User Guide: Calendar - Scheduling a Meeting in Outlook 2010/2013

You must have delegate access granted to you by the account owner before you can schedule appointments as a delegate. This document assumes you have added the delegator's account to your outlook calendar.

1. Open Outlook and click on Calendar



2. Right click the Date and select New Appointment

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDA
Jun 28	29	30	Jul 1	2	3	4
5	6	7	8	9 Appaintment	10	11
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19	20	21	22 ¢ [®] ⊻iev	v Settings		25

Calendar - Scheduling a Meeting Ver 1.0

- 3. Enter the required information:
 - a. Enter a subject in Subject
 - b. Enter a **Location** in the location
 - c. Select the **Start Time**'s Date and Time
 - d. Select the **End Time**'s Date and Time
 - e. Enter a **description** of the event.
- 4. Click on Invite Attendees

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FILE APPOINTMENT	INSERT FORMAT TEXT REVIEW				
Save & Delete Copy to My Calendar Actions	Show Skype Meeting Meeting Notes Attendees	► Tags	Zoom Zoom		~
Subject Schedule a Meetin	0				
Location Room or Address	hat will be used				•
Start time Tue 7/21/20	🔹 🛛 8:00 AM 🚽 🗌 All day event				
End time Tue 7/21/20	8:30 AM -				
Descriptor of the Event					

5. The layout will change

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Delete Copy to My Calendar	INSERT FORMATTEX	REVIEW	Cancel Invitation	Tags Zoom
You haven't sent this Journal Journal Subject Send Spart time Eng time	meeting invitation yet. tsdoe3 Schedule a Meeting Room or Address that will be u Tue 7/21/20 Tue 7/21/20	ised 9-30 AM +	All day eyent	Soom Finder × Image: state s
In Shared Folder 🛛 🙀	Tsdoe1			No conflicts

- 6. Enter the attendee's information
 - a. For McMaster staff & faculty select the name through the Global Address List
 - b. For external attendees enter the attendee's email address in the To... bar
 - c. Click on Check Names



7. The name, will be underlined



8. For room or resource bookings click on **Rooms....**

🚹 You h	aven't sent thi	meeting invitation yet.
	To <u>.</u>	Tsdoe3 Jonathan
i = i	S <u>u</u> bject	Schedule a Meeting
Send	Locat <u>i</u> on	Room or Address that will be used
	Start time	Tue 7/21/20 9:00 AM - All day event

- 9. Find the Resource
- 10. Click on Rooms ->
- 11. Click on **OK.**

Search: Name only (test	More columns Address	Book ns - tsdoe3@mcmaster.ca	✓ Ad	vanced Find
Name	Location	Business Phone	Capacity	Descript
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Rooms ->				

12. Update the Location if prompted by clicking on Yes



13. The resource will be in the Location AND in the To... bar

1 You ha	aven't sent thi	meeting invitation yet.
	10	Isdoes Jonathan (lestkesourcekoom)
Sand	Subject	Schedule a Meeting
Senu	Location	TestResourceRoom
	Start time	Wed 7/22/20 9:30 AM - All day event
	End time	Wed 7/22/20

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14. Click on Send to send the invitations and schedule the resource

	То <u>.</u>	Tsdoe3 Jonathan; TestResour	ceRoom	
end l	S <u>u</u> bject	Schedule a Meeting		
	Locat <u>i</u> on	TestResourceRoom		
	S <u>t</u> art time	Wed 7/22/20		9:30 AM
	End time	Wed 7/22/20		10:00 AM

15. A confirmation email from the RESOURCE will be received indicating a successful booking

TestResourceRoom

Accepted: Schedule a Meeting

 When
 Wednesday, July
 , 20
 9:30 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).

 Location
 TestResourceRoom

 TestResourceRoom has accepted this meeting.

Your request was accepted.

Sent by Microsoft Exchange Server 2010