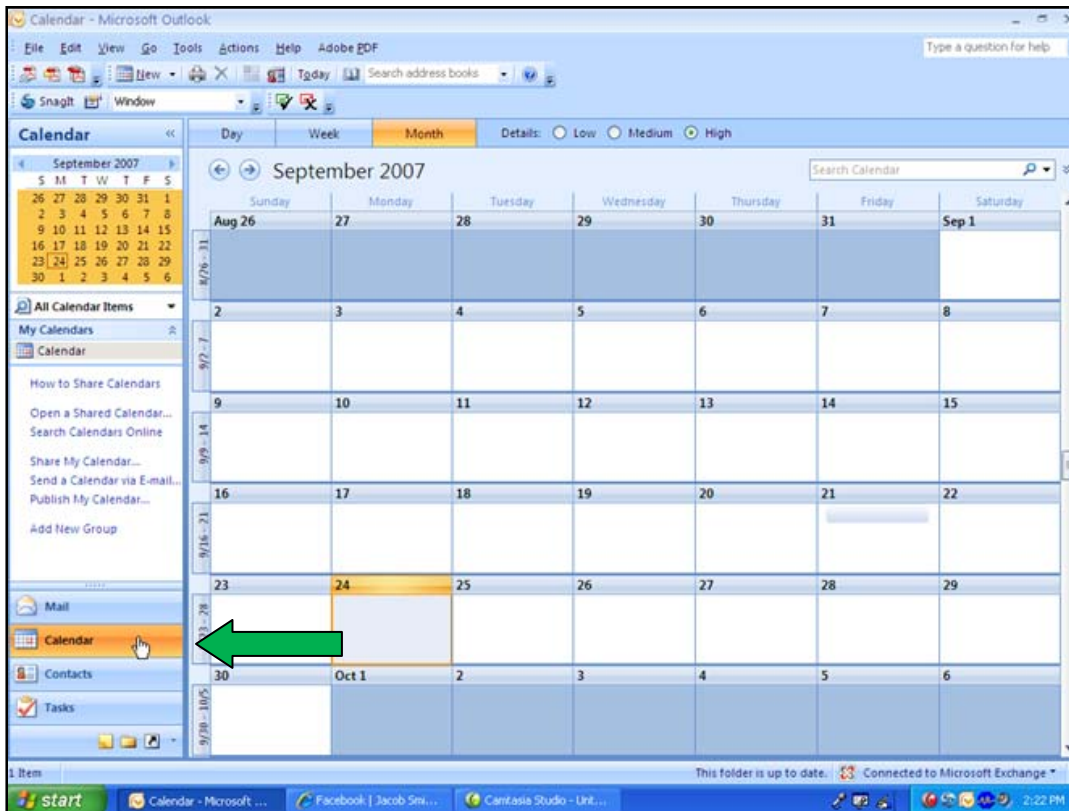
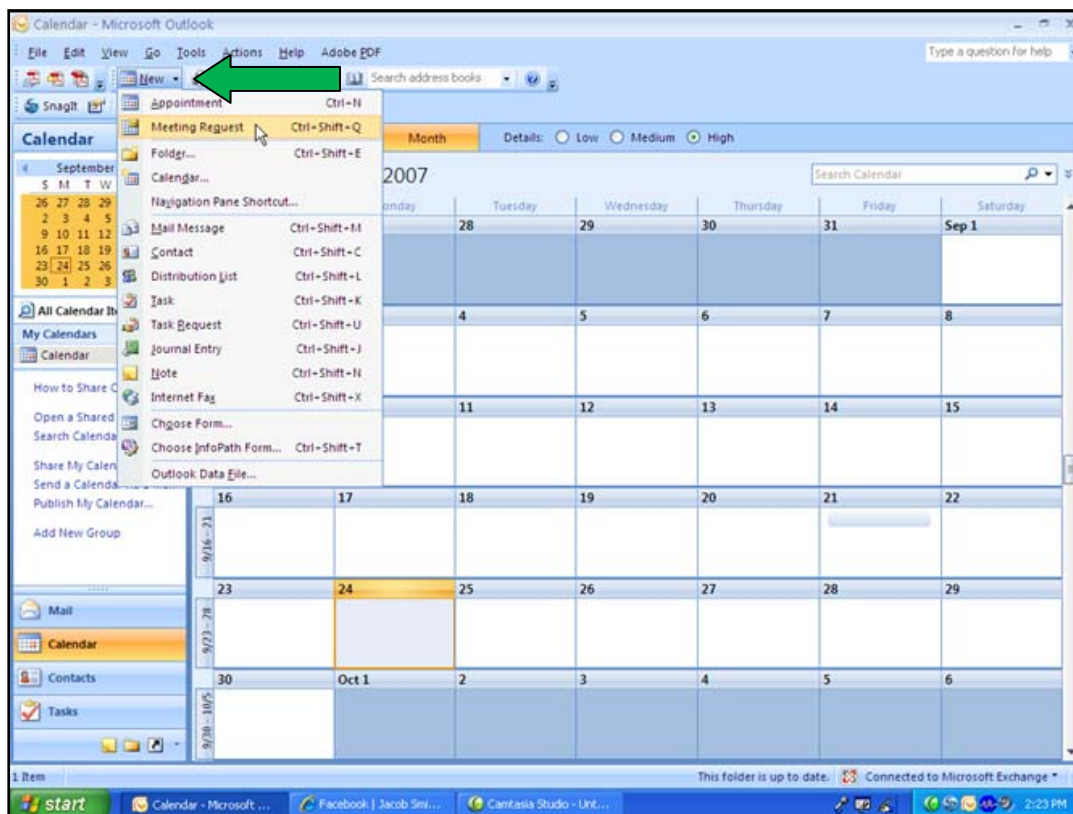


