14 15 16	17 18	
 My calendars Calendar United States holid 	19 20	21 22 Apr 23	<u>රි</u> 24 <u>රි</u> 25 ඉ	Nothing planned for the day Enjoy!
O Birthdays	26 🗠 27 🗭	28 29 30	May 1 2	
⊠ k ^A &				=]

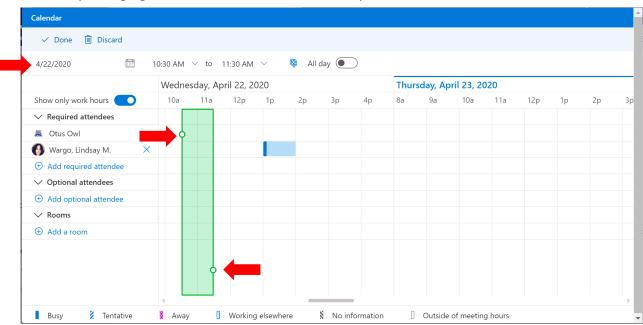
6. Enter the meeting details – Title, attendees, etc. To view the attendees' availability, select "Scheduling Assistant" on the top menu.

	Caler	idar		C	
		Save 📴 Scheduling Assistant 🔤 Busy 🗸 🖉 Categorize 🗠 📱 Response opti	ions 🗸 \cdots		급 Print
✓ Ap s M	•	Add a title	\leftarrow \rightarrow Thu, Ap	oril 23, 2020 🗸	€ <u>3</u> 49°
29 30 5 6	X	Invite attendees Optional		0a You are available	
12 13 19 20	Ŀ	4/23/2020	12p		
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🗄 Ad	c 🛇	Search for a room or location Teams meeting	2р		
✓ My ✓ Cal	Q	Remind me: 15 minutes before V	Зр		day
O Un	i =	Add a description or attach documents	4p		
O Bir	t				
		U 🗸 📾 😑 🏠			-

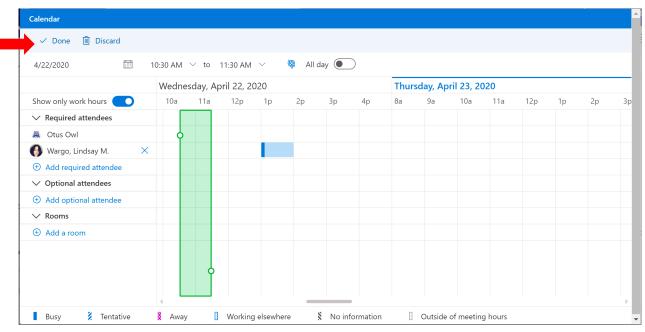
7. Scroll through the calendar to find open time slots or set a day/time at the top to jump there. Previously scheduled events will appear blocked out. You may hover over an event to see details.

Calendar																		
✓ Done 🔟 Discard																		
4/22/2020 🛅 11:00 AM \checkmark to 11:30 AM \checkmark 🧕 All day 💽																		
	Wednesday, April 22, 2020					Thurs	sday, Ap	ril 23, 20	020									
Show only work hours 🗾	10a	11a	12p	1р	2p	Зp	4p	8a	9a	10a	11a	12p	1р	2p	Зp			
\checkmark Required attendees																		
🟯 Otus Owl		6																
🚯 Wargo, Lindsay M. 🛛 🗙																		
Add required attendee		Busy Wed 4/22/2020 1:00 PM - 2:00 PM																
\checkmark Optional attendees																		
Add optional attendee																		
∨ Rooms																		
🕀 Add a room																		
	4	0													•			
Busy 💈 Tentative 💈 Away 🚦 Working elsewhere 💲 No information 🔹 Outside of meeting hours																		

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".

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\triangleright	Send 📋 Discard 🛱 Scheduling Assistant 🔤 Busy 🗸 🖉 Categorize 🗸 🚦 Response options 🛇	V ···
•	Add a title	\leftarrow \rightarrow Wed, April 22, 2020 \checkmark
8	🚱 Wargo, Lindsay M. 🗙 Optional	
Ŀ	4/22/2020	11:30a - 12:30p 12p Everyone is available
	Free: Thu 4/23 10:30 AM - 11:30 AM 11:30 AM - 12:30 PM 12:30 PM - 1:30 PM	1p
Ĉ	Repeat: Never \vee	2р
\Diamond	Search for a room or location Teams meeting	Зр
Ø	Remind me: 15 minutes before V	4p
=	Add a description or attach documents	-
		×, 🚱

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

Calen	dar		
⊳	Send 🖻 Discard 🛱 Scheduling	Busy \checkmark \bigcirc Categorize \checkmark E Response options \checkmark \cdots	
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Ŀ	4/22/2020 🛅 1	✓ Busy ✓ Image: Busy ✓ Image: Busy Image: Busy ✓ Image: Busy Image: Busy	
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\heartsuit	Search for a room or location	Teams meeting	

12. Select "Send" when finished.