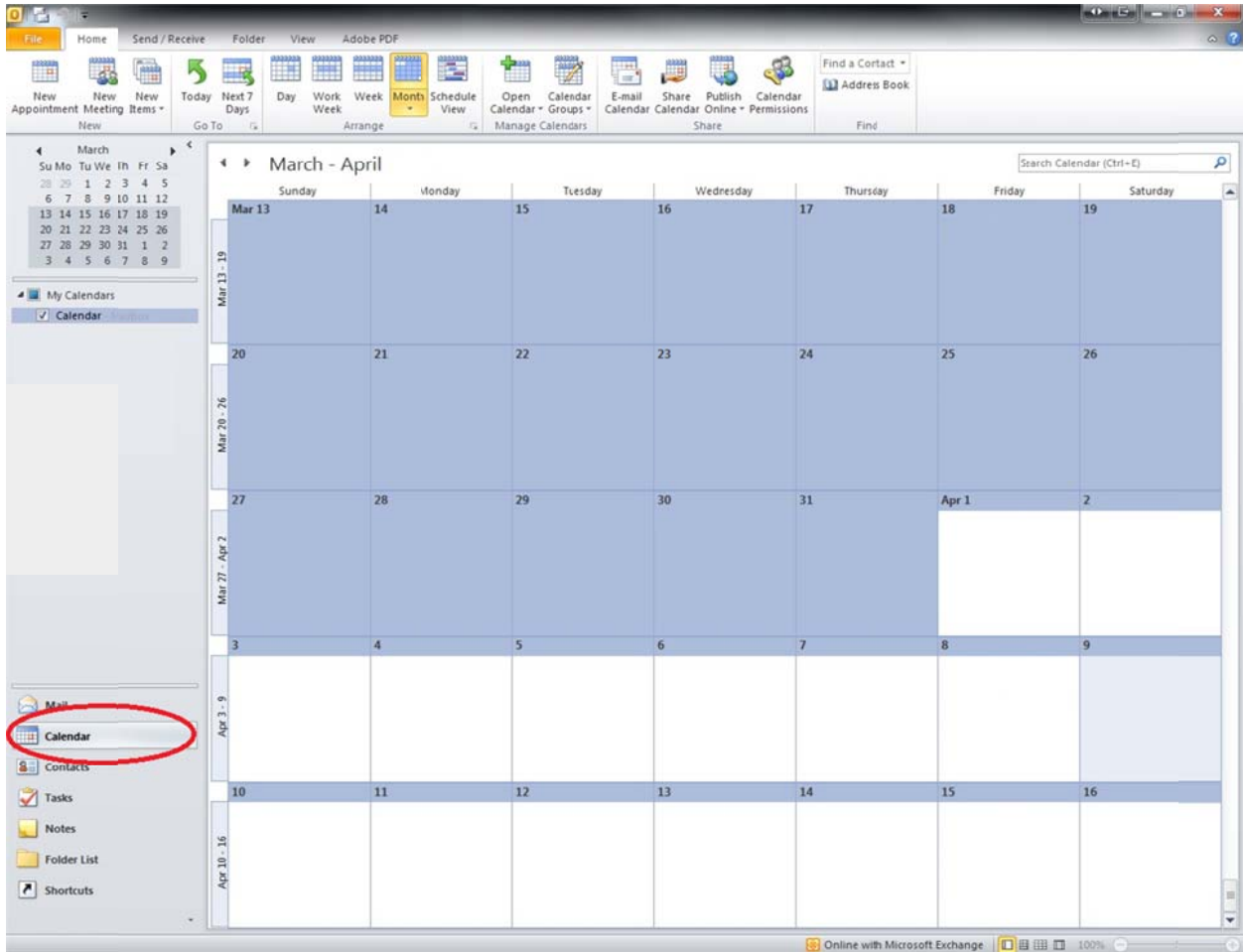
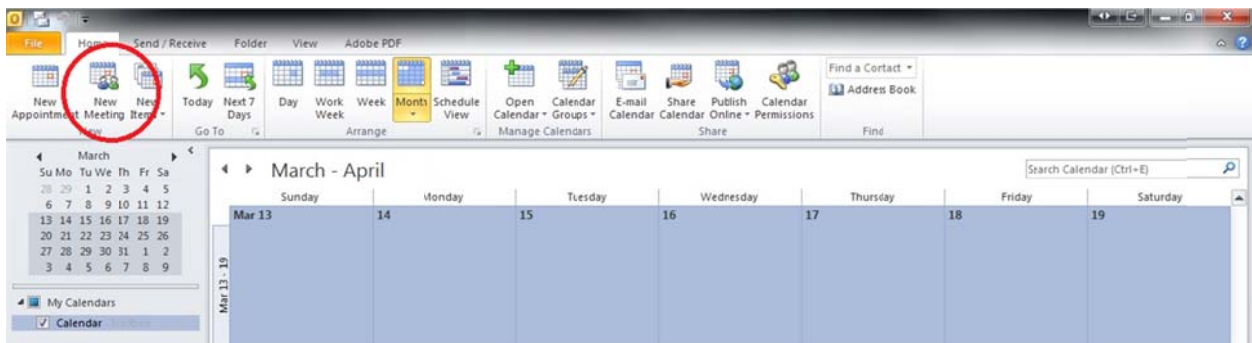


