

How to add appointments and schedule meetings in your Outlook calendar

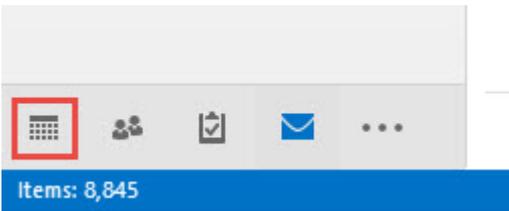
KB0010558

10 views

Outlook uses the term **appointment** to refer to items that just concern you, and **meeting** to refer to calendar items involving other users.

To add an appointment to your calendar

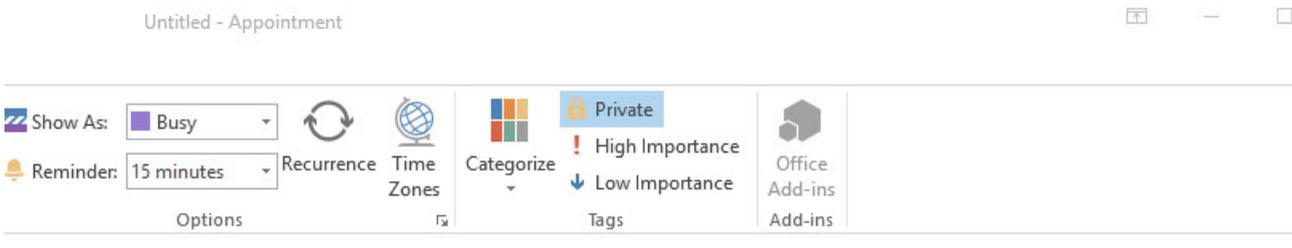
In Outlook, select **Calendar** in the bottom left navigation area.



Click **New Appointment**.

Enter the required **Subject**, **Location**, **Start time**, and **End time** of the appointment.

If you want to give the appointment a Private status you need to select the **Private (padlock) icon** to the top left of the appointment screen.



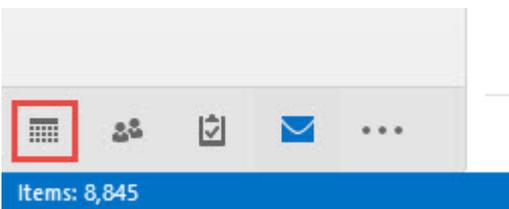
Note: If you share your calendar with other users, these individuals may, under certain circumstances, be able to view appointments even though you have marked them as Private

Click on **Save and Close** to add this appointment to your calendar.

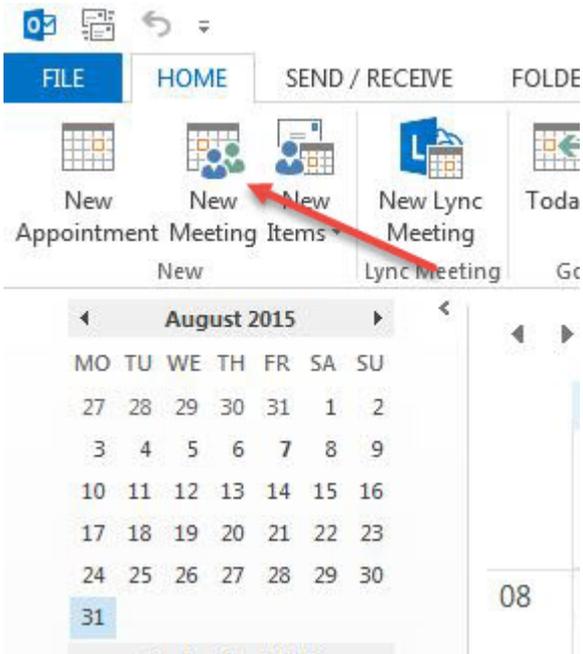
Invite other users to a meeting

When a meeting is created in Outlook and other people have been invited to attend, it will appear in the other user's calendar. To create a new meeting follow these steps:

In Outlook, select **Calendar** in the bottom left navigation area.

