

Meetings

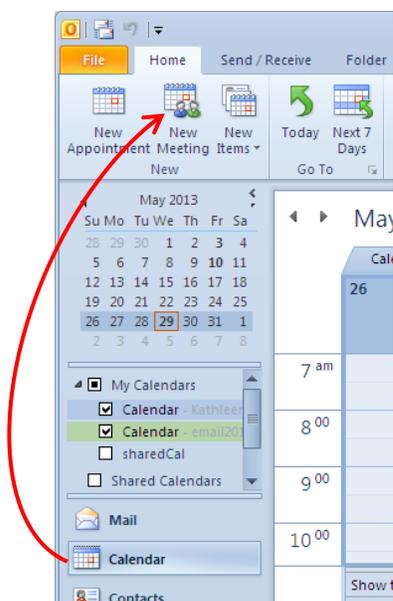
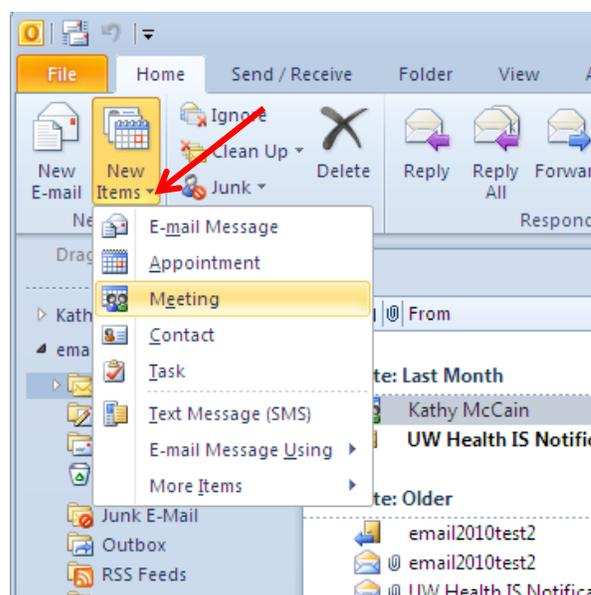
Meeting: An appointment that includes other people and can include resources such as conference rooms. Responses to your meeting requests appear in your Inbox.

(Appointment: Activities that you schedule on your calendar that do not involve inviting other people or reserving resources- see [Outlook 2010: Creating Appointments](#) to learn how to set up meetings.)

Schedule a meeting

You have several options for creating a meeting request - it just depends on how you want to work

In the main Outlook window, click the little down arrow next to New Items and select Meeting



Or...

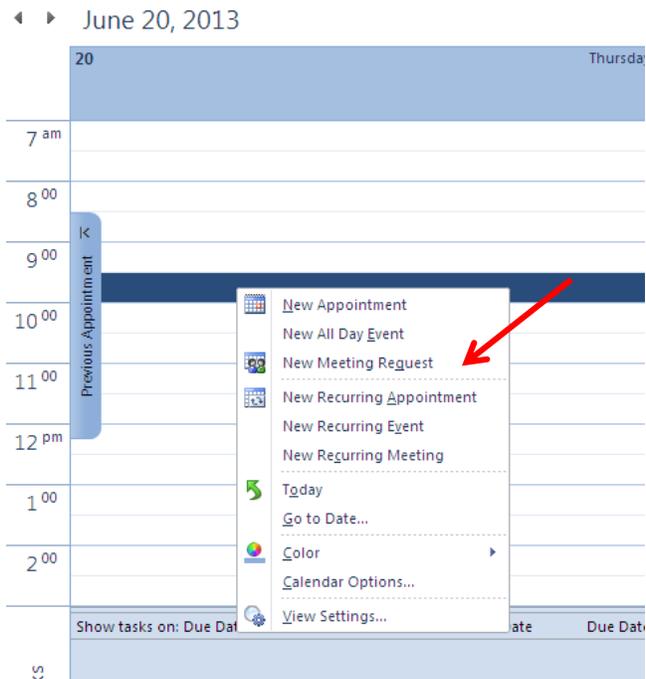
Select the Calendar view

Click New Meeting

Or...

