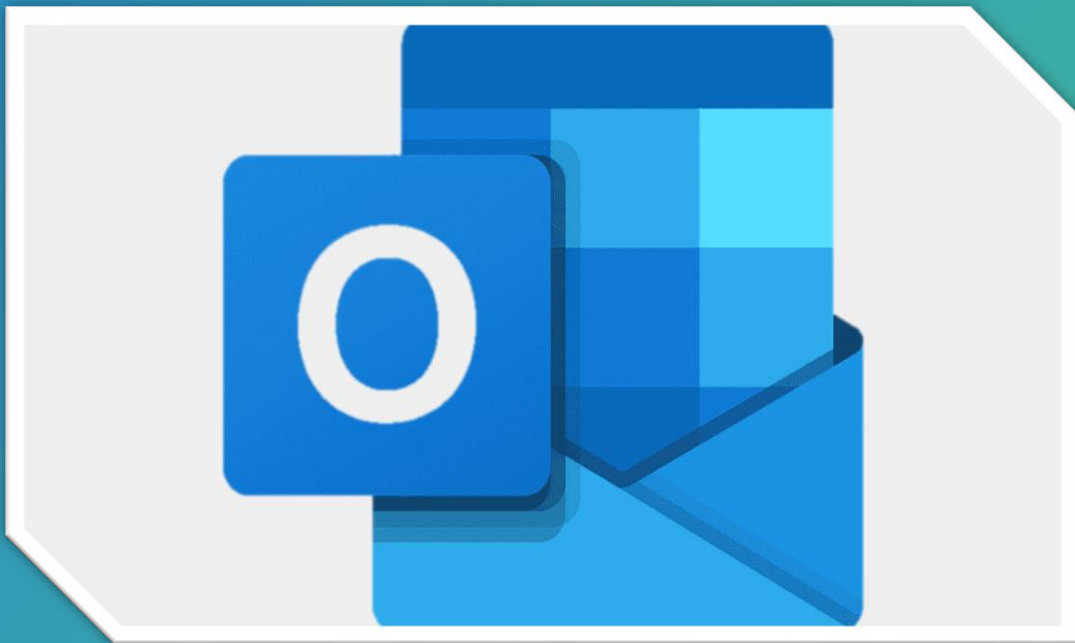


# HOW TO: CREATING APPOINTMENTS AND MEETINGS IN OUTLOOK



Click [here](#) to watch a video detailing this process.



Click [here](#) to watch a video detailing this process.

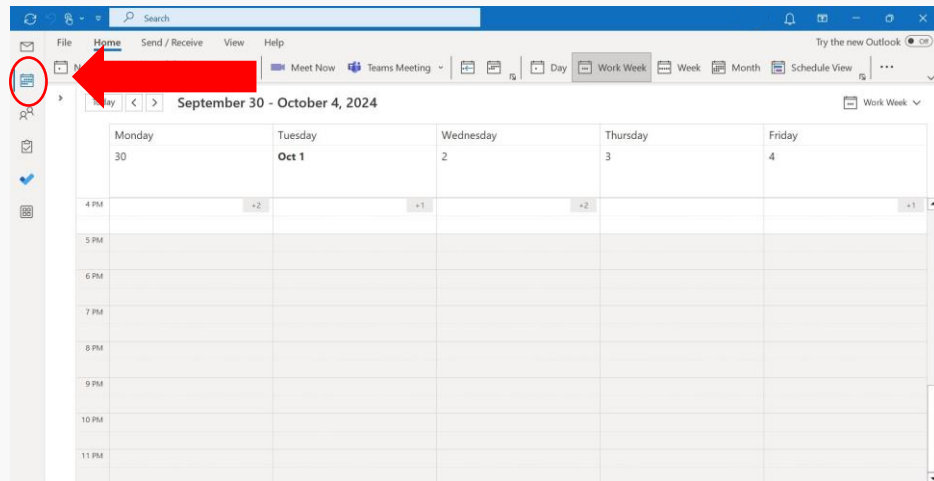
### STEP 1:

Open the Outlook App on a Desktop or Laptop.