How to Create a Meeting Invite in Outlook

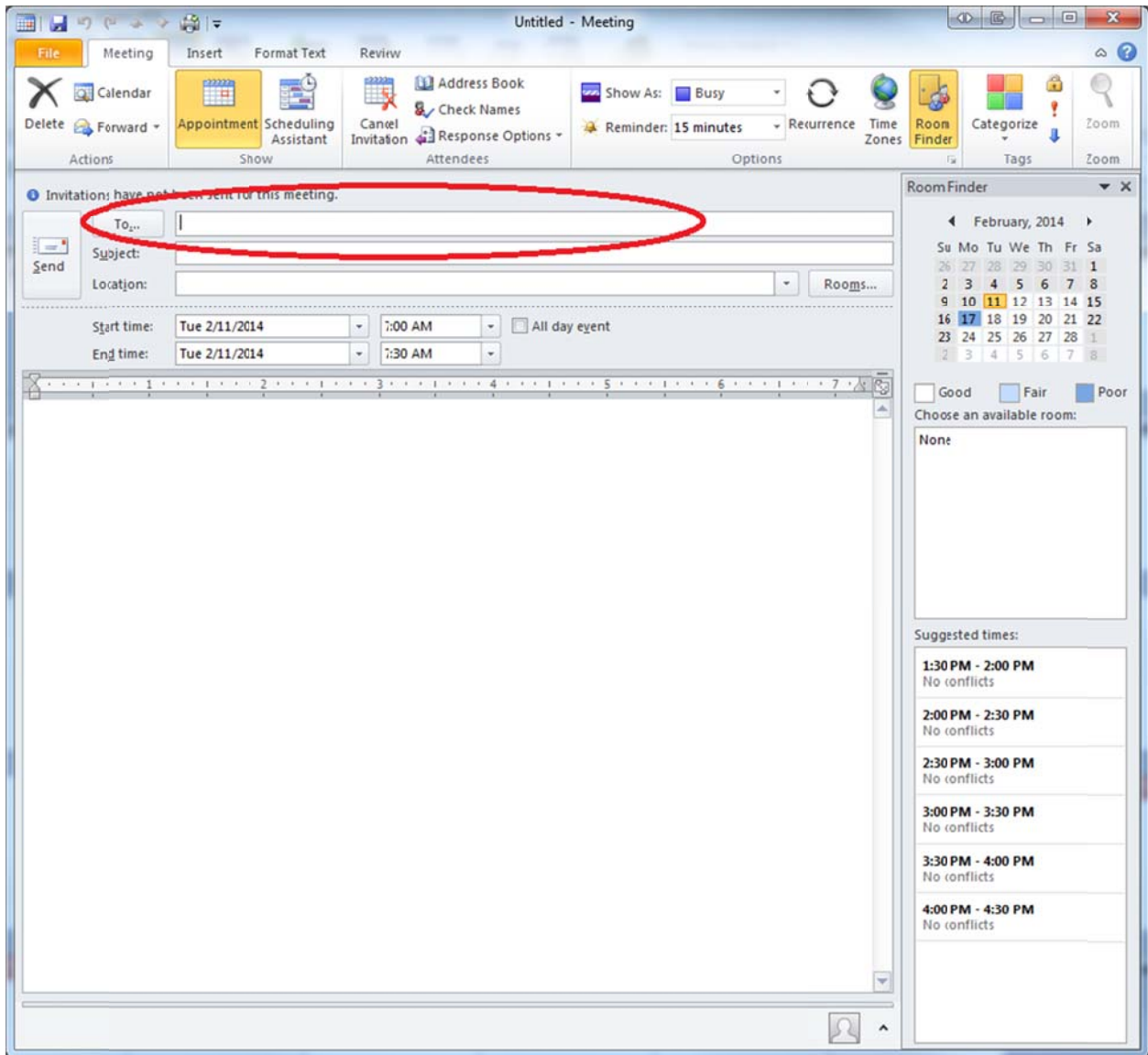
1. Open Outlook.
2. Select Calendar.



