Schedule meetings and track responses

Step 1

Select New Meeting.

ē	✓ Search
	File Home Send / Receive View Help
	New Appointment
٨٩	< August 2021 Today
	SU MO TU WE TH FR SA
Î	25 26 27 28 29 30 31 Calendar -

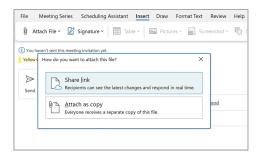
Step 3

In Room Finder, select a location from the room list, and then choose a room.

				Room Finder	× >
				Building	Clear filters \checkmark
				PORTLAND \sim	
				Туре	
				Conference room	\sim
12 PM	1 PM	2 PM	3 PM	Capacity Floor 9+ Features	Ŷ
				Video	~
				Conference rooms in MSUS-PO	ORTLAND 1414
				Conf Room Portland-1414/9	004 (10) Alberta
				Available 8.10 @ Portland Conf Room Portland-1414/9 Available 8.24 @ Portland	

Step 5 – Attach a File

Select Insert > Attach File > select a file, and then Share link.



Step 2

Select Scheduling Assistant, and then add attendee names to get free/busy times.

C	🖁 Refresh Availability 🛛 🔍	AutoPick ~	P_{\pm} Add At	tendees	🕂 Add Ro	oms 🖸	Roc
-			Monday	, July 26, 20	21		-
		3 PM	8 AM	9 AM	10 AM	11 AM	13
	All Attendees						
~	Required Attendee						
\checkmark	Megan Bowen			Sales Te	am		
\checkmark	<u>Adele Vance</u>						
\checkmark	Irvin Sayers						
\checkmark	• Lee Gu						
	Add required attendee						

Step 4

Select Teams Meeting to make an online meeting. (Your organization may be using Skype for Business.)

Scheduling Assistant	Insert Draw Format Te
lete $ ightarrow$ Forward $ ightarrow$	📫 Teams Meeting
s meeting invitation yet.	

Step 6 – Track invite responses

Once you've sent your invitation, open the meeting for your calendar then select your meeting and then Tracking to see responses.

Schedu	ling Assistant	Tracking	Insert	Form	at Text	Review
Clipboard						
	Attendance				Response	
	Meeting Organize	r			None	
	Required Attende	e			None	
	Required Attende	e			Accepted	
HE/HER)	Required Attende	e			Accepted	
	Poquirad Attanda	<u> </u>			Accopted	

Organize events with categories

Right-click an event, select **Categorize**, and then select the category. You can use multiple categories.

Subsidiary Leads Online Meeting	Private	1	
	Show As	>	<u>C</u> lear All Categories
	Categorize	>	All Company
	Meeting Notes		Online
Weekly check-in	Cancel Meeting	>	Personal
Engineers Engineering lab		/	Tailspin
	Ð		Weekly
	+1	+1	Orange category

Switch calendar views

From your Calendar, select **View**, and then select a view option like **Day**, **Work Week**, **Week**, or **Month**.

View	Help	Meeting Series
nt View ~	ŀ	Day Work Week Week Month
<		

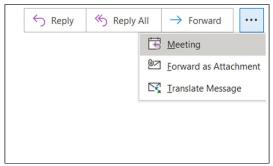
Add a calendar to your view

From your Calendar, select **Add > From Address Book** and enter a contact to see calendars from people in your organization. Or **From Internet** to view online calendars.

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_	r <u>s</u>	R	From Address Book	-	
※	Toc 89 °	0	From <u>R</u> oom List	°F	Work Weel
	_	\bigoplus	From Internet		
			Create New <u>B</u> lank Calendar		
		٩	Open Shared Calendar		
			Show <u>M</u> anager's Team Calendars		

Create a meeting from an email

In an open message, select **Other Actions** (•••) > **Meeting**. A request is made inviting everyone on the **To** line as **Required Attendees**. Title and message body are copied over and can be edited.



Keyboard shortcuts

Go to Calendar	Ctrl + 2	Go to Mail	Ctrl + 1
Switch view to include today	Ctrl + T	Create new meeting request	Ctrl + Shift + Q
Open selected calendar event	Ctrl + O	Create Appointment	Ctrl + Shift + A

See keyboard shortcuts for Outlook at: https://go.microsoft.com/fwlink/?linkid=864503

More info

Outlook Training	Outlook Quick Start Guide
<u>https://go.microsoft.com/fwlink/?linkid=864509</u>	https://go.microsoft.com/fwlink/?linkid=864510
Differences between desktop, online, and mobile	Differences between Windows and Mac version of Outlook
https://go.microsoft.com/fwlink/?linkid=864504	https://go.microsoft.com/fwlink/?linkid=864506