Right-click a time block in your calendar grid

Select New Meeting Request



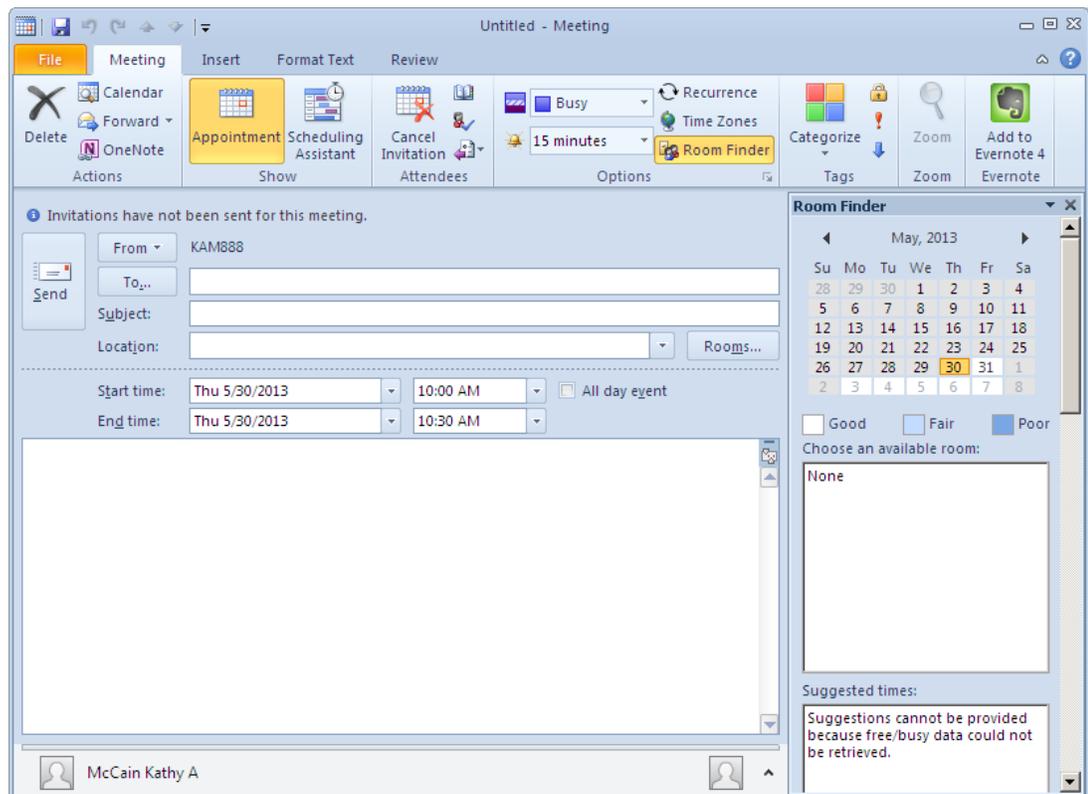
Fill in your attendees names, a Subject, and a location

Enter the start and end times

If you select the All day event check box, the event shows as a full 24-hour event, lasting from midnight to midnight

In the meeting request body, type any information that you want to share with the recipients --you can also attach files

