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

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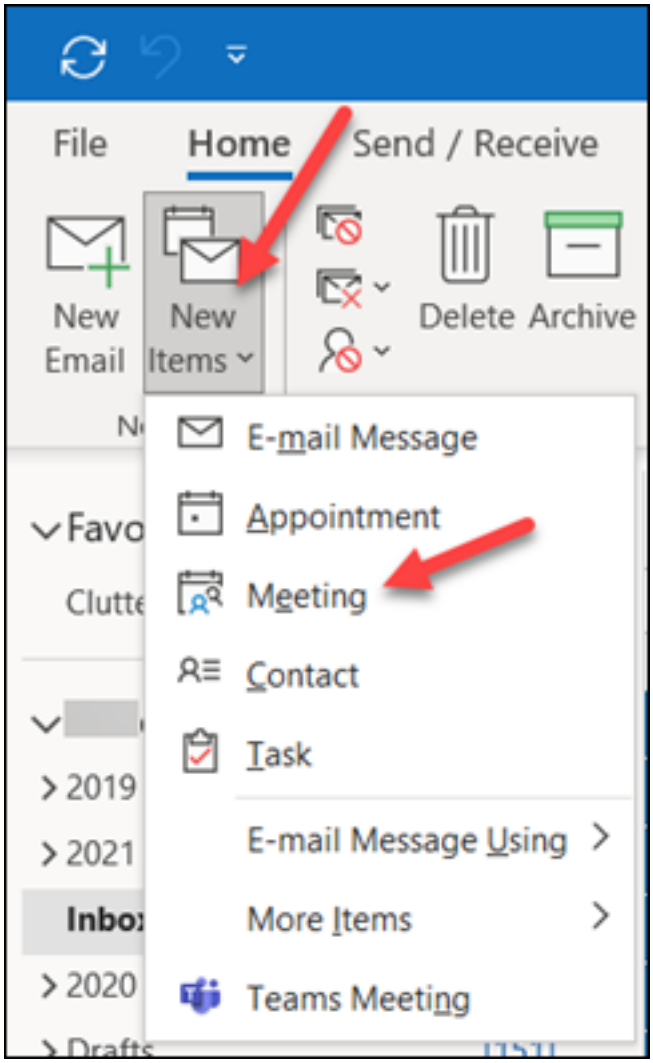
SCHEDULE A MEETING WITH OUTLOOK USING CLEMSON EXCHANGE RESOURCES

This document applies to Microsoft Office Outlook Exchange for Windows or Mac. Below are instructions to schedule an in-person meeting - first for Windows, then for Macs.

