# Schedule meetings and track responses

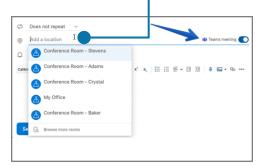
#### Step 1

Select New event.

												Q Search
=		I N	ew E	vent			Toda	ay <	> Aug 9	- Aug	11, 20	21
¢		Auş	just 2	2021		,		9	Monday		10	Tuesda
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1	2	3	4	5	6	7	5 AM					
8	9	10	11	12	13	14	6 AM	UX Sync	; Mark 8 Project	¢ô		
15	16	17	18	19	20	21	7 AM					
22	23	24	25	26	27	28	8 AM					
29	30	31	1	2	3	4	6 AM					
							9 AM	Sales Te	am Meeting			
b.h	iow@	outi	ook.	com			10 AM		ce Room - Adams	Φ		
0.000	0000	2333	1000	20000			IU AM				Weekly	all with Sub

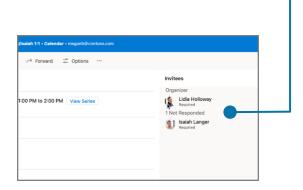
#### Step 3

Select **Room Finder**, select a location from the room list, and then add a location.



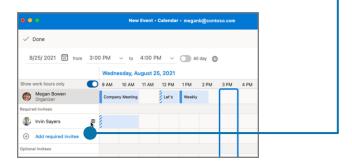
#### Step 5

After you send the invite, see the responses on the right.



#### Step 2

Select **Scheduling**, then select **Add required invitee** to add attendee names.



#### Step 4

Select **Attach** to add a link to a file you've stored on OneDrive or SharePoint.

Private	<u></u> A	ttendee Ontions	G Scheduling Assistant	Attach
mate	CH /	atendee options	CO conclusing Abolistant	
megan	∕@con	toso com	~	
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-		✓ to 4:00 I	PM v 🕥 Ali day 🕀	Optional

# Cheat sheet - Outlook Calendar for Mac

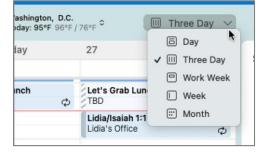
# Apply categories to sort your events

Right-click an event, select Categorize, and then select a category.

- 12	Forward	>	inder
	Go to Series		
	Private		
	Show As	>	-
	Categorize	>	Blue
	Cancel Meeting	>	<ul> <li>Green</li> <li>Orange</li> </ul>
			Purple
			Red

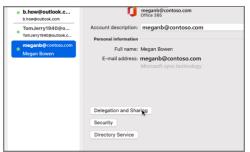
# Switch calendar views

Select Home and then a view option like Day or Work Week.



### Share a calendar

Select **Tools > Accounts > Delegation and Sharing**, and then select the **Permissions** tab. Select **Add User** and choose the permissions.



### Keyboard shortcuts

Go to Calendar	<b>光+2</b>	Create appointment	光+N (in Calendar view)
Go to Mail	<b>光</b> +1	Switch view to today	光+T

More keyboard shortcuts: https://go.microsoft.com/fwlink/?linkid=864503

### Learn more

Outlook for Mac Help,	Differences between Windows and Mac version of Outlook,
https://go.microsoft.com/fwlink/?linkid=864508	https://go.microsoft.com/fwlink/?linkid=864506

#### Use event cards

See everything you want to know about a meeting at a glance.

Weekly Marketing L TBD	unch	Let's Grab Lunch!
		Project Tailspin
Project Tailspin Conference Room -	©	Thursday, August 26, 2021 3:00 PM to 4:30 PM (1.5 hours) Occurs every Tuesday and Thursday Conference Room - Baker
	8	See All 3 Invitees
		Edit Event V Cancel Meeting V

# Add a calendar to your calendar view

Select **File > Open > Shared Calendar** and enter a name to see available calendars from people in your organization.

File Edit View	Event	Format Tools Window
New	>	
Open	>	This event %
Close	3€ W	Shared Calendar
Save	₩ S	Shared Mailbox
Save As	0% S	
Save As Template		Wednesday
Folder	>	_