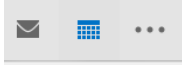
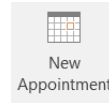


## Scheduling Appointments in Outlook

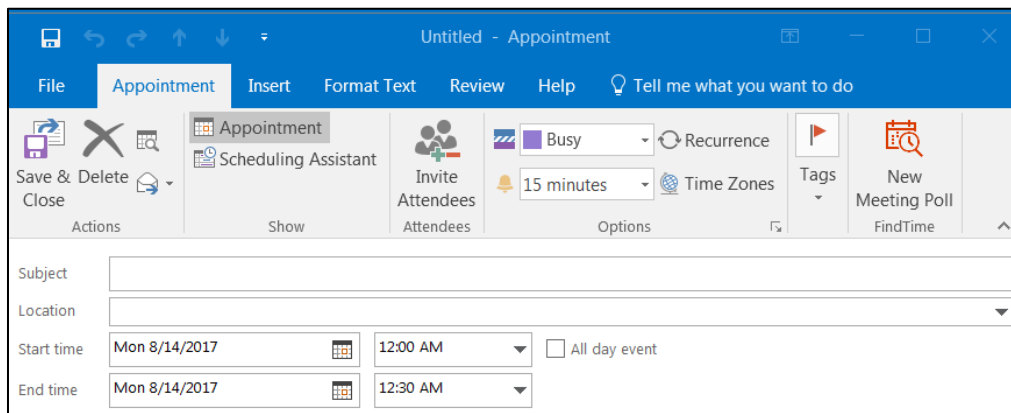
1) Open Outlook on your computer and click on the **Calendar** icon in the bottom left-hand corner.



2) Click on **New Appointment** in the top left-hand corner.

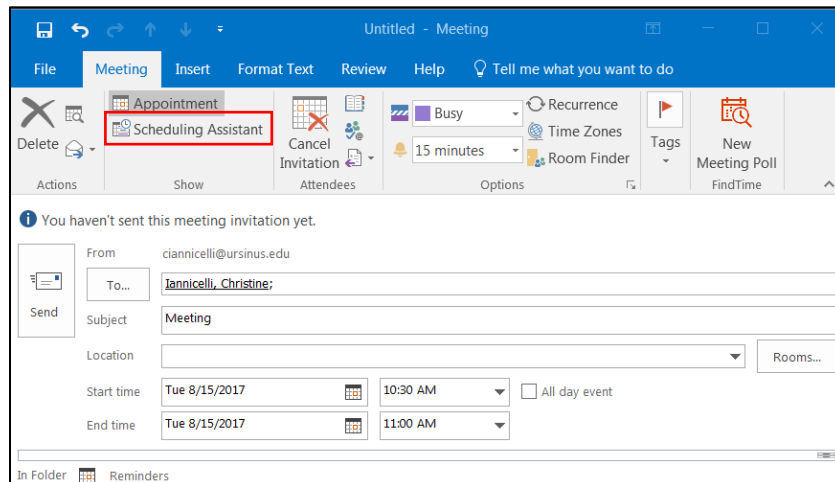


3) Give the appointment a title in the **Subject** line and a location (optional). Set the Start and End time. If you would like to create a reoccurring appointment, click on **Recurrence** and set up the reoccurring appointment. You can also color-coordinate different types of events by clicking on **Tags > Categorize** and choose a color category.



4) To invite another person to your meeting, click on **Invite Attendees**, then select the **To...** button that appears. Type in the person's last name. When they appear in the distribution list, double-click on it so that it appears in the Required field at the bottom. Then select OK. This will add that person's email address to the To: Field.

5) To check and see if the person is free at that appointment time, click on **Scheduling Assistant**.



- 6) If the person is busy, they will have a blue or purple block in that time slot (blue diagonal lines indicate a tentative appointment). Look for an alternative time that has no colored blocks in it. **Select the free time** and click on **Appointment** at the top.

The screenshot displays a meeting scheduling application interface. At the top, a ribbon contains several tabs: File, Meeting, Insert, Format Text, Review, and Help. The 'Appointment' button, located under the 'Insert' tab, is highlighted with a red rectangular box. Below the ribbon is a toolbar with various icons for actions like 'Delete', 'Forward', 'Scheduling Assistant', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As' (set to 'Busy'), 'Reminder' (15 minutes), 'Recurrence', 'Time Zones', 'Room Finder', 'Categorize' (High/Low Importance), and 'New Meeting Poll'. The main area is a calendar grid for Thursday, August 17, 2017, and Friday, August 18, 2017. The grid shows time slots from 1:00 to 4:00 PM. Attendees listed on the left include 'All Attendees', 'Iannicelli, Christine', and 'Iannicelli, Christine'. Blue blocks indicate busy times for these attendees. A vertical blue bar highlights the 11:00 AM slot on Thursday, August 17, 2017, which is currently free. At the bottom, there are fields for 'Add Attendees...', 'Options', 'Start time' (Thu 8/17/2017, 11:00 AM), and 'End time' (Thu 8/17/2017, 12:00 PM). A legend at the bottom left identifies colors for Busy, Tentative, Out of Office, Working Elsewhere, No Information, and Outside of working hours.

- 7) Confirm that the appointment information is correct, then click **Send**.