Scheduling a meeting in outlook 2010-2013

Outlook 2010

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

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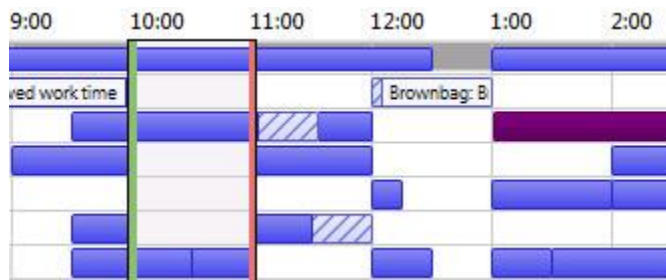
The **Room Finder** pane contains suggested times for the best time for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid.
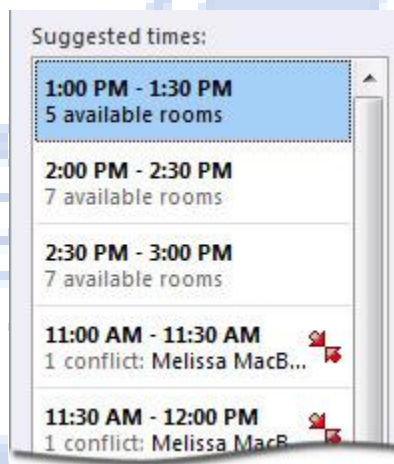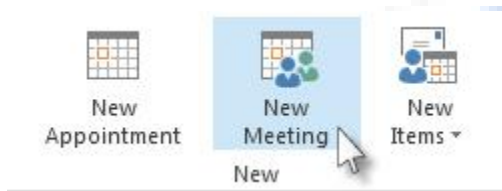

Notes   If the **Room Finder** pane doesn't appear, on the **Meeting** tab, in the **Options** group, click **Room Finder**.
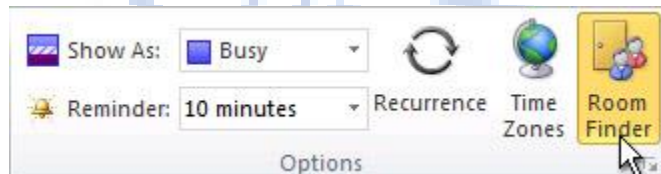
10.   To set up a recurring meeting, on the **Meeting** tab, in the **Options** group, click **Recurrence**. Choose the options for the recurrence pattern you want, and then click **OK**.

Outlook 2013

1. In Calendar, click **New Meeting**.

2. In the **Subject** box, tell your recipients what the meeting is about.
3. In the **Location** box, tell your recipients where this meeting will be held.
4. In the **Start time** and **End time** lists, click the meeting start and end times. If you check the **All day event** box, the event shows as a full 24-hour event, lasting from midnight to midnight.
5. In the meeting request, type any information you want to share with the recipients. You can also attach files.
6. Click **Scheduling Assistant**. The Scheduling Assistant for Exchange accounts helps you find the best time for your meeting by analyzing when recipients and meeting resources, such as rooms, are available.
7. Click **Add Attendees**, and then type the recipients names, email addresses, or resource names (separated by semicolons) in the **Required**, **Optional**, or **Resources** boxes.
8. For Exchange accounts, the **Room Finder** pane contains suggested best times 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.
9. After your attendees are added, to switch back to the meeting request, on the ribbon, click **Appointment**.
10.   click **Send**.