## How To Schedule Meetings in Microsoft Outlook

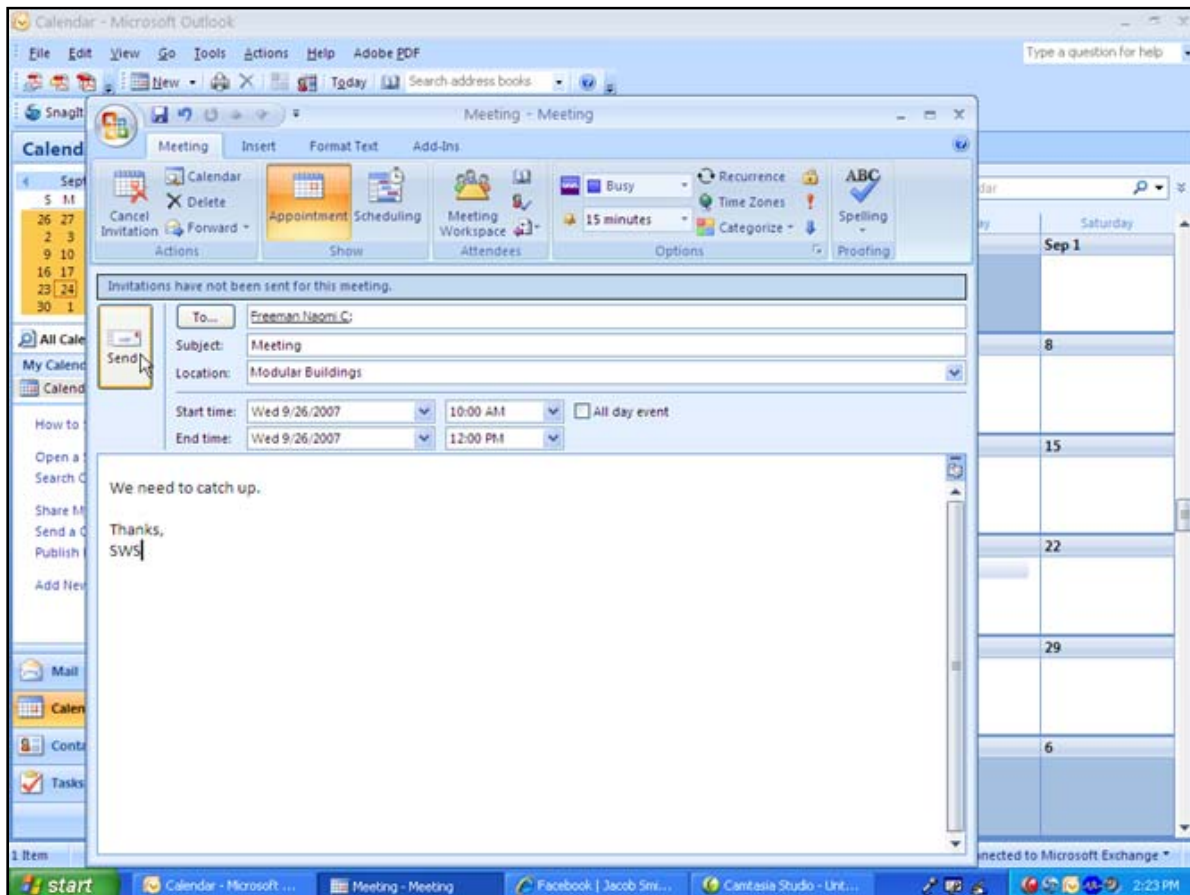
Open your **Microsoft Outlook Account** and click on **Calendar** near the bottom left of your screen.