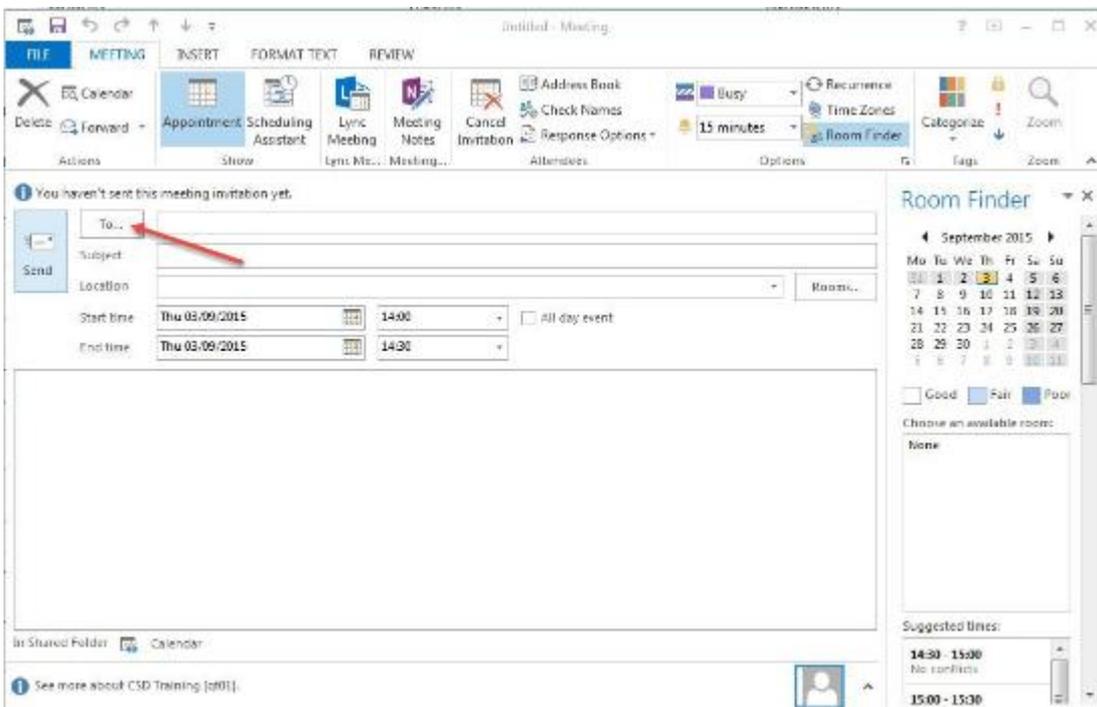


Select **New Meeting**



Enter the **Subject**, **Location**, **Start Time**, and **End Time** for the meeting.

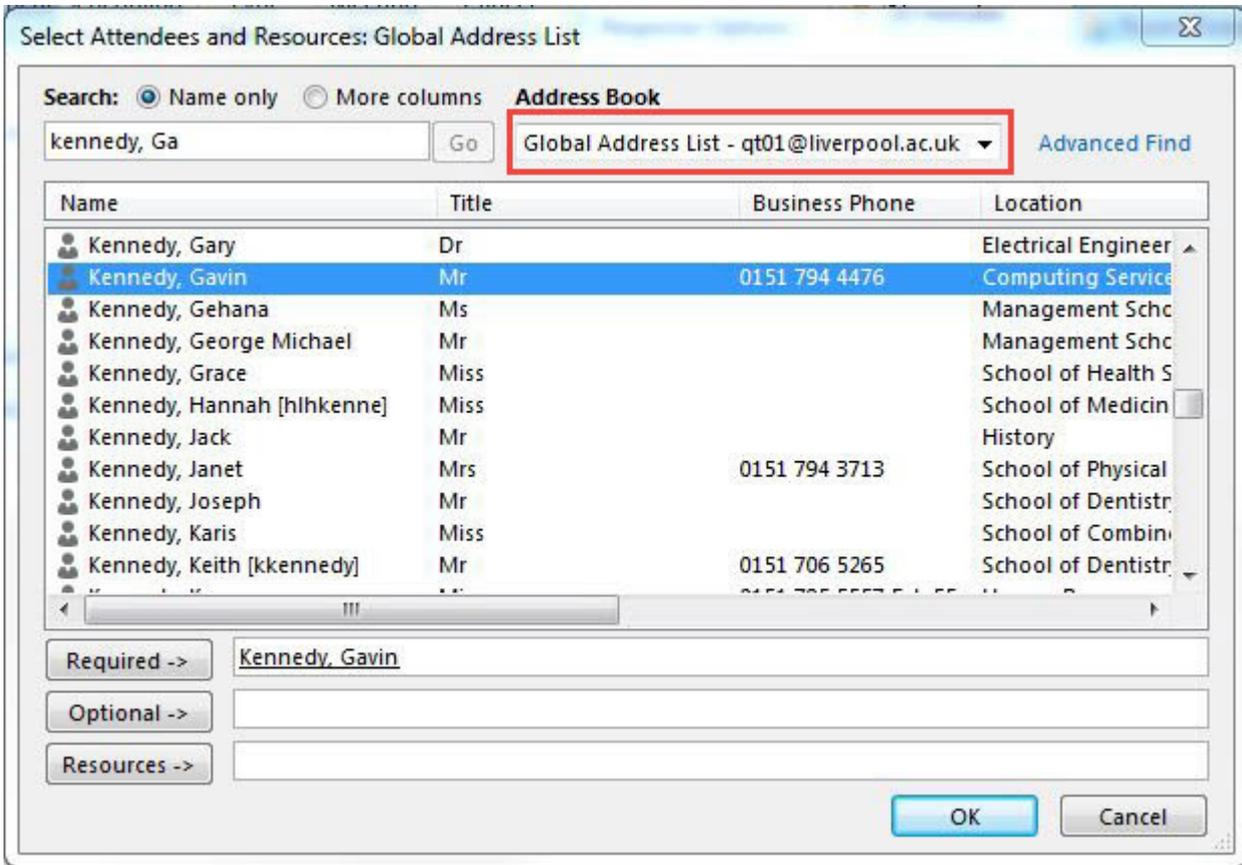
Click on the **To** button to add the other users.