3. Select New Meeting.



4. Enter the emails of those you wish to invite in the “To...” field.



5. Adjust the Start and End times for the meeting.

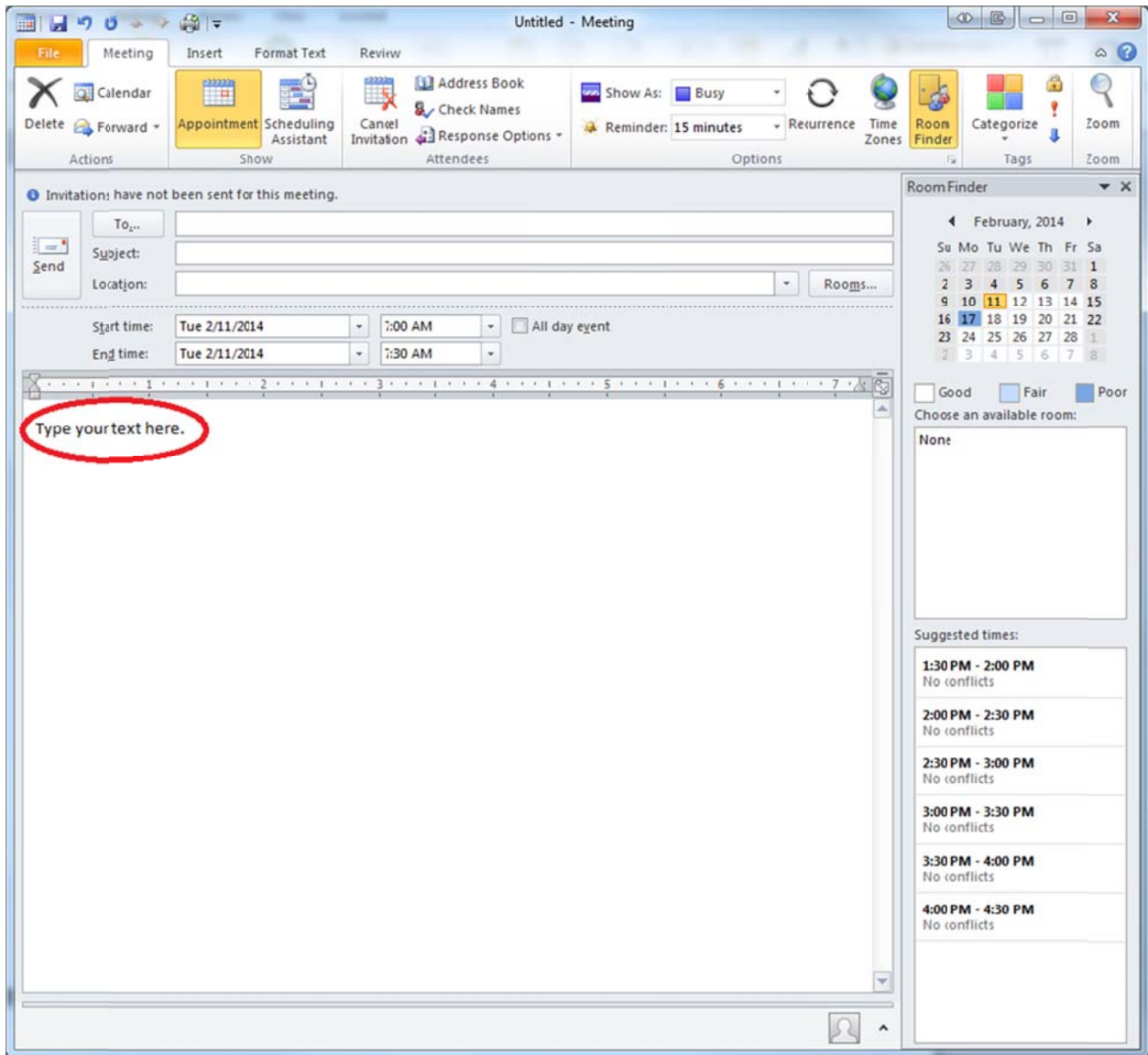
The screenshot displays a meeting scheduling application window titled "Untitled - Meeting". The interface includes a ribbon with tabs for "File", "Meeting", "Insert", "Format Text", and "Review". The "Meeting" tab is active, showing options like "Delete", "Forward", "Appointment", "Scheduling Assistant", "Cancel Invitation", "Address Book", "Check Names", "Response Options", "Attendees", "Show As: Busy", "Reminder: 15 minutes", "Recurrence", "Time Zones", "Room Finder", "Categorize", and "Zoom".