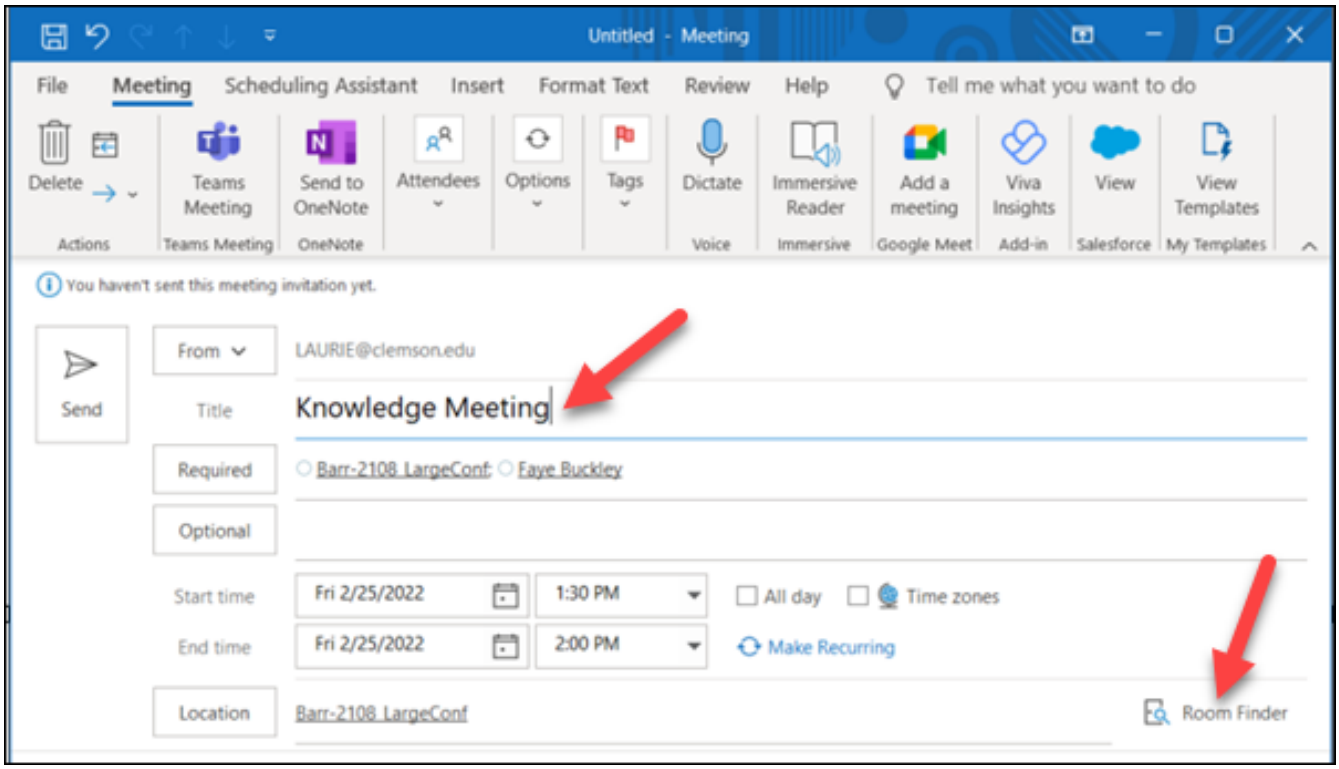
WINDOWS

On the **Home** Tab, click **New Items**, then select **Meeting.**

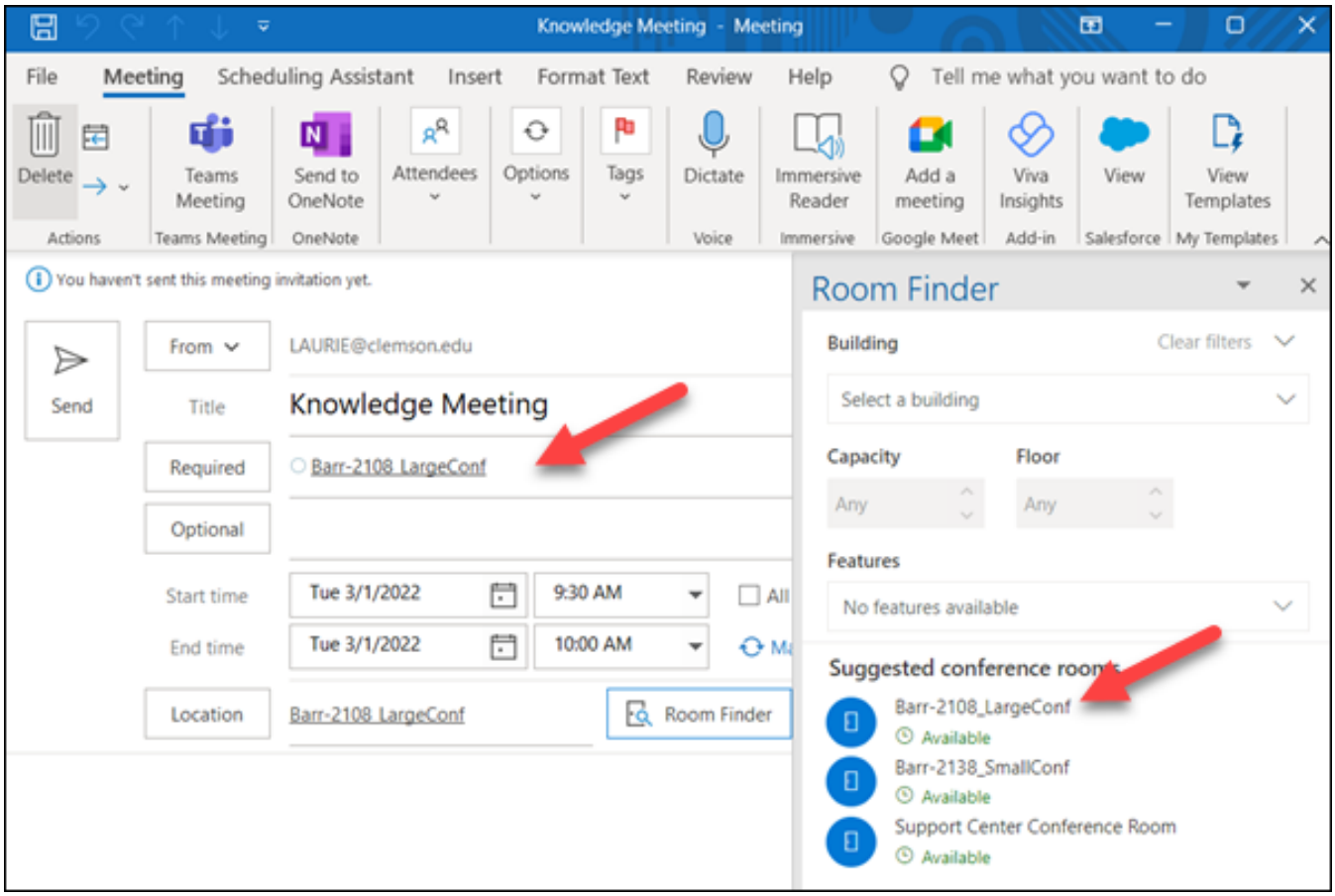


