Schedule meetings and track responses

Step 1

Select New Meeting.

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

Step 3

In Add Rooms, choose a room.

earch: All column	ns OName only	Address Book:			
	-> ×	All Rooms - nelsonw	ong@ecuad.ca	~ Ai	dvanced Find
Name	Location	Business Phone	Capacity	Description	Email Addr
B1116			10	Room	B1116@ ^
					\sim
<					>

Step 5– 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.

Scheduling Assistant Tracking			Insert	Form	at Text	Review
Clipbo	ard					
	Attendance				Response	
	Meeting Organize	er			None	
	Required Attende	e			None	
	Required Attende	e			Accepted	
<u>HE/HER)</u>	Required Attende	e			Accepted	
	Poquirod Attondo	^			Accontod	

Step 2

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

0	Refresh Availability 🔉	AutoPick ~ ,	Q _± Add At	tendees	Add Ro	oms 🖸	Roc
			Monday	, July 26, 20	21		
		3 PM	8 AM	9 AM	10 AM	11 AM	12
	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 – Attach a File

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



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	
y	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.

ew		+	Add - 🖧 Share -		
_	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