Email: Schedule a Meeting with Outlook

Last Modified on 02/25/2020 11:00 am CST

Contents:
- Outlook
- Webmail

Outlook

1. On the Home tab, click New Items and select Meeting.

![Outlook Home Tab](image)

Or

In the Calendar field, click New Meeting and select the desired meeting.

![Outlook Calendar](image)

2. To invite people to the meeting, type their email in the To field or click To and select them from the list.

![Outlook To Field](image)
3. Type the name of the meeting in the **Subject** field.

4. Add a location for the meeting by clicking **Rooms...**

5. Select the room to hold the meeting in and click **OK**.

6. Set the Start and End times for the meeting. If the meeting is happening all day, select **All day event**.

7. In the Message box, type any information that would be important for the attendees to know such as what to bring, what to expect, and the itinerary for the meeting.
8. (Optional) Click **Scheduling Assistant** to see the availabilities of both the room and the attendees.

9. (Optional) To make the event reoccurring, click **Recurrence** and set how often the meeting will happen.

10. Once the meeting is set, click **Send**.
1. Login to your webmail account.
2. Click the New dropdown arrow and select **Calendar event**.

Or

Click the calendar icon at the bottom, click the New dropdown arrow and select **Calendar event**.
3. In the *Add a title for the event* field, type the name for the meeting.

4. In the *Add a location or a room* field, type the name of the room to hold the event or click *Add Room* and select from the rooms available.

5. Set the start and end dates for the meeting. If the event is happening all day, select *All day*.

6. (Optional) If the event repeats, select the *Repeat* dropdown menu and set how often it repeats.

7. (Optional) Set a reminder for the event by clicking *Add an email reminder* and setting when a reminder should be sent.
8. Add a message to go along with the meeting.
9. Type the name of the attendees for the event; their names will appear below.

People

Required

Searing, Steven Paul
Free

Churchill, Chaz Hunter
Free

Attendees

Sort by

Request responses

10. Click the Scheduling Assistant icon to help pick a day that best fits all the attendees. Areas that are grayed out are times when a room or someone is unavailable.

11. When the event is ready, click Send.