Scheduling Meetings

Organizing meetings can be difficult when dealing with many different schedules. Using Outlook, you can check invitee schedules before picking a meeting time. You can also track responses to your meeting request.

Create a Meeting

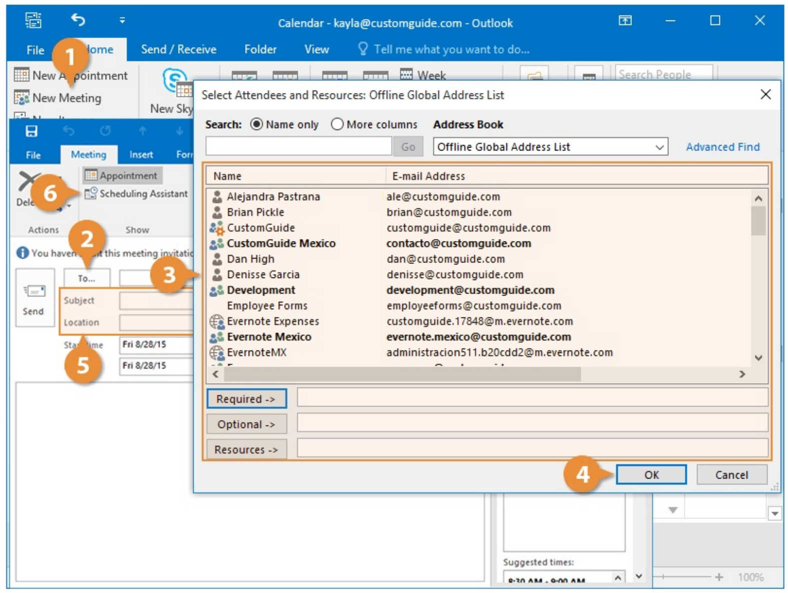
1. Click **New Meeting button** on the Home tab.
2. Click the **To button**.
3. Select contact(s) and then click **Required** or **Optional**.
4. Click **OK**.
5. Enter a subject, location, and notes.
6. Enter a date and time or click **Scheduling Assistant**.

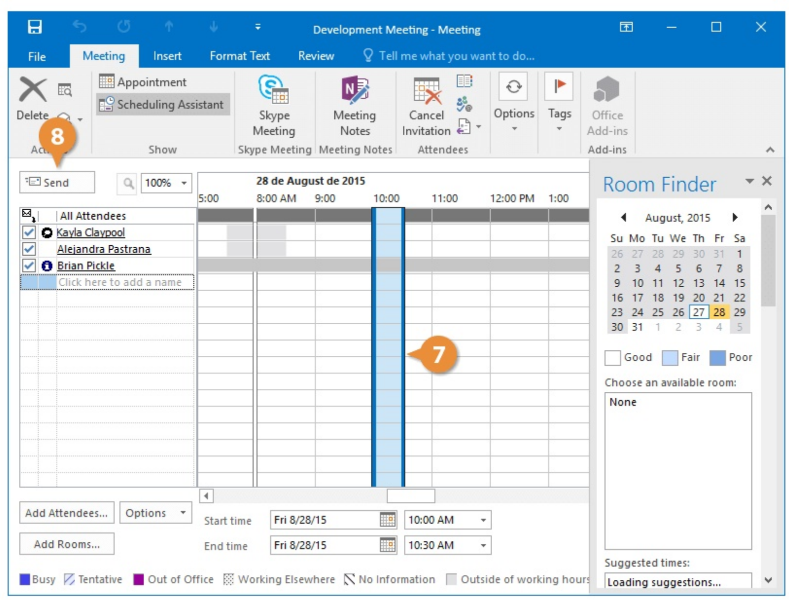
   The Scheduling Assistant displays the availability for everyone invited to the meeting.

7. (Optional) If using the Scheduling Assistant, review the attendees' availability and select a time.

   Tip: Instead of scrolling through the Scheduling Assistant, you can find suggested meeting times at the bottom of the Room Finder pane.

8. Click **Send**.

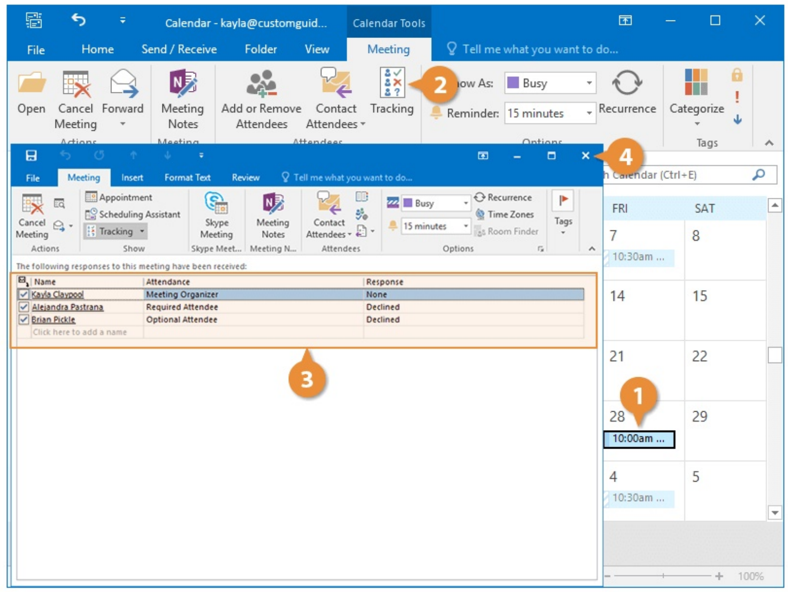




Track Responses

The meeting is created, email invites are sent to the attendees, and now you can check to see if anyone is planning to come.

1. Select the meeting.
2. Click **Tracking button** on the Meeting tab of the Ribbon.
3. Review the responses.
4. Click **Close** or select **Scheduling Assistant** or **Appointment** to edit the meeting.



Edit a Meeting

You can edit a meeting just like any other appointment, but when you're done you need to send an update to the invitees.

1. Double-click the meeting to open it.

   Shortcut: Select the meeting and then click the **Open button** on the Meeting tab on the Ribbon.
2. Make the necessary changes.
3. Click **Send Update**.