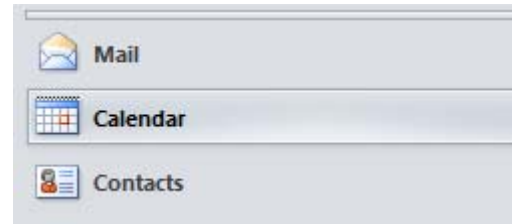
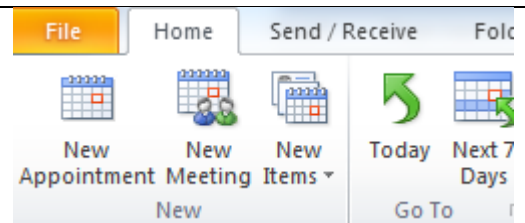


Schedule a Meeting in Outlook 2010

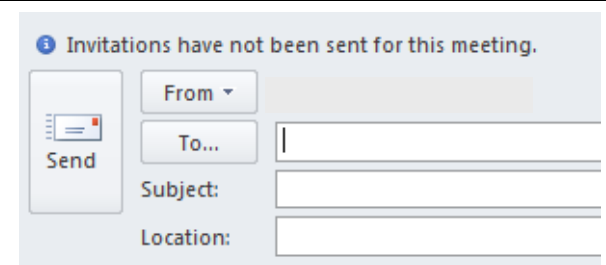
In your Outlook, click on **Calendar** from the left side navigation pane



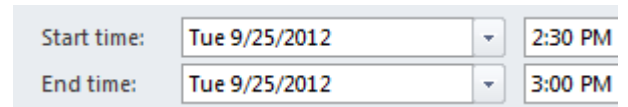
Just below the Home tab at the top of the window, click on **New Meeting**



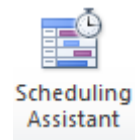
In the **To** field, enter the names of the people you want to invite to your meeting. You can put the subject or type of meeting in the **Subject** field, and if you know where you are having the meeting, enter the location in the **Location** field.



Select a suggested **date** and time for both **start** and **end time** for your meeting.

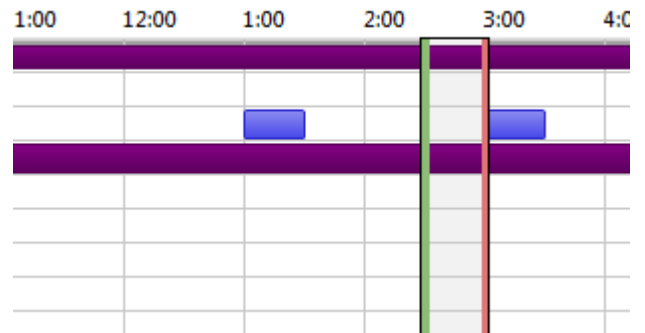


To find out if that time/date will work for those you would like to invite to your meeting, click on **Scheduling Assistant** under the Home tab on the meeting window



You will have a table with the attendees listed on the left column and a grid that shows your proposed meeting time, and when the people you are inviting are busy or available

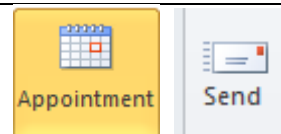
The green line indicates your suggested start time, the red line is your suggested end time. The purple bars in this example indicate that one or more of your guests has something scheduled at that time.



You can scroll horizontally along the calendars, to find a time & date that works for everyone.

You can change the time by clicking in the open area and it will adjust the date and time of the invitation message.

To return to your meeting invitation message, click on the **Appointment** icon at the top of the window (under the home tab)



Then to send your invitation, click the **send button**