In the **Title** box, type a description.

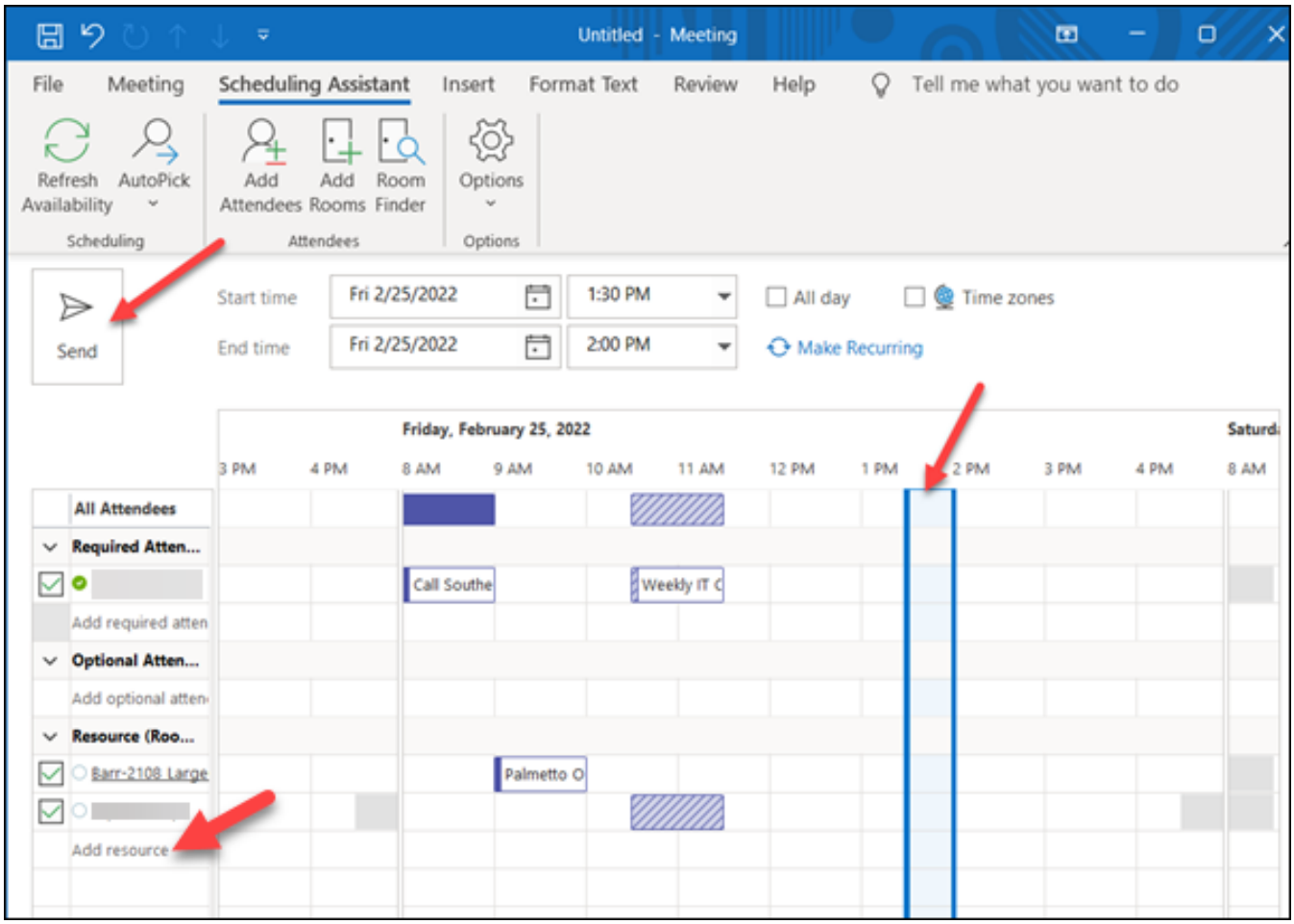
Click on **Room Finder** to choose from rooms available for automatic scheduling from the Clemson Exchange Servers.



