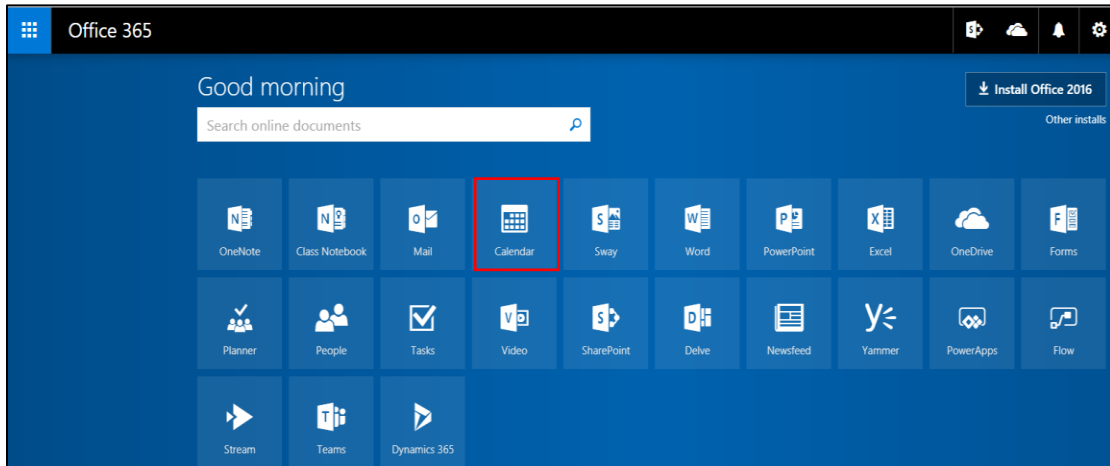
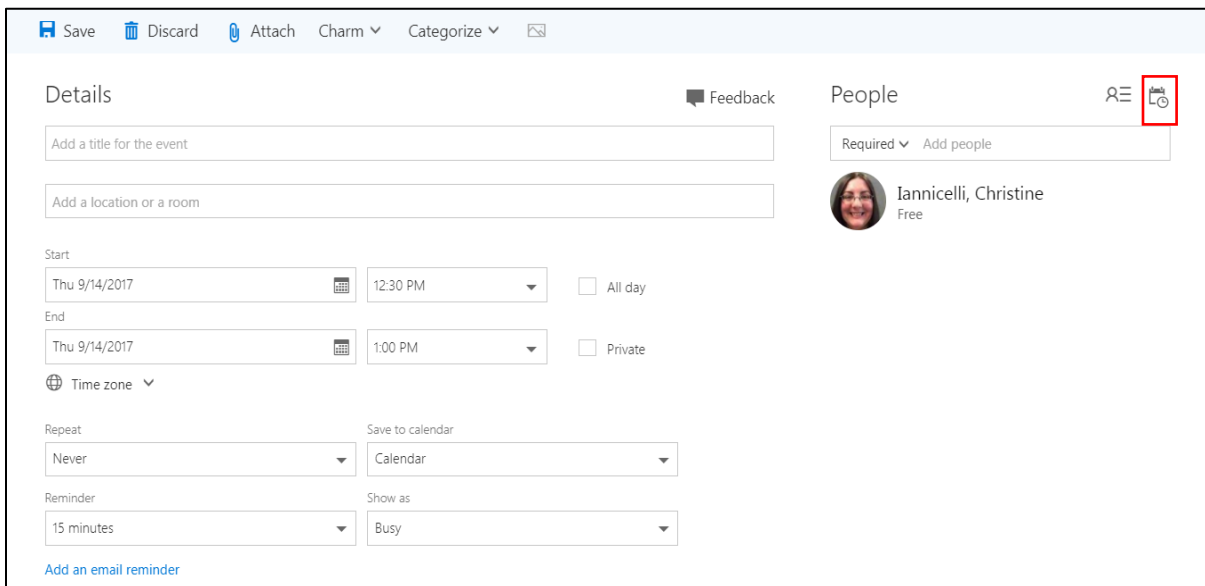


Scheduling Appointments in Office 365 (Online) Calendar

- 1) Login to [Office 365](#) and click on the **Calendar** icon.



- 2) Click on **New > Calendar event** in the top left-hand corner.
- 3) Give the appointment a **title** and a location (optional). Set the **Start and End times**. If you would like to create a reoccurring appointment, click on the dropdown under **Repeat** and set up the reoccurring appointment. You can also color-coordinate different types of events by clicking on **Categorize** at the top and choosing a color category.
- 4) To invite another person to your meeting, type in their name (last name first) or email address in the box under **“People”** on the right-hand side. When they appear in the list, click on their name so that it appears in the list of people.
- 5) To check and see if the person is free at that appointment time, click on the **Calendar** icon in the top right-hand corner.



- 6) You will see each invited attendee's calendar side by side to yours. It will list when they are busy or have tentative appointments. **Select a free time** by clicking on the appointment slot or changing the Start and End time on the left-hand side. Then click on **OK**.

The screenshot displays a calendar application interface for creating an event on Monday, September 18, 2017. The interface is divided into a sidebar on the left and a main calendar grid on the right. The sidebar contains the following elements:

- Buttons: OK, Discard, and a three-dot menu.
- Date: Monday, September 18, 2017.
- Event Title: Untitled event.
- Start: Mon 9/18/2017, 6:30 PM.
- End: Mon 9/18/2017, 7:00 PM.
- All day: All day.
- Attendees: Add attendees.
- Requirements: 2 required No conflicts.
- Attendee List:
 - Iannicelli, Christine (Free)
 - Skorina, Diane (Free)

The main calendar grid shows the time slots from 2p to 7p. The 5p slot is highlighted in light blue, indicating it is a free time slot for both attendees. The 2p, 3p, 4p, and 6p slots are shaded grey and labeled "Busy" for both attendees. The 7p slot is also shaded grey but not labeled "Busy".

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