In the Address Book selection box make sure **Global Address List** is chosen (highlighted in the screenshot below).

Find the user that you are looking for then double-click on their name with the left mouse button.

Click the **OK** button to return to the compose meeting window.

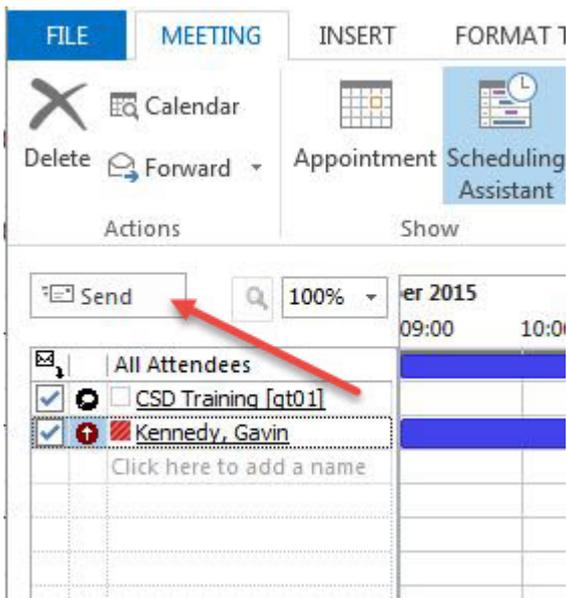


Click on **Scheduling Assistant** to check that your meeting does not clash with any meetings that other people may already have booked.

The scheduling table shows each attendee's diary as a row in the table. By referring to the legend you can see when each user is free, or busy.

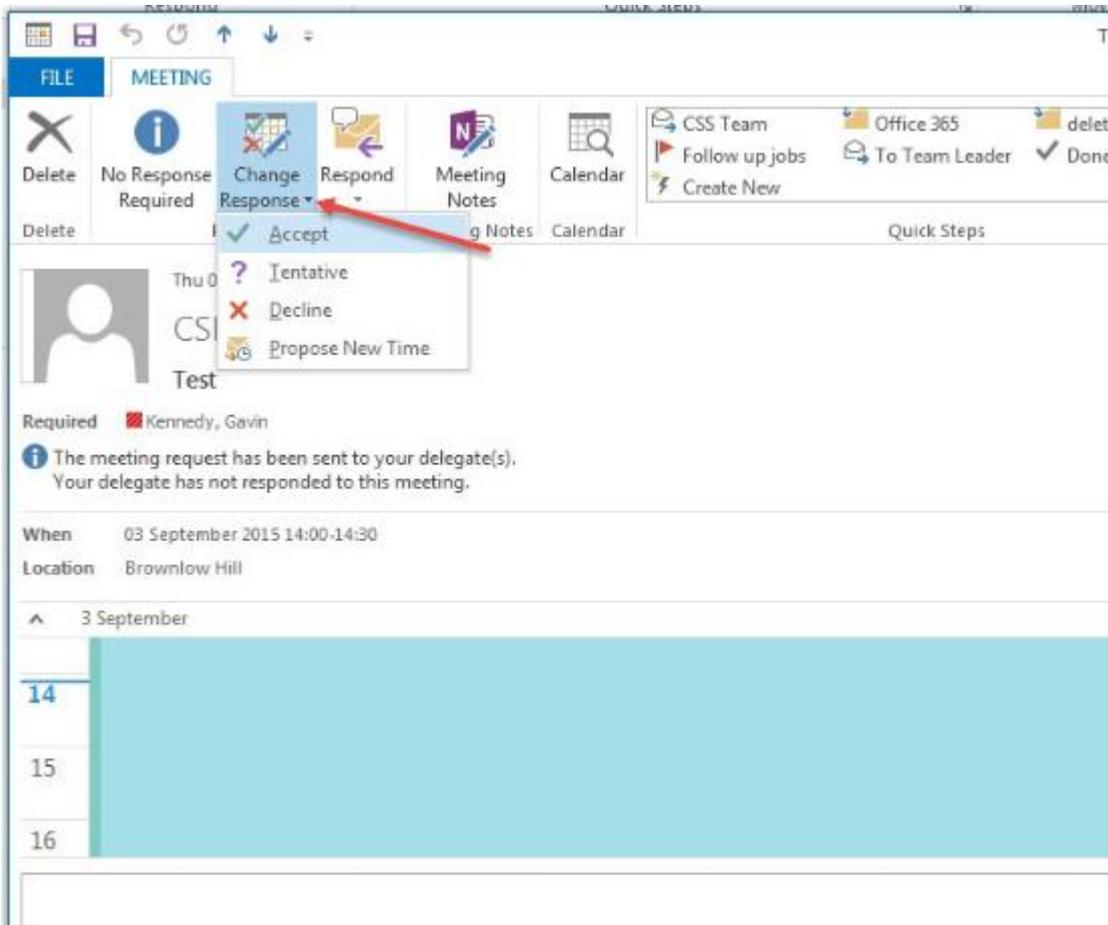
If required, you can use the Scheduling Assistant to the right hand side of the window as a guide to possible alternative dates. You can change the date and time of the meeting to a suitable time in this view.