Select a room from the Room Finder and it will automatically populate the **Required** box.

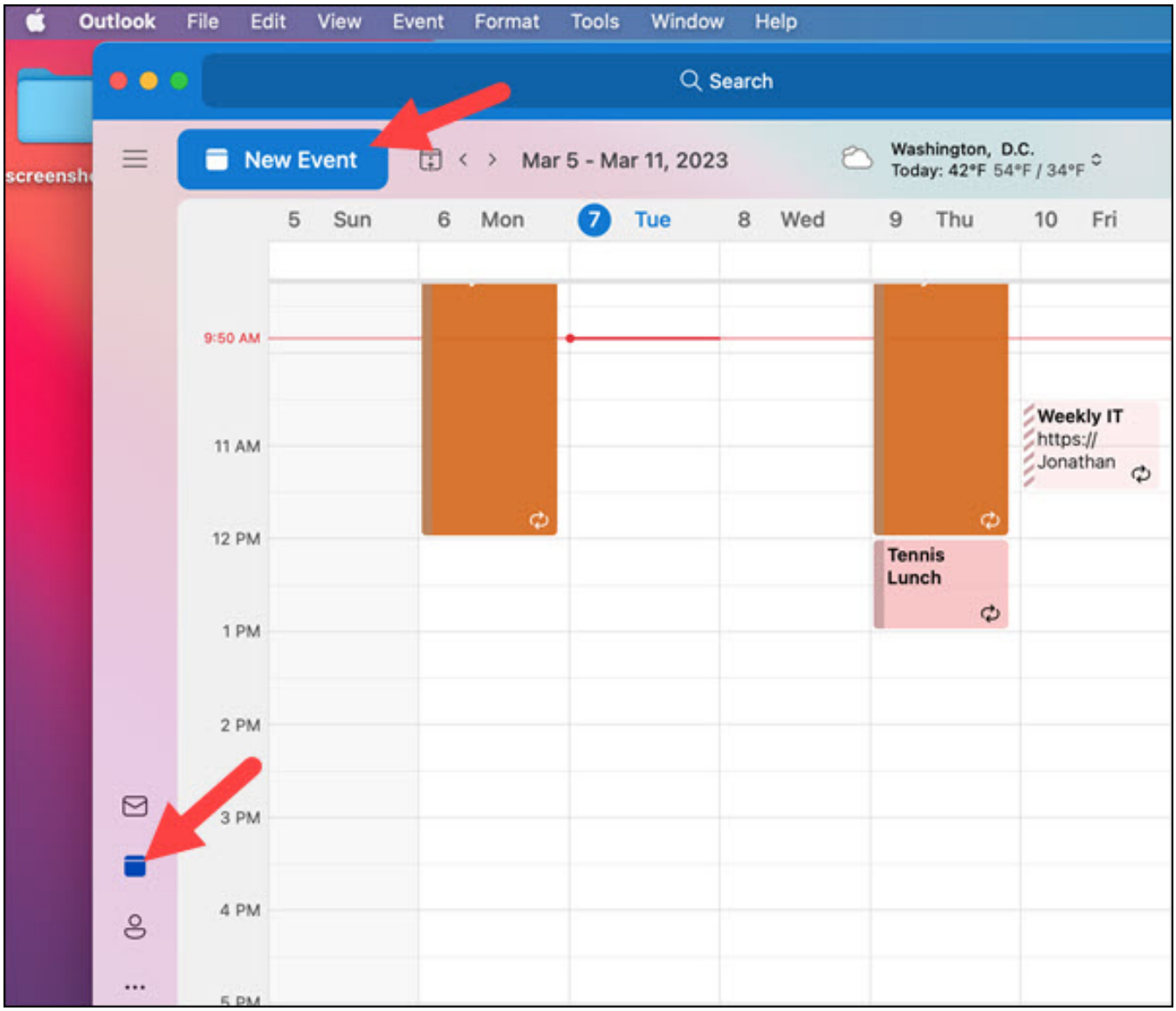


In the **Start Time** and **End Time** lists, select the start and end time for the meeting. If this is an all-day event, select the **All day event** check box. An all-day event is a full 24 hour event lasting from midnight to midnight. Or use the Scheduling Assistant tab. From here you can add attendees or other resources and see availability grid. You can click on the time(s) you want. When you are finished, click **Send** to send the invitation.