Below the ribbon, a message states "Invitations have not been sent for this meeting." The main form contains fields for "To:", "Subject:", "Location:", "Start time:", and "End time:". The "Start time" field is set to "Tue 2/11/2014" at "10:00 AM" with an "All day event" checkbox. The "End time" field is set to "Tue 2/11/2014" at "11:30 AM". These two time fields are circled in red.

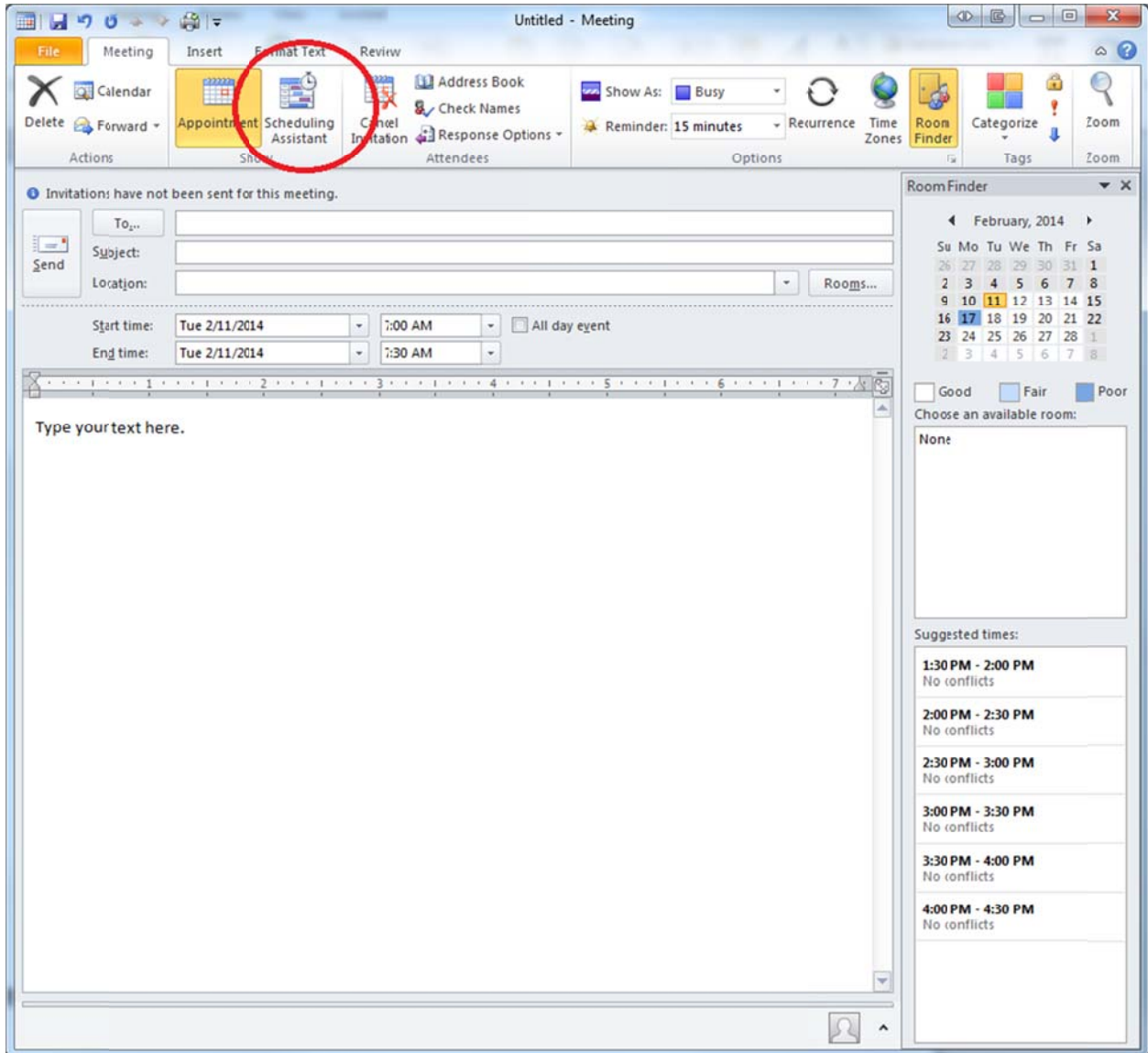
On the right side, the "Room Finder" pane shows a calendar for February 2014. The 11th is highlighted. Below the calendar, there are radio buttons for "Good", "Fair", and "Poor". Under "Choose an available room:", the text "None" is displayed. A "Suggested times" section lists several time slots, all with "No conflicts":

