Email: Schedule a Meeting with Outlook

Last Modified on 02/22/2018 10:16 am CST

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Outlook

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

Or

In the Calendar field, click New Meeting and select the desired meeting.
2. To invite people to the meeting, type their email in the **To** field or click **To** and select them from the list.

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*.

```
<table>
<thead>
<tr>
<th>Start time</th>
<th>End time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 8/21/2017</td>
<td>Mon 8/21/2017</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>10:30 AM</td>
</tr>
</tbody>
</table>
```

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.

```
Message goes here!
```

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**.
Webmail

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.

Start
Wed 8/23/2017 8:00 AM

End
Wed 8/23/2017 8:30 AM

**Time zone**

**Repeat**
Never

**Reminder**
15 minutes

Add an email reminder

7. (Optional) Set a reminder for the event by clicking **Add an email reminder** and setting when a reminder should be sent.

Add an email reminder

- **Email reminder**
  - 15 minutes

- **Send reminder to**
  - Me

- **Reminder message to send**
  - Enter reminder message here (optional)

Close Discard

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.
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.