When you are happy with all of the details of the meeting, click the **Send** button to send email meeting invitations.



Outlook meeting notifications

You will receive an Outlook Meeting Notification email whenever you are invited to a meeting that has been scheduled using Outlook. The notification looks similar to a normal email.



The meeting notification email includes a row of buttons (as highlighted in the image above) which allow the user to choose a response to the invitation - Accept, Tentative, Decline, Propose New Time or Calendar.

As well as the email invitation arriving in the email inbox, the meeting will be put into the calendar as a Tentative meeting until the user has accepted/rejected it.

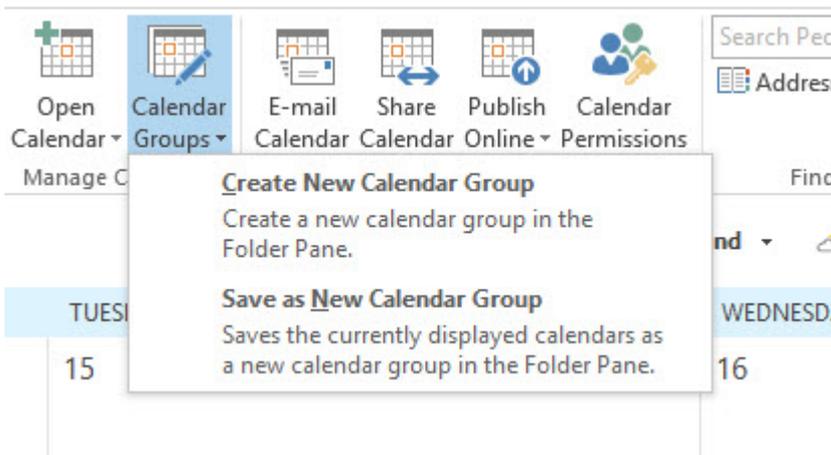
If the user accepts the meeting then the notification will automatically disappear from the Inbox and the meeting will be added into the calendar. If you decline the meeting then the notification will be copied to the Deleted Items folder, and the meeting will not be visible in your Calendar.

View the schedule for a group of people

Group Schedules within Outlook allow you to view a number of people's calendars side by side. By doing this you can quickly see the availability of everyone in the group. Follow the steps below to create a group schedule:

In Outlook select **Calendar**

Select **Calendar Groups** and **Create New Calendar Group**.



Type a name for the new calendar group, e.g. CSS Team, and click **OK**. The address book window will appear.

In the Address Book selection box make sure **Global Address List** is selected (as highlighted in the screenshot below).

From the Address list find the user that you are looking for, and then double-click on their name with the left mouse button.

Click **OK**.

You will now see all the people that you have added in your group schedule. If you have been granted permission by any of these people to view their calendar then you will see details about the meeting, otherwise you will just see a coloured bar to show that there is something in their calendar. Using this view you can easily see when everyone is free/busy.

The screenshot displays a calendar interface. At the top, there is a navigation bar for 'August 2017' with left and right arrows. Below this is a grid for August with days of the week (MO to SU) and dates from 31 to 28. The date '18' is highlighted in blue. Below the August calendar is a similar grid for 'September 2017' with dates from 1 to 8. At the bottom, there is a list of calendars with checkboxes and expand/collapse icons:

- My Calendars
 - Calendar
- Other Calendars
- CSS team
 - Box, Jamie [box]
 - Long, Norman