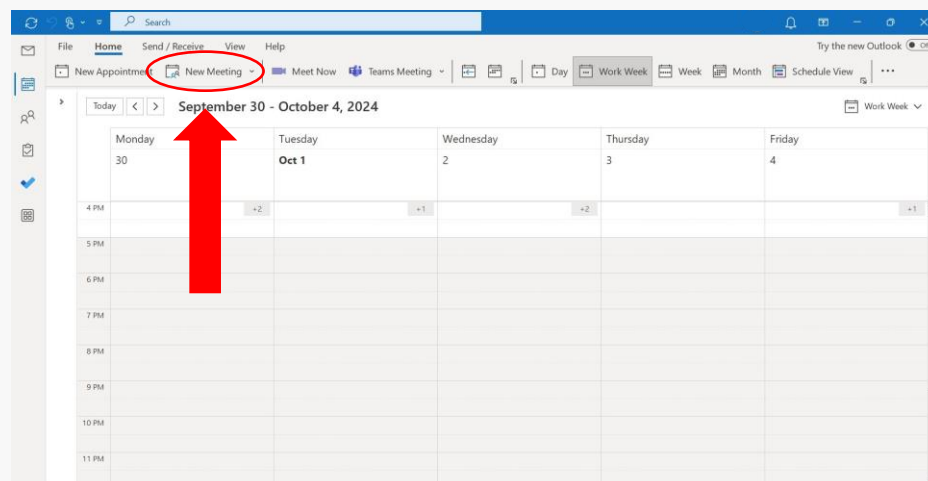
### STEP 2:

Click the “Calendar” icon on the left panel.

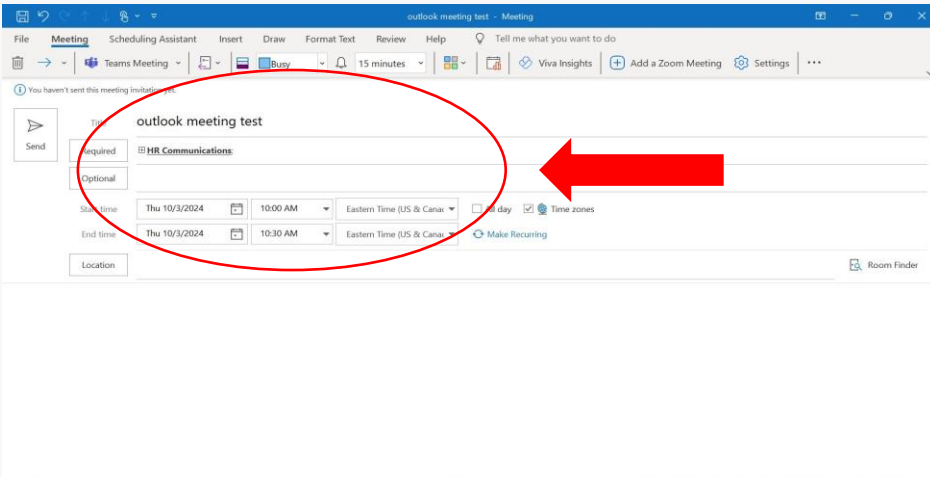


### STEP 3:

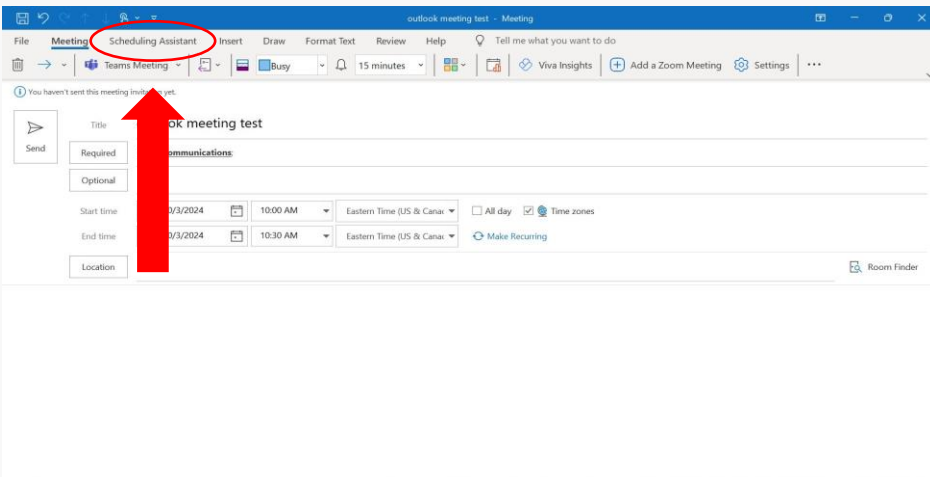
Click the “New Meeting” button on the top bar.



