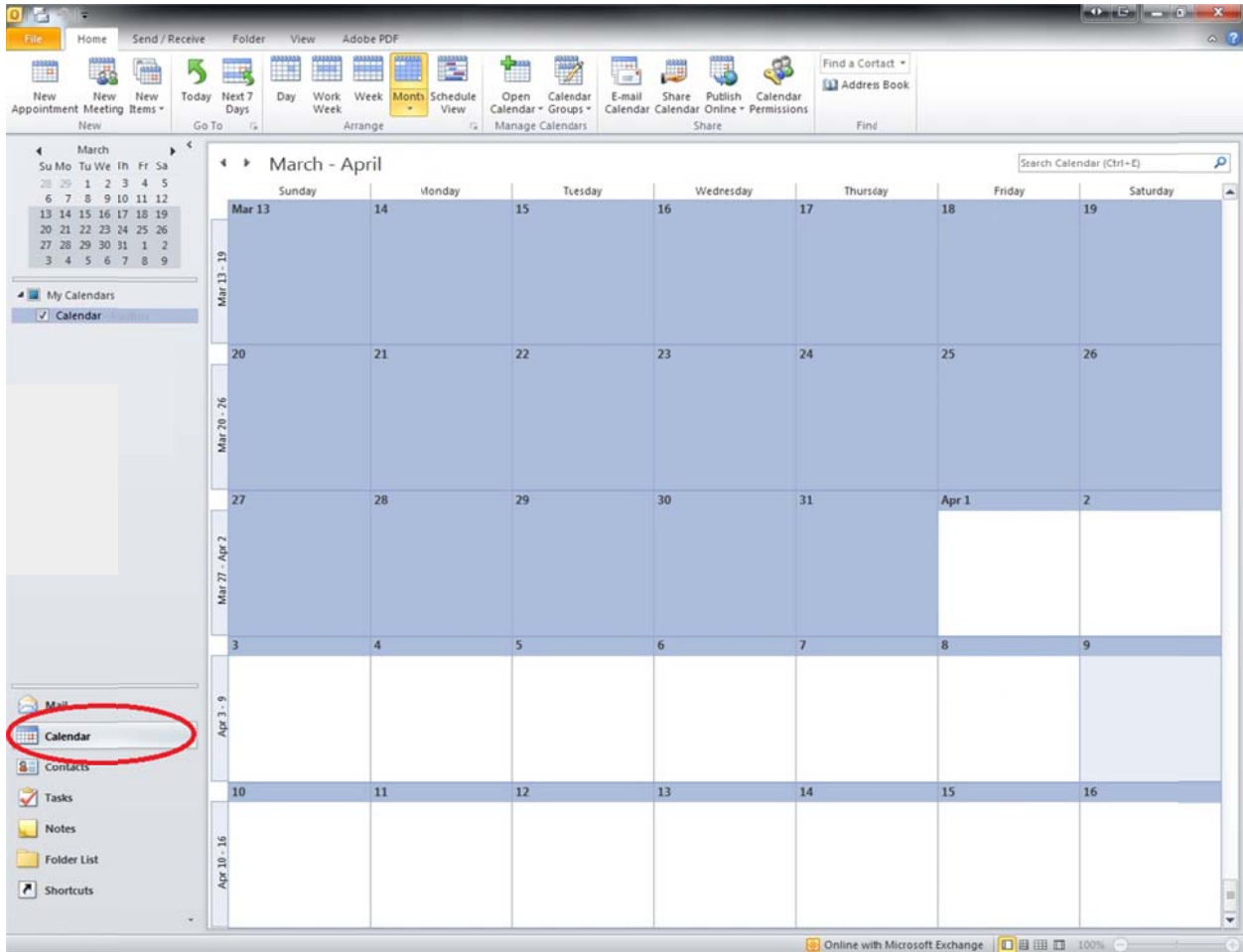
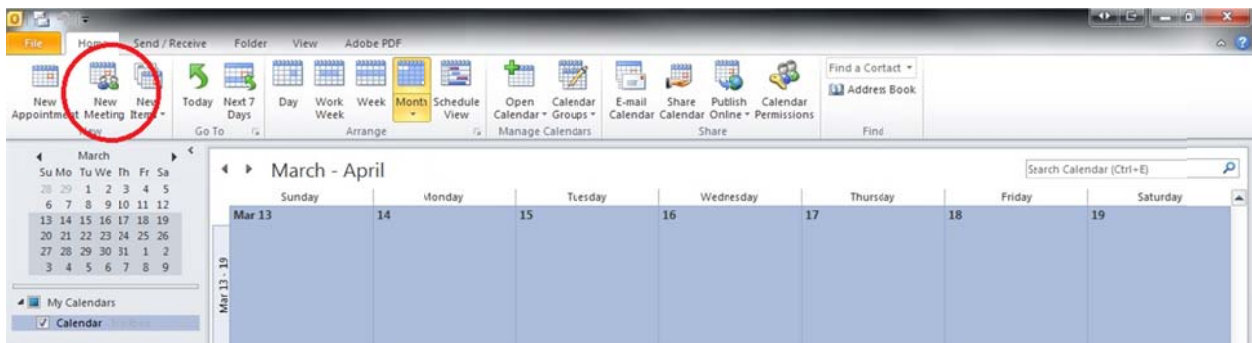


How to Create a Meeting Invite in Outlook