- 1:30 PM - 2:00 PM
- 2:00 PM - 2:30 PM
- 2:30 PM - 3:00 PM
- 3:00 PM - 3:30 PM
- 3:30 PM - 4:00 PM
- 4:00 PM - 4:30 PM

6. Enter the information regarding your meeting in the text field.



7. If you are not set on a date and time, and want to see the best time for the attendees, select “Scheduling Assistant”.



8. Review busy times (in blue) and scroll through days and times to find the best option for all invited.

The screenshot shows the Microsoft Outlook Meeting Scheduling Assistant interface. The main window is titled "Untitled - Meeting". The ribbon includes "File", "Meeting", "Insert", "Format Text", and "Review". The "Meeting" ribbon has several groups: "Actions" (Delete, Forward), "Show" (Appointment, Scheduling Assistant), "Attendees" (Address Book, Check Names, Response Options), and "Options" (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones, Room Finder, Categorize, Tags, Zoom).

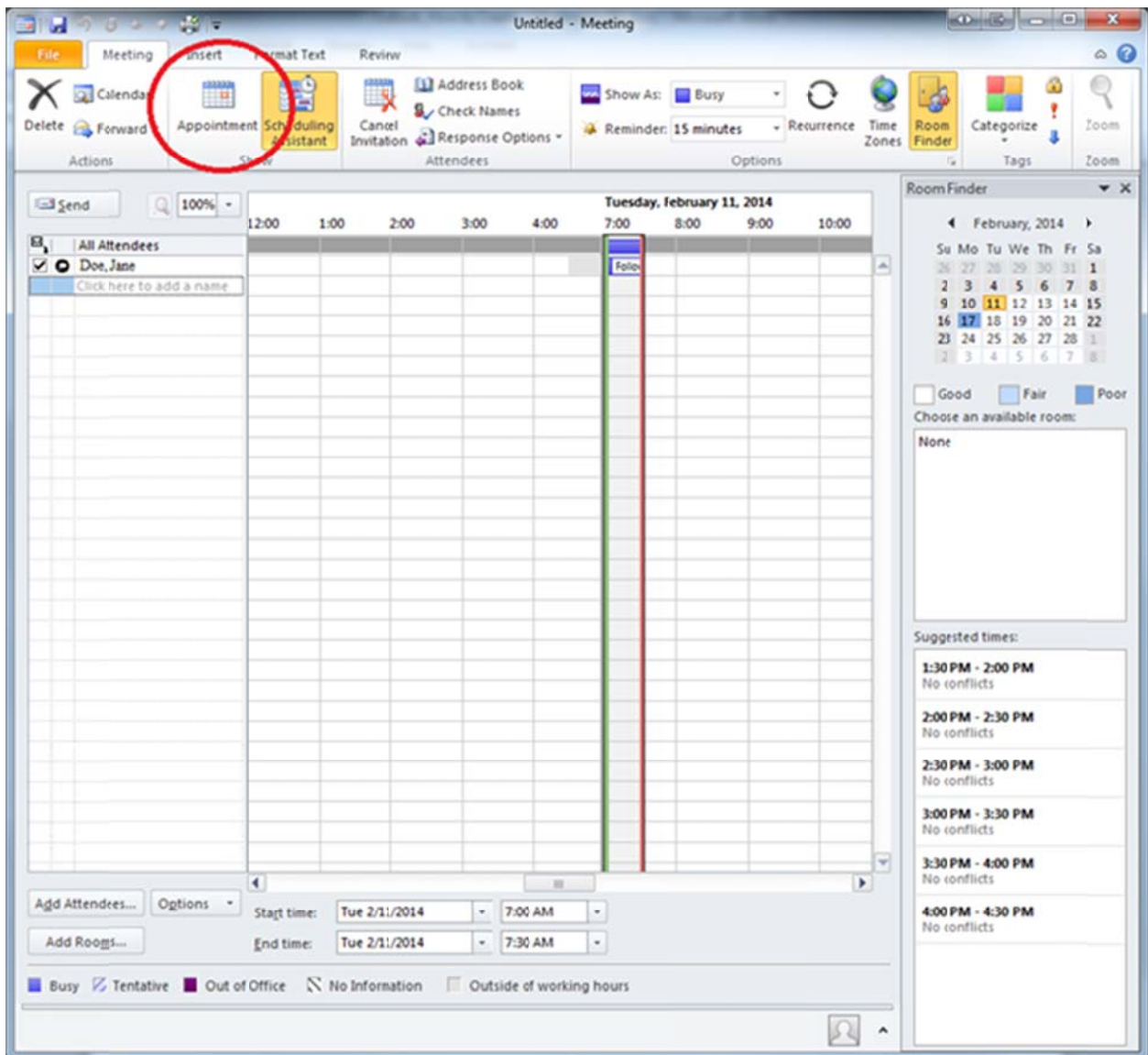
The central area is a grid for scheduling. The top row is labeled "Tuesday, February 11, 2014". The columns represent time slots from 12:00 to 10:00. A vertical bar is visible at the 7:00 AM slot, with a blue segment at the top and a red segment below it. The "Attendees" list on the left shows "All Attendees" and "Doe, Jane".

At the bottom, there are controls for "Add Attendees...", "Options", "Add Rooms...", "Start time: Tue 2/11/2014 7:00 AM", and "End time: Tue 2/11/2014 7:30 AM". There are also checkboxes for "Busy", "Tentative", "Out of Office", "No Information", and "Outside of working hours".

On the right side, there is a "Room Finder" pane. It shows a calendar for February 2014 with the 11th highlighted. Below the calendar are radio buttons for "Good", "Fair", and "Poor". Under "Choose an available room:", it says "None". Under "Suggested times:", there are five options, each with "No conflicts":

- 1:30 PM - 2:00 PM
- 2:00 PM - 2:30 PM
- 2:30 PM - 3:00 PM
- 3:00 PM - 3:30 PM
- 3:30 PM - 4:00 PM
- 4:00 PM - 4:30 PM

9. Go back to "Appointment" when you've chosen the date and time.



10. When ready to send the invite, hit "Send."