Click send when you're done



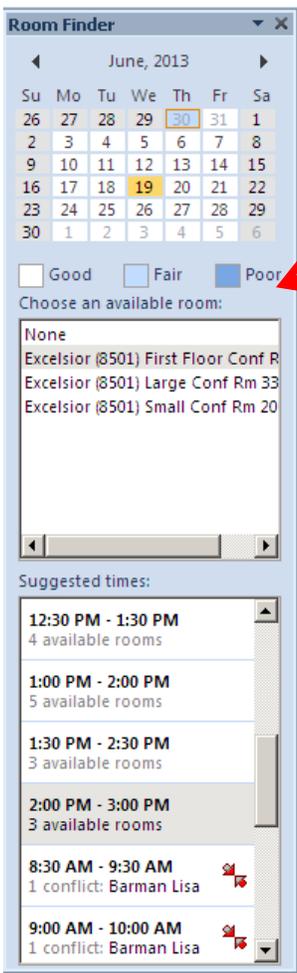
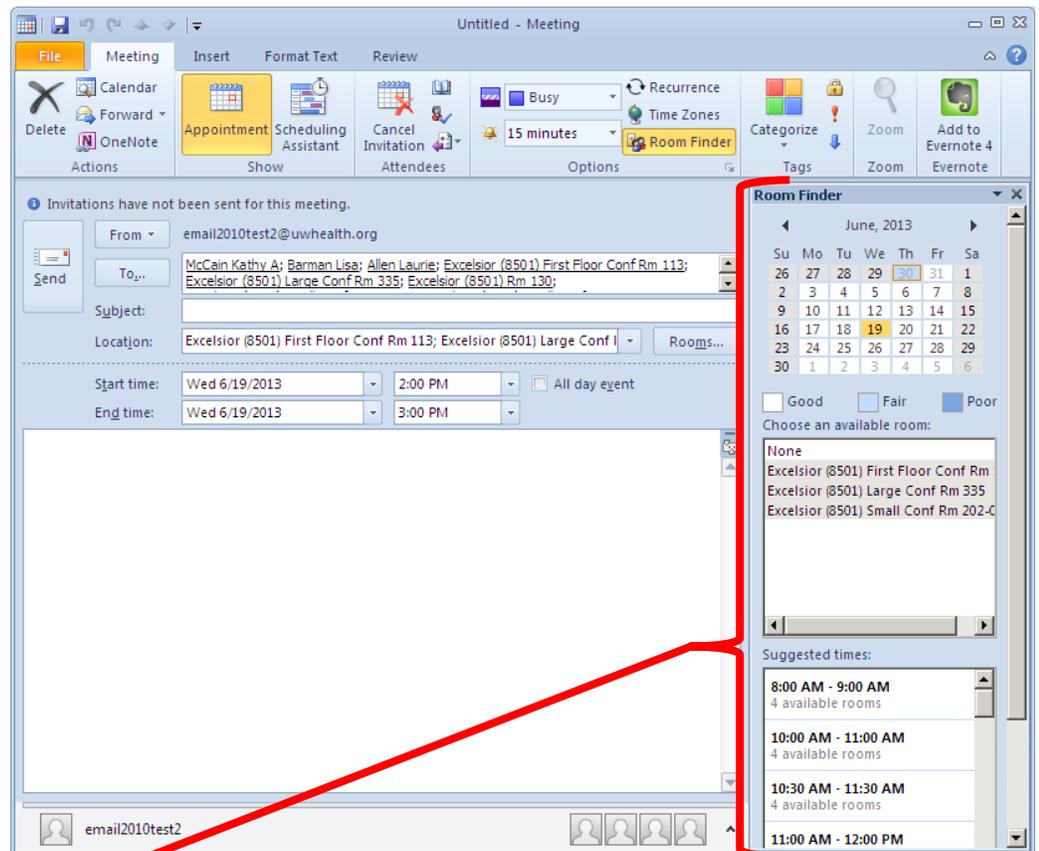
Fun Tip:

You can type specific words and phrases in the Start time and End time boxes instead of dates. For example, you can type Today, Tomorrow, New Year's Day, Two Weeks from Tomorrow, Three days before New Year's Day, and most holiday names

Sometimes, however, you do not know the availability of your attendees or room locations. The Scheduling Assistant helps you find the best time for your meeting.

Add all of your attendees in the To: field

Then add several rooms in the Location field - by adding several rooms, you can easily see which rooms are free and which rooms are busy for your date and time



The Room Finder pane contains suggested times based on the availability of your attendees

