

## MEETINGS

A meeting is an appointment **that includes other people and can include resources such as conference rooms**. Responses to your meeting requests appear in your **Inbox**.

### SCHEDULE A MEETING WITH OTHER PEOPLE

To schedule a meeting with other people:



1. In Calendar, on the **Home** tab, in the **New** group, click **New Meeting**.

**Keyboard shortcut:** To create a new meeting request, press **CTRL+SHIFT+Q**.

2. In the **Subject** box, type a description.
3. In the **Location** box, type a description or location. If you use a Microsoft Exchange account, click **Rooms** to choose from available rooms.
4. In the **Start time** and **End time** lists, click the start and end time for the meeting. If you select the **All day event** check box, the event shows as a full 24-hour event, lasting from midnight to midnight.

**Note:** If you want to schedule meetings based on an alternate time zone, on the **Meeting** tab, in the **Options** group, click **Time Zones**.

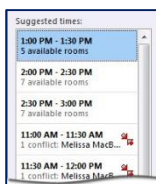
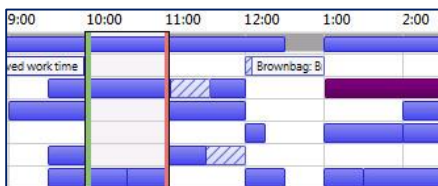
5. In the meeting request body, type any information that you want to share with the recipients. You can also attach files.
6. On the **Meeting** tab, in the **Show** group, click **Scheduling Assistant**.

The **Scheduling Assistant** helps you find the best time for your meeting.

7. Click **Add Others**, and then click **Add from Address Book**.
8. In the **Select Attendees and Resources** dialog box, in the **Search** box, enter the name of a person or resource to include at the meeting. If you are searching with the **More Columns** option, click **Go**.
9. Click the name from the results list, then click **Required**, **Optional**, or **Resources**, and then click **OK**.

**Required** and **Optional** attendees appear in the **To** box on the **Meeting** tab, and **Resources** appear in the **Location** box.

The free/busy grid shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting.



The **Room Finder** pane contains suggested times for the best time for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid.

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If the **Room Finder** pane doesn't appear, on the **Meeting** tab, in the **Options** group, click **Room Finder**.

10. To set up a recurring meeting, on the **Meeting** tab, in the **Options** group, click **Recurrence**. Choose the options for the recurrence pattern you want, and then click **OK**.

When you add a recurrence pattern to a meeting request, the **Meeting** tab changes to **Recurring Meeting**.

To change the advance time of the meeting reminder, on the **Meeting** tab, in the **Options** group, click **Reminder**, and then click the time you want. Click **None** to turn off the reminder.

The organizer can also set the reminder time for recipients by changing the reminder time on the meeting invitation. If the organizer does not change the default reminder time on the invitation, the recipients will each use their own default reminders.

### RESPOND TO A MEETING REQUEST

**Need content!!!**

### RESPOND TO AN EMAIL MESSAGE WITH A MEETING REQUEST

When you receive an email message or a task request, you can create a meeting request as a response with one click.

The meeting request invites everyone who is on the **To** line in the original message as **Required Attendees**, and everyone on the **Cc** line as **Optional Attendees**.

**To respond to an email message with a meeting request, do one of the following:**

1. In the message list, click the message
2. On the **Home** tab, in the **Respond** group, click **Meeting**.

In an open message, on the **Message** tab, in the **Respond** group, click **Meeting**.



3. Enter the location and start and end times as you do in any meeting request. You can also add or remove attendees, use **Scheduling Assistant** to find the best meeting time, or add attachments.

The header and body of the original message are included in the body of the meeting request.

Conversations and Reply with Meeting

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If your message list is arranged by conversation, the meeting request created with **Meeting** is associated with the same conversation as the original message. The meeting request appears in the expanded conversation.

When you click **Meeting** on a conversation that is not expanded and contains multiple branches, the meeting request applies to the most recent message in the selected branch.