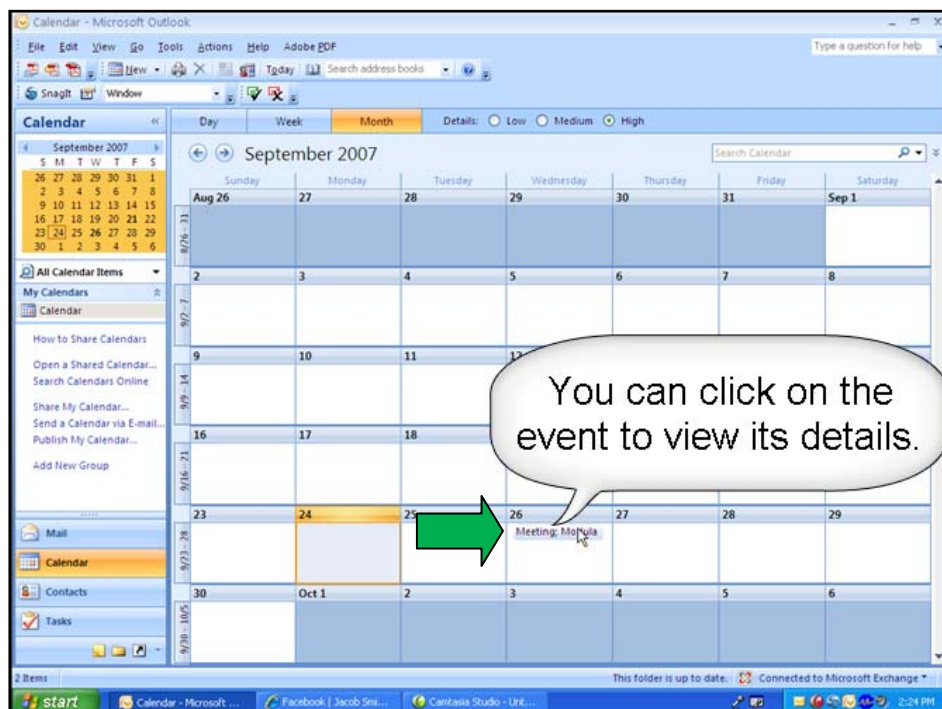
Click the **New** button on your toolbar and then click on **Meeting Request**.



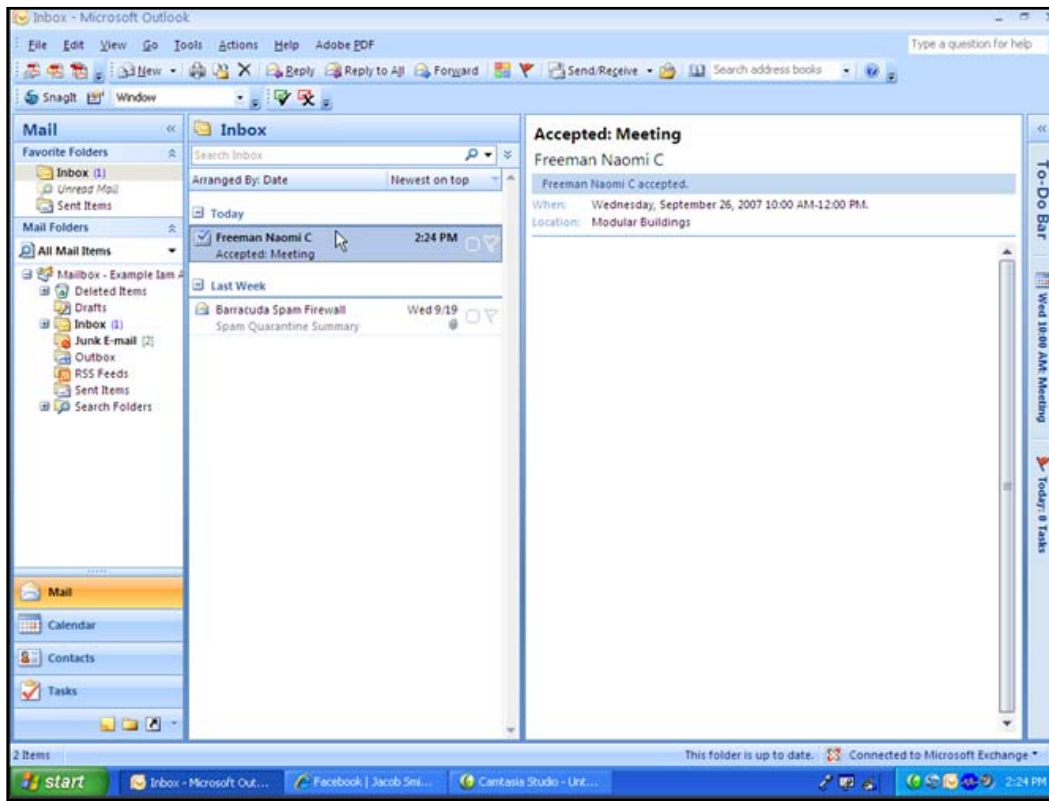
You will now have the opportunity to fill in the **To**, **Subject** & **Location** fields. You may also use the drop-down arrows to select the **Date of the Meeting** as well as the **Start and End Times of the Meeting**. You may add any other information in the body of the e-mail. When you have completed entering this information, click the **Send** button.



This will take you back to your **Calendar**. You may click on the meeting to view its details.



As soon as the person that you requested a meeting with **Accepts** or **Declines** your meeting, you will get an e-mail confirming their decision.



If you have no other business to tend to in Microsoft Outlook, you may **Exit** the program.

You have completed this online tutorial.

Questions? Call: 870-460-1820