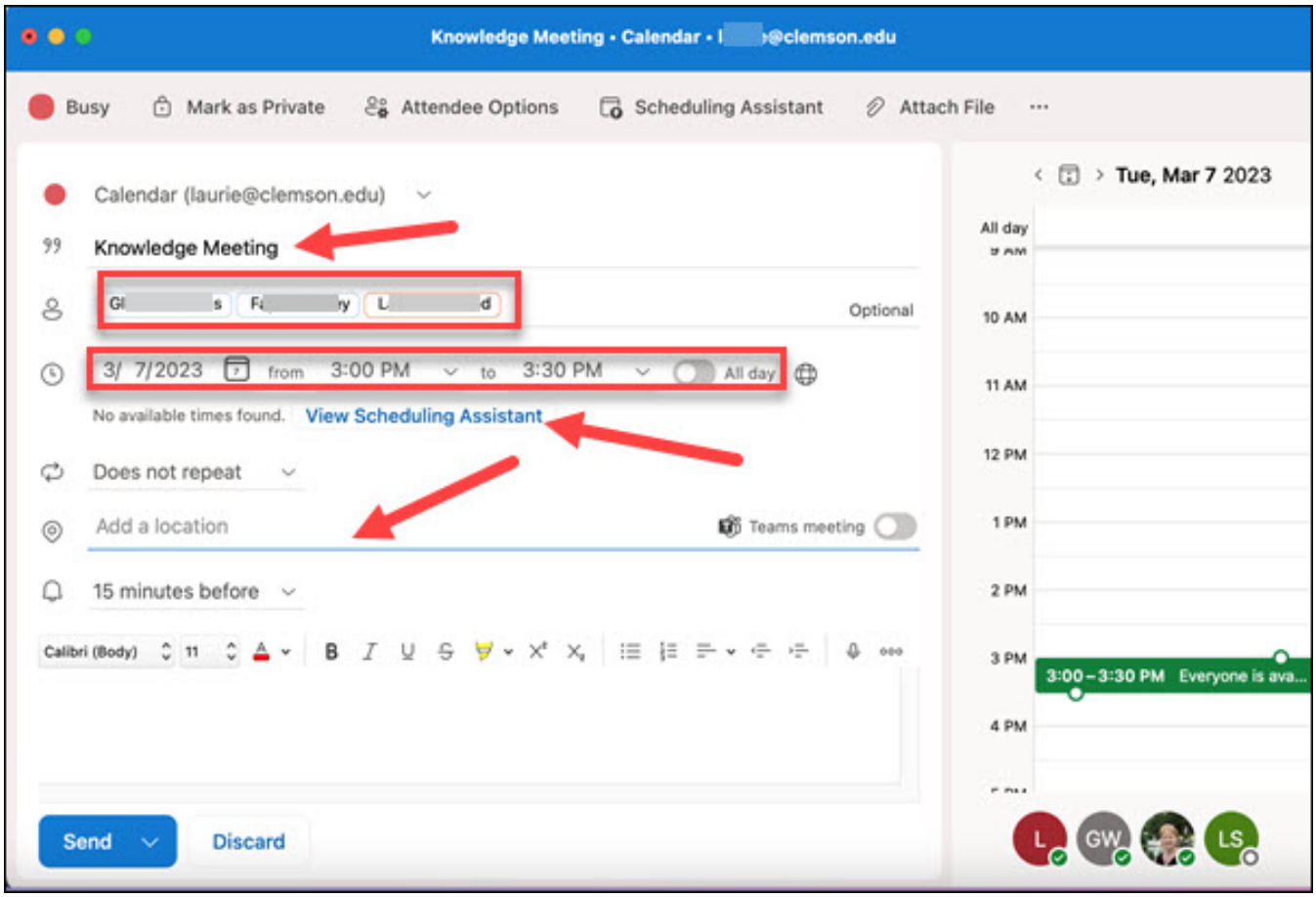


MAC

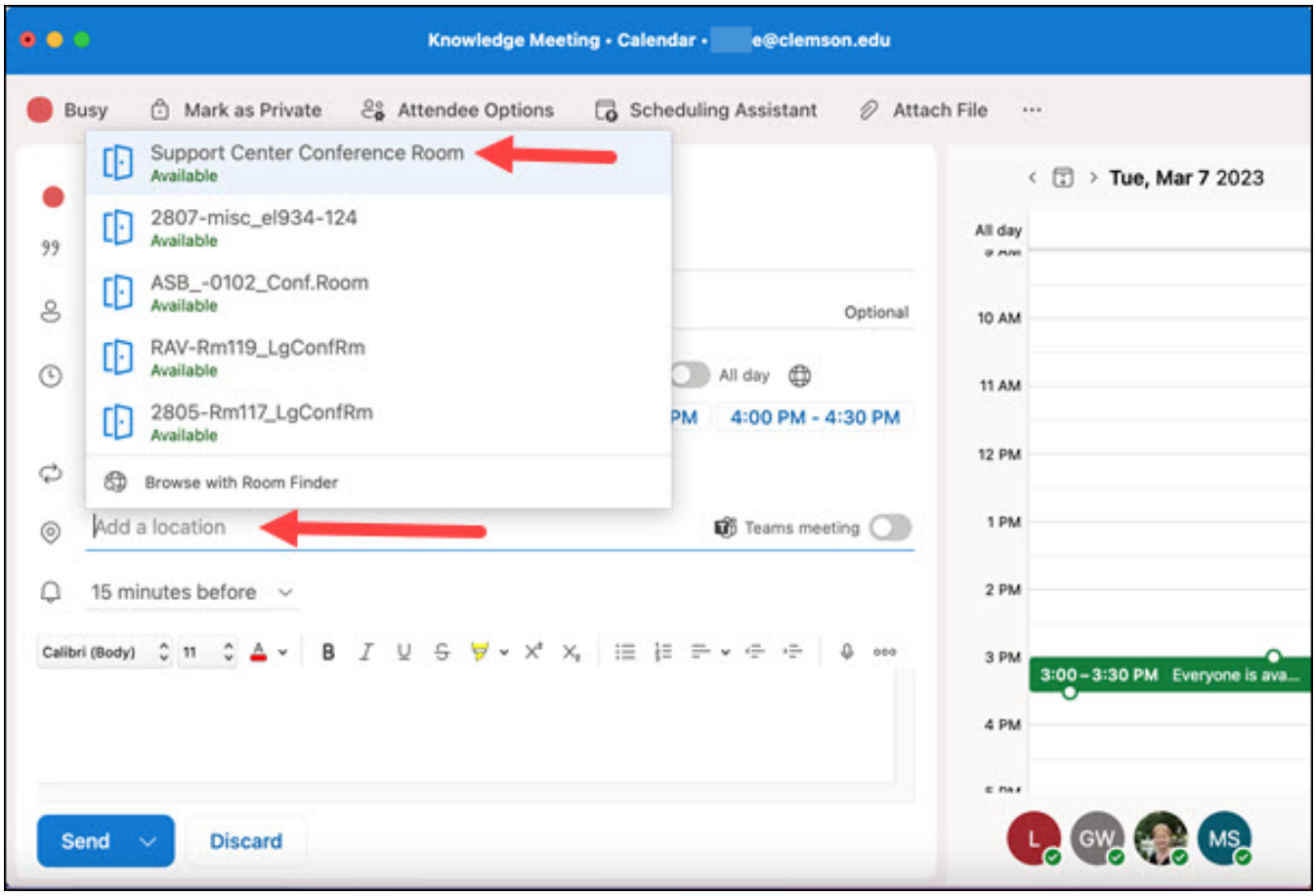
Open Outlook. Click on the **Calendar** icon on the left side of the screen, and then the **New Event** button at the top.