**Note:** The **Meeting** command is not available when you click a conversation header.

### CREATE AN ADD TO CALENDAR LINK

In Outlook, when you want to invite people to attend a meeting or event, you usually send a meeting request. The recipient can then accept the request and the item is added to his or her calendar.



There is an alternative method that works more broadly with Outlook and other calendar programs. An Internet calendar (iCalendar) attachment or a link to an iCalendar file can be added to the message body. When the recipient opens the attachment or clicks the link, the event is added to his or her calendar program. The link can be text or an image such as a button.

Unlike Outlook meeting requests, when using iCalendar attachments and links you do not receive confirmations when people accept or decline.

#### Step 1: Create an appointment

If you already created the appointment on your calendar, skip to the next section, [Step 2: Send an iCalendar attachment](#).

1. In **Calendar**, on the **Home** tab, in the **New** group, click **New Appointment**.
2. In the **Subject** and **Location** boxes, type the subject and location information.
3. Enter the **Start time** and **End time**.
4. On the **Appointment** tab, in the **Actions** group, click **Save & Close**.

#### Step 2: Send an iCalendar attachment



1. On your calendar, click the appointment.
2. On the **Appointment** tab, in the **Actions** group, click the down arrow on the **Forward** command.
3. Click **Forward as iCalendar**.

A new message window appears and an iCalendar is attached.

#### Step 3: Add a link to the message body

The link can be text or any image that you choose.

Do one of the following:

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- [Add a text link to the message body](#)
- [Add an image link to the message body](#)

### Add a text link to the message body

1. In the open appointment window, right-click the iCalendar .ics attachment, and then click **Save As**.
2. Select a location that all of your recipients can access.

For example, within an organization, you can select a shared network location. The most common scenario is to save the iCalendar .ics file to a website. Remember, when selecting a place to save the file it is important that any recipient has access to that location.

1. Click **Save**.
2. Click in the message body.
3. On the **Insert** tab, in the **Links** group, click **Hyperlink**.
4. In the **Text to display** box, type the text that you to appear as the link.
5. In the **Address** box, enter the location where you saved the iCalendar .ics file. If you saved it to a website, enter the Web address or URL for that location.
6. Click **OK**.
7. Continue to complete the message as you normally would, including adding recipients, and then click **Send**.

### Add an image link to the message body

1. In the open appointment window, right-click the iCalendar .ics attachment, and then click **Save As**.
2. Select a location that all of your recipients can access.
3. For example, within an organization, you can select a shared network location. The most common scenario is to save the iCalendar .ics file to a website. Remember, when selecting a place to save the file it is important that any recipient has access to that location.
4. Click **Save**.
5. Click in the message body.
6. On the **Insert** tab, in the **Illustrations** group, click **Picture**.
7. Click the picture you want to insert, and then click **Insert**.
8. Click the inserted image.
9. On the **Insert** tab, in the **Links** group, click **Hyperlink**.
10. In the **Address** box, enter the location where you saved the .ics file. If you saved it to a website, enter the Web address or URL for that location.
11. Click **OK**.
12. Continue to complete the message as you normally would, including adding recipients, and then click **Send**.

Sample button images

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You can save these sample button images on your computer and then use them when inserting an iCalendar link.

1. Right-click the image, and then click **Save picture as**.

**Note:** The command name might differ depending upon the Web browser installed on your computer.



1. Select a location on your computer, and then click **Save**.

### CHANGING A SINGLE MEETING

**To change a single meeting:**

1. Open the meeting. If you open an item that is part of a recurring series, in the Open Recurring Item dialog box, click **Open this occurrence**, and then click **OK**.
2. On the Item Occurrence tab, change the options that you want, and then click **Send Update**.

**Tip:** You can drag the meeting to a different date on the calendar. You can also edit the subject by clicking the text and then typing your changes.

### REFERENCES

Microsoft Corp. "Outlook Help."

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[info@mtateresearch.com](mailto:info@mtateresearch.com)