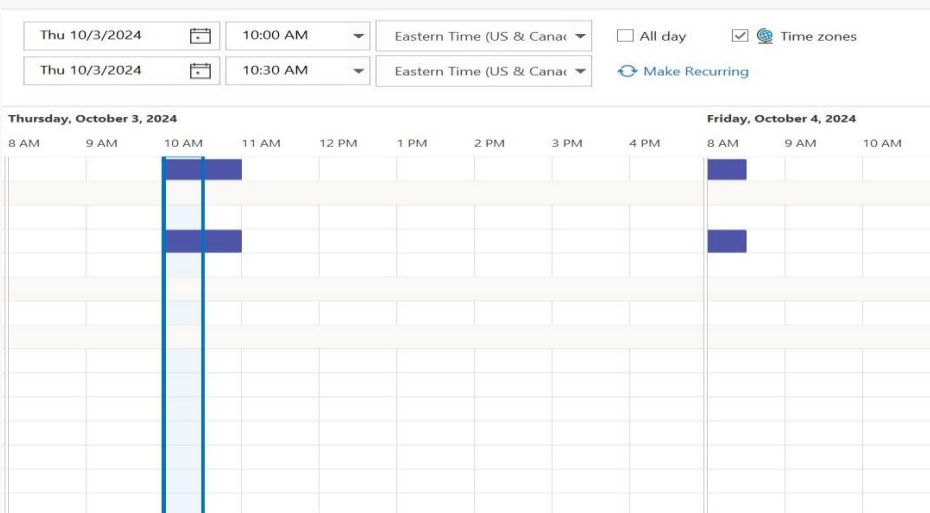
**STEP 4:**  
Enter the meeting information (e.g., title, required attendees, start and end time).



**STEP 5:**  
Click "Scheduling Assistant" next to "Meeting" on the top bar.

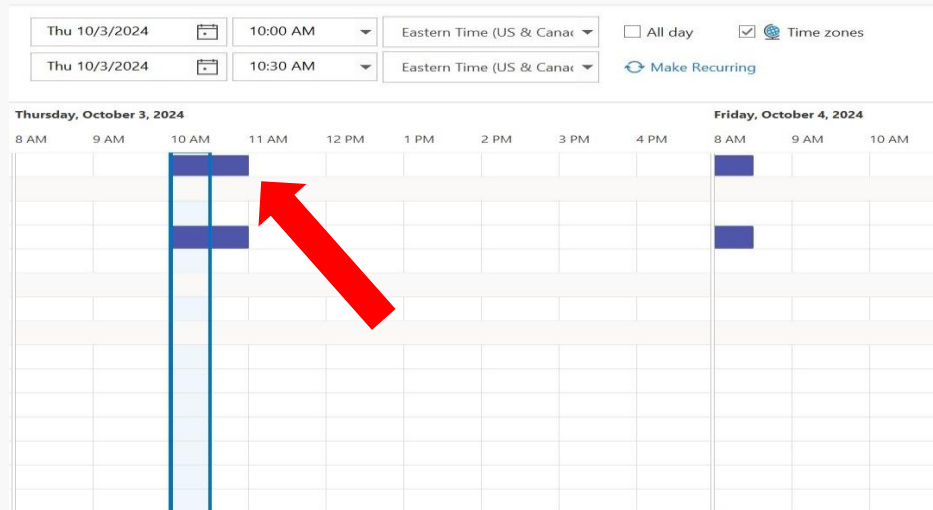


You should now see the required attendee's availability.



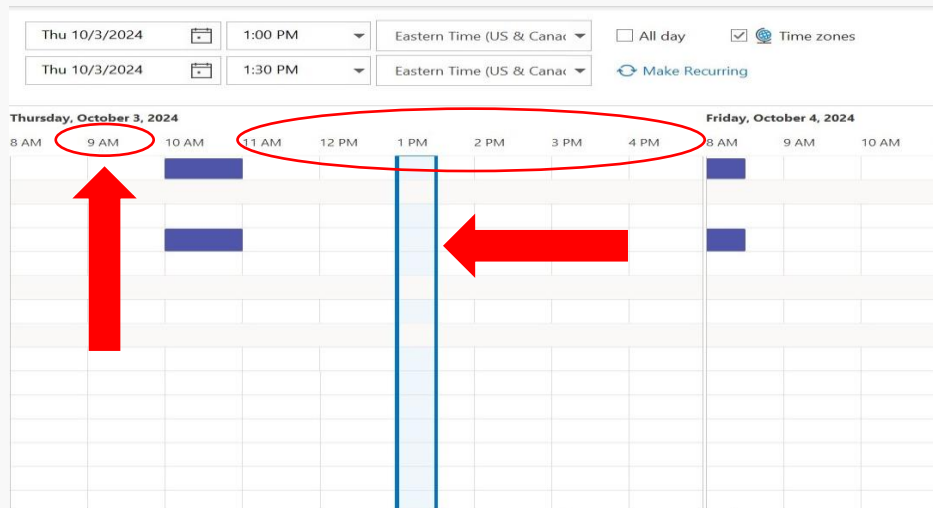
## STEP 6:

If the required attendee is unavailable, a time block will reflect this. Therefore, you will need to adjust the day and/or time.



## STEP 7:

When the required attendee is available, there will be a blank opening. Click your desired available time.



## STEP 8:

Once a time is selected, click "Send" to invite the required attendee.