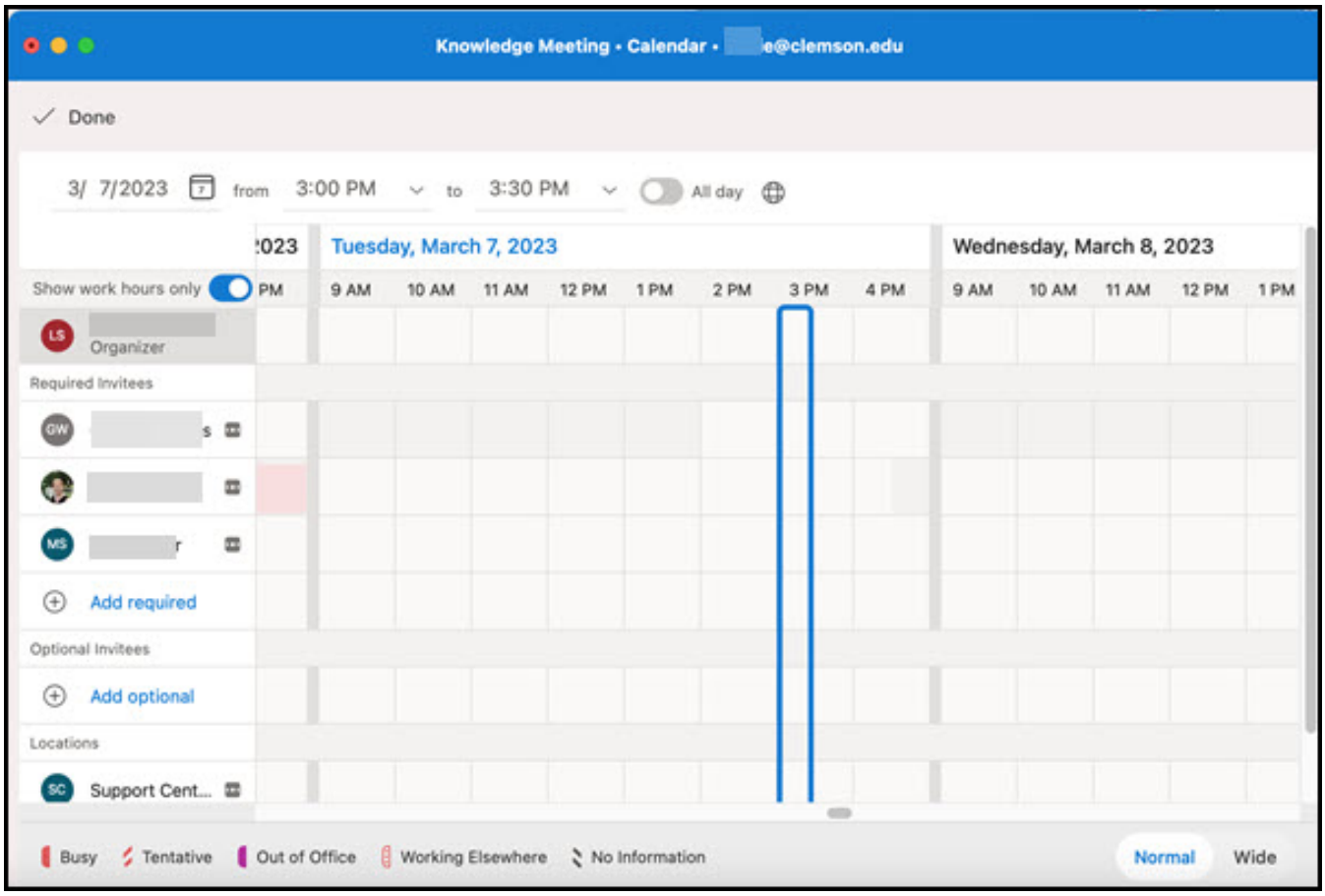
Fill in the **Subject** of the meeting, **People** you want to invite, the **date and time**, the **location**. Or you can use the **Scheduling Assistant** to pick and date and time when the room and the people are available.



