



# Schedule a Meeting with Other People

You can send a meeting request to one or more people and track who accepts the request

## Schedule a Meeting in Outlook

1. Click on **New Appointment** in the calendar's **Home** tab.
2. Key in the booking's **Subject**, **Start Time**, and **End Time**.
3. Click the **Scheduling Assistant** button on the **Event** tab.
4. Key in the list of attendees for the booking.
5. Select a meeting **Location** by clicking the **Add Rooms** button.
6. Click the **Send** button to schedule the meeting.

## Share a Calendar in Office 365

1. Open the calendar and click the **New** button.
2. Key in the booking's **Subject**, **Start Time**, and **End Time**.
3. Select the **Location** field and click **Add Room** to select a space.
4. Key in the list of attendees for the booking.
5. Click the **Save** button to schedule the meeting.

### Tip:

Clicking on **Scheduling Assistant** on the **Event** tab in Outlook helps you find a time when both a room and the required attendees are available.

## Did You Know?

### You Can Schedule Recurring Appointments

Click the **Recurrence** button on the **Meeting** tab. Choose a recurrence **Pattern** (weekly, monthly, etc.) and **Range**. Click the **OK** button to update the invite.