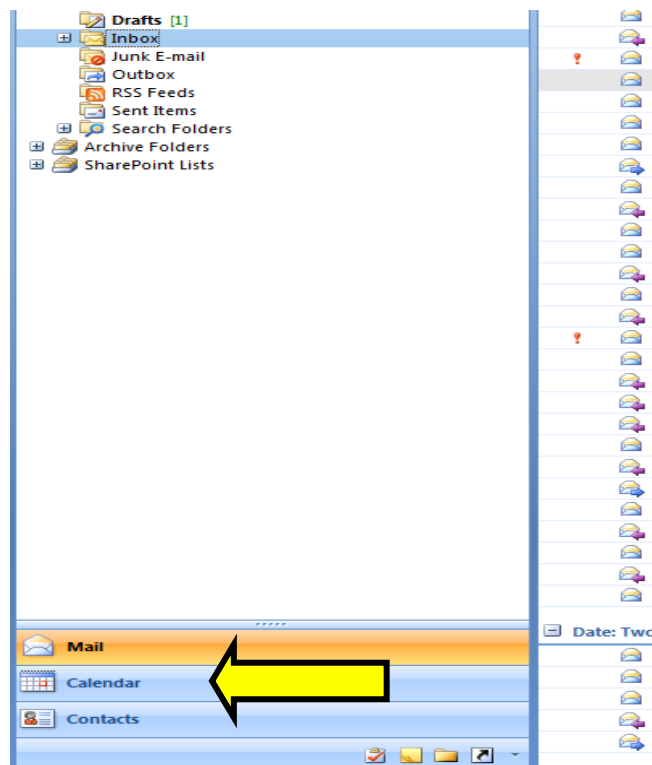
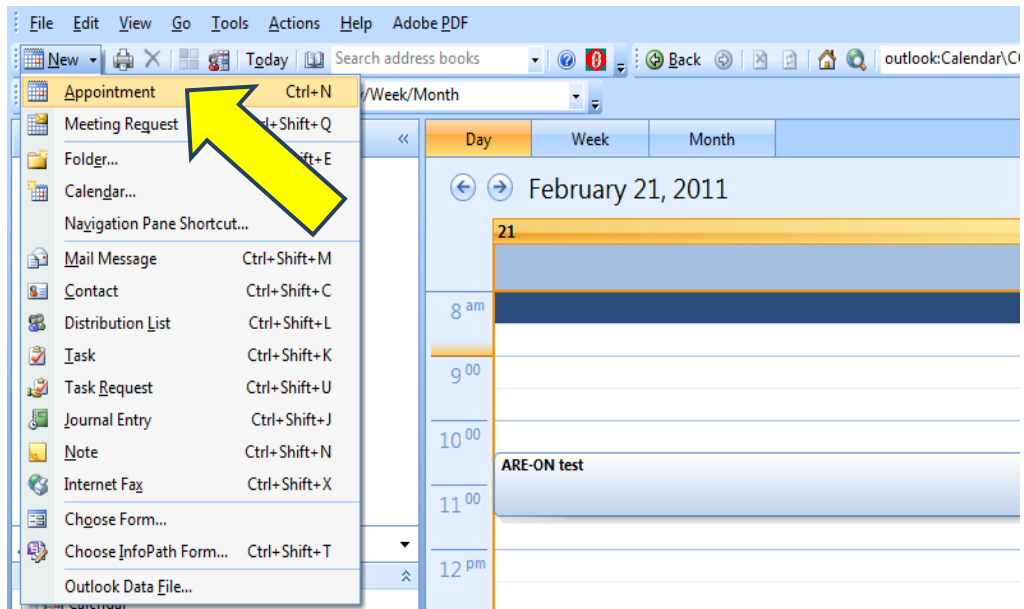


HOW TO SCHEDULE MEETINGS IN MICROSOFT OUTLOOK

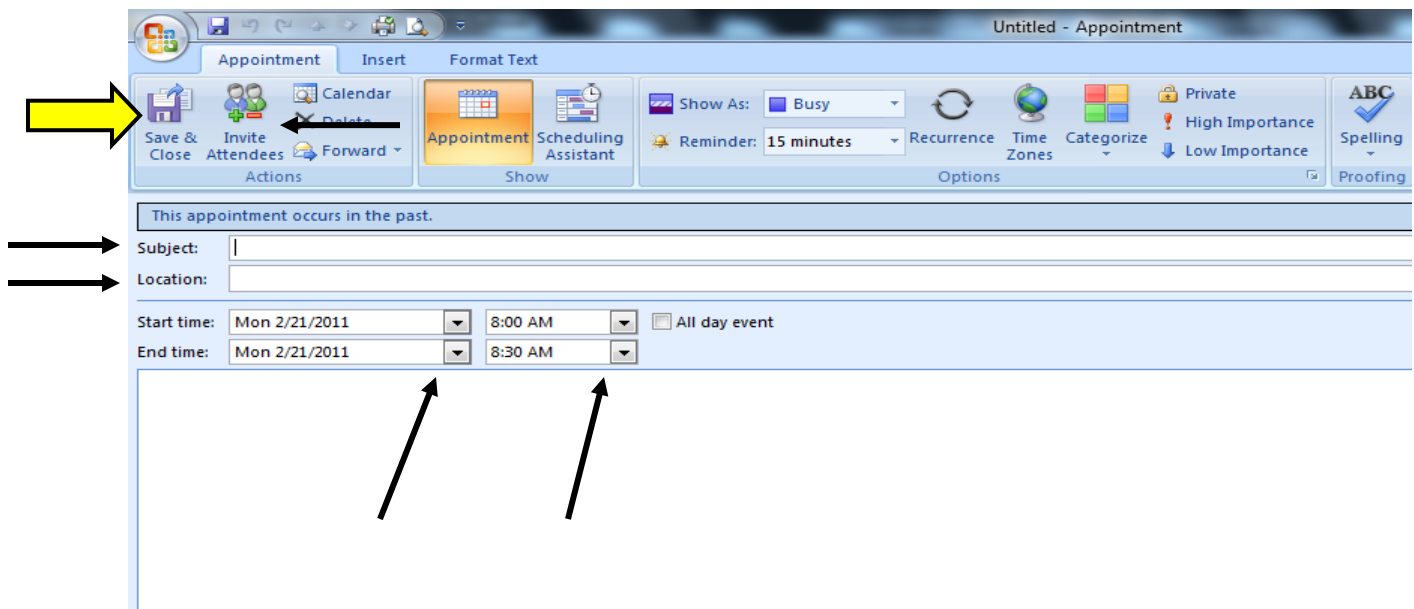
Open your Microsoft Outlook Account and click on **Calendar** near the bottom left corner of your screen.



Click the drop down arrow next to **New** and choose **Appointment**.



You now have the opportunity to fill in the **Subject** and **Location** fields. You may also use the drop-down arrows to select the **Date of the Meeting**, and also the **Start and End Times of the Meeting**. Choose **Invite Attendees** to send the meeting request to those participants. You may add any other information in the body of the email. When you have completed entering in the information, click the **Save & Close** button.



Questions, call IT Call Center 870-460-1820.