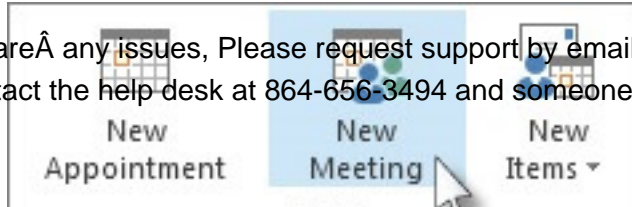


## HOW TO: Scheduling a Meeting using Outlook 2016 and 2013

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Send a meeting request to set up a time to meet with others and to track who accepts the request. In Calendar, click New Meeting. For further instructions

click > [here](#). **Note:** If there are any issues, Please request support by emailing at [ITHelp@clermson.edu](mailto:ITHelp@clermson.edu) or Contact the help desk at 864-656-3494 and someone will assist you.



Posted - Tue, Apr 26, 2016 at 3:04 PM.

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