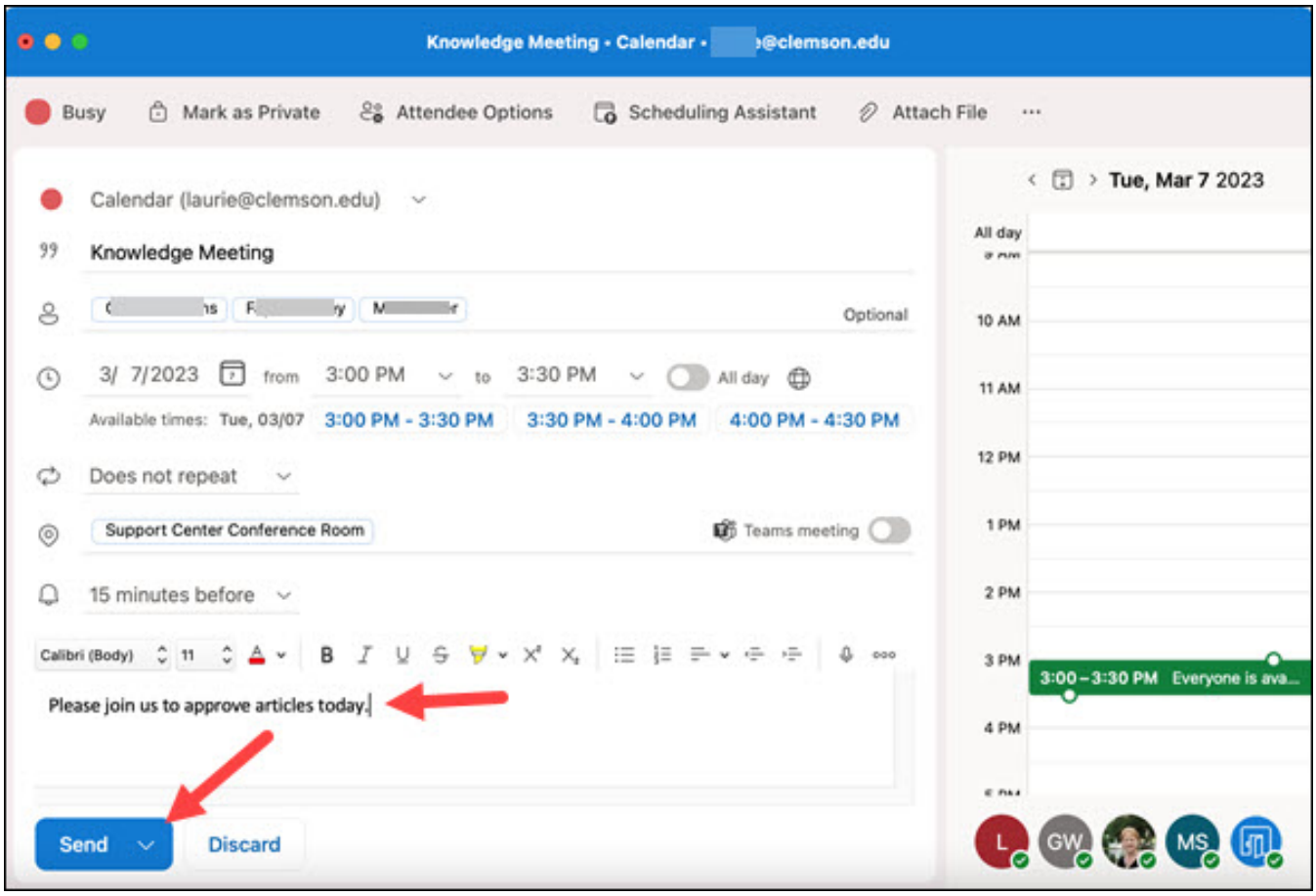
If you simply click on **Add a location**, you will see available rooms. Click on one to select it.



If you select the **Scheduling Assistant**, you will see schedules for People and Room and will have the opportunity to select a time that is okay for most or all of your attendees.



Once you have everything selected, you can type a message to go to the attendees and then click **Send** to send the invitation.



If you have more questions, call 864-656-3494 or email ITHELP@clemson.edu.

Online URL: https://hdkb.clemson.edu/phpkb/article.php?id=254