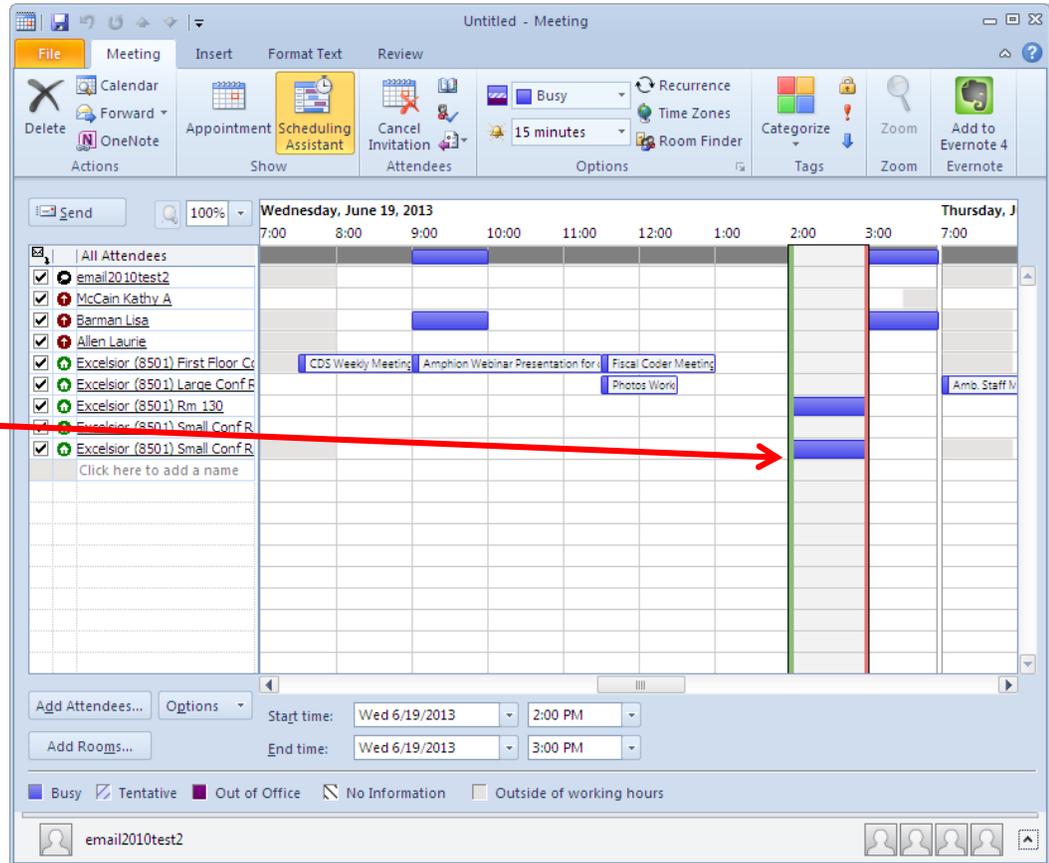
If your desired time is not available - select a meeting time by clicking a time suggestion in the Suggested times section

For an even better visual, click the Scheduling Assistant button

A grid is displayed of the availability of your attendees and rooms

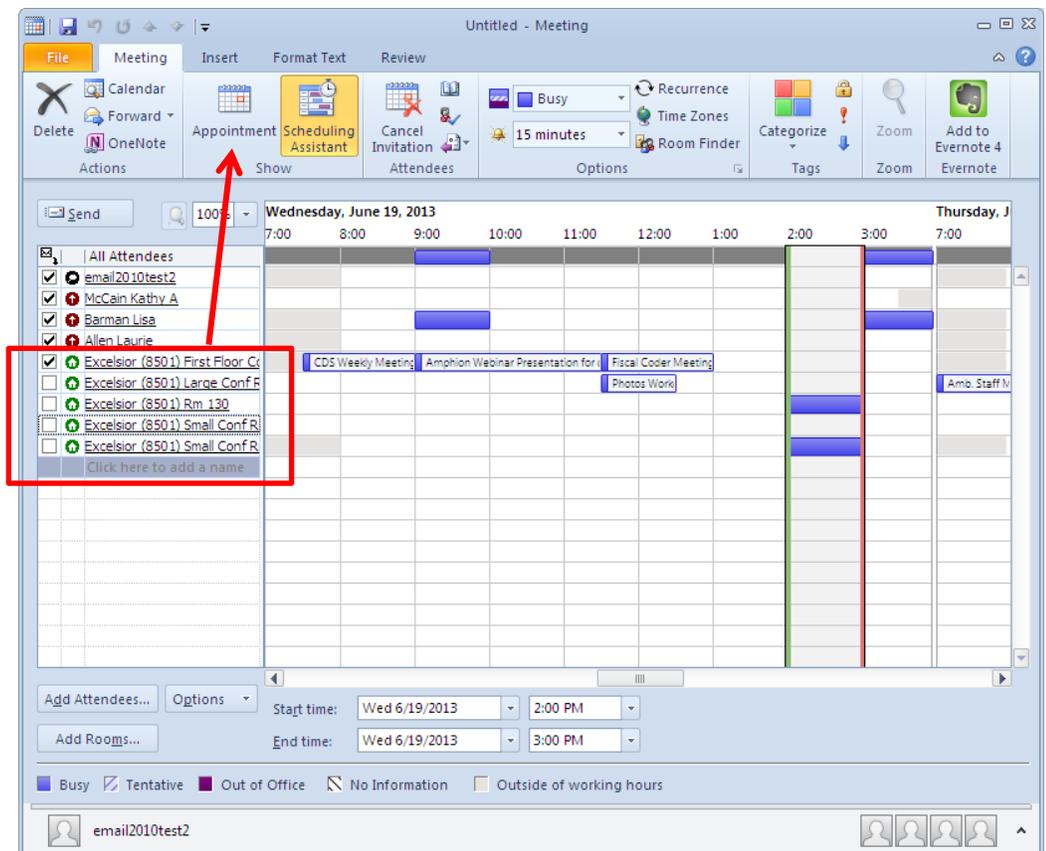
A green vertical line represents the start of the meeting -- a red vertical line represents the end of the meeting

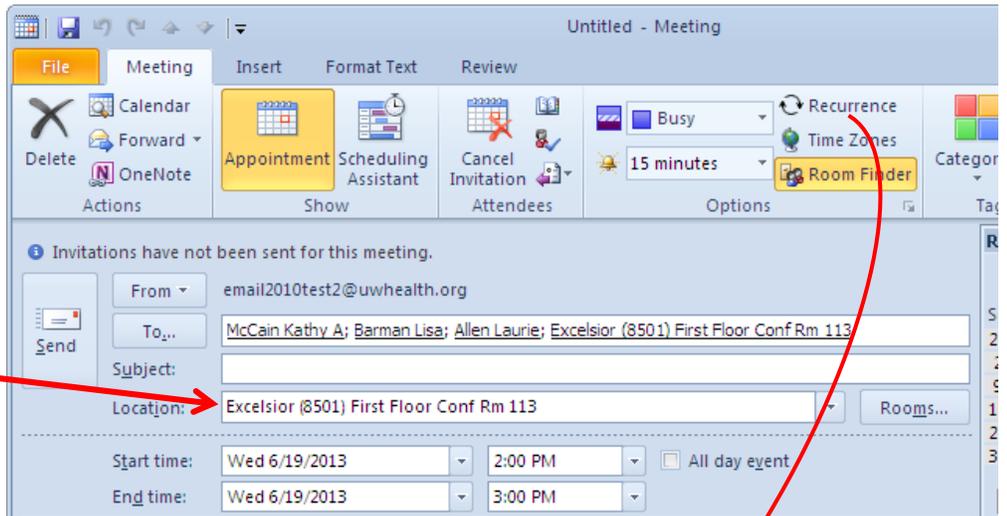
In this example, all of the attendees and three rooms are available for the specified date



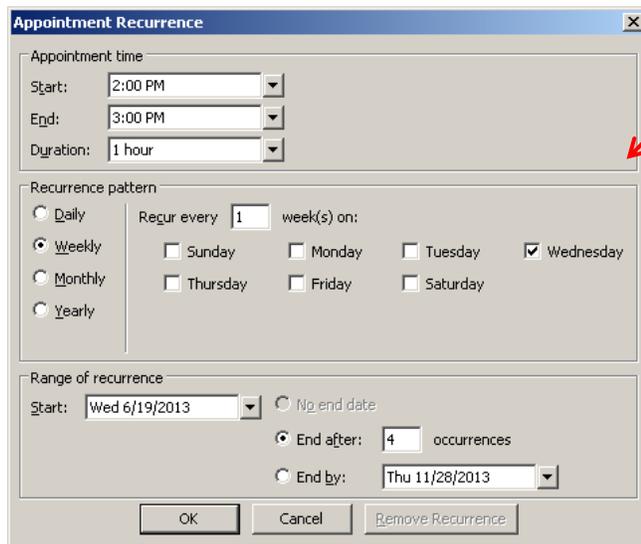
Unselect the rooms you don't want to use

Click Appointment to return to your meeting request



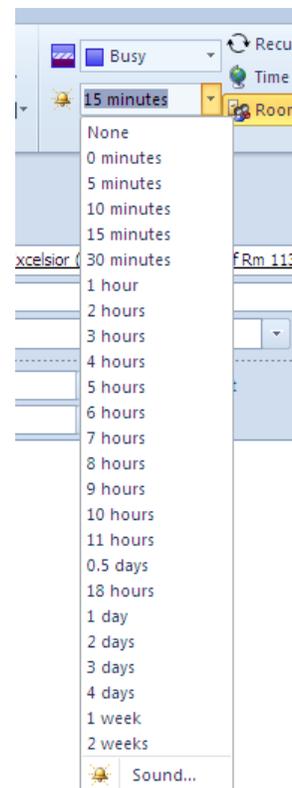


The unselected rooms are no longer included in your meeting request



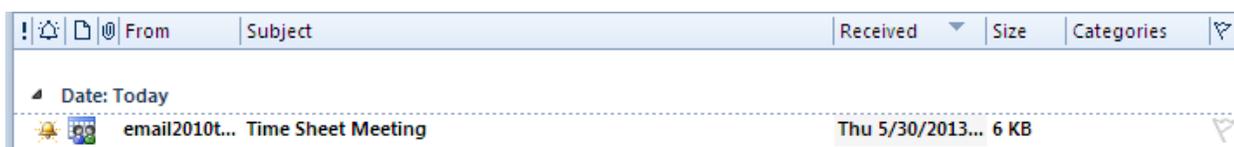
You can make this meeting a recurring meeting by clicking Recurrence and choosing the recurrence options you would like

NOTE: 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.

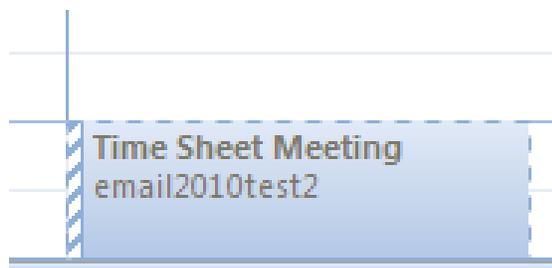


When you have your meeting configured the way you like, click send

Meeting requests will appear in your attendee's mailbox

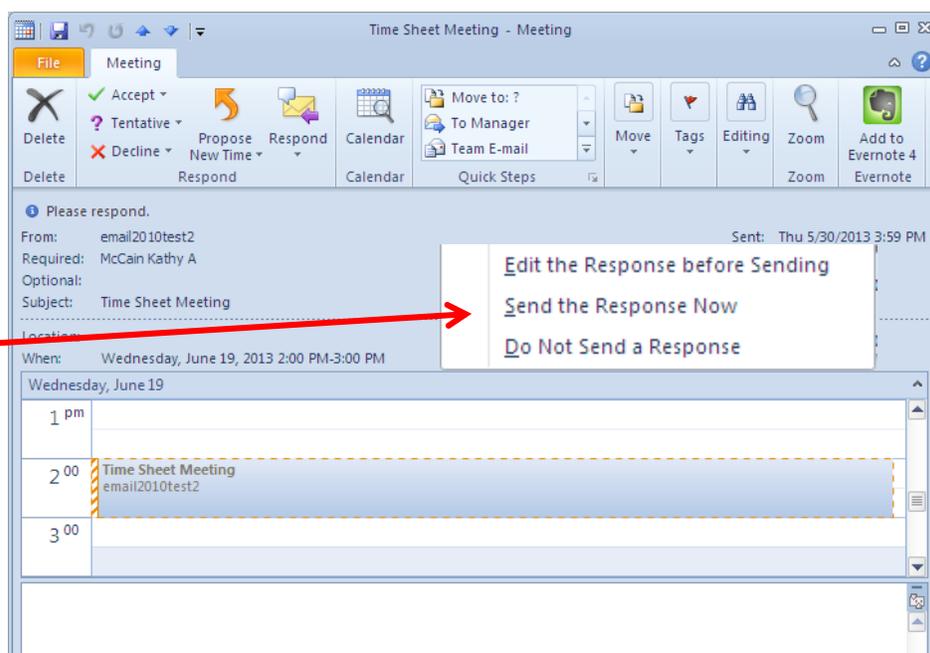


The meeting will also appear on their calendar as tentative - it will look "faded" and have diagonal lines on the left side



Your attendees can choose to Accept, keep the appointment Tentative, or Decline the request

For each choice, they are given the option to send a custom, basic, or no response back to the organizer



Your attendees will need to accept this meeting request in order for it to appear as a busy time on their calendars