

HOW TO: Schedule a Meeting with Outlook Using Clemson Exchange Resources

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Schedule a Meeting with Outlook Using Clemson Exchange Resources This document applies to Microsoft Office Outlook 2010, 2013, and 2011 for Mac. **Schedule an In-Person Meeting** (Outlook 2010, 2013, & 2011) On the **Home** Tab, click **New Items**, then select **Meeting**.

Keyboard shortcut - To create a new meeting request; press CTRL+SHIFT+Q. In the **Subject** box, type a description. In the **Location** box, type a description or click **Rooms** to choose from rooms available for automatic scheduling from the Clemson Exchange Servers. In the **Start Time** and **End Time** lists, select the start and end time for the meeting. If this is an all-day event, select the **All-day event** check box. An all-day event is a full 24 hour event lasting from midnight to midnight. Type any information that you want to share with the recipients, attach any files, or create a "Meeting Workspace." On the **Meeting** tab, in the **Show Group**, click **Scheduling Assistant**. The Scheduling Assistant helps to find the best time for your meeting. Click **Add Attendees**. Select the name from the results list, and click **Required**, **Optional**, or **Resources**, as appropriate, and then click **OK**. Required and optional attendees appear in the **To:** box on the **Meeting** tab, and resources appear in the **Location** box. The **free/busy grid** shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting. The **Suggested Times** pane locates the best time for your meeting, which is defined as the time when most attendees are available. The best meeting time appears at the top of the pane. To select any of the suggested times, click the time suggestion in the **Suggested Times** pane. You can also manually pick a time on the free/busy grid. If you want to make the meeting recur, on the **Meeting** tab, in the **Options** group, click **Recurrence**, select the recurrence pattern, and then click **OK**. When you add a recurrence pattern to a meeting request, the Meeting tab changes to Recurring Meeting. On the **Meeting** tab, in the **Show Group**, click **Appointment**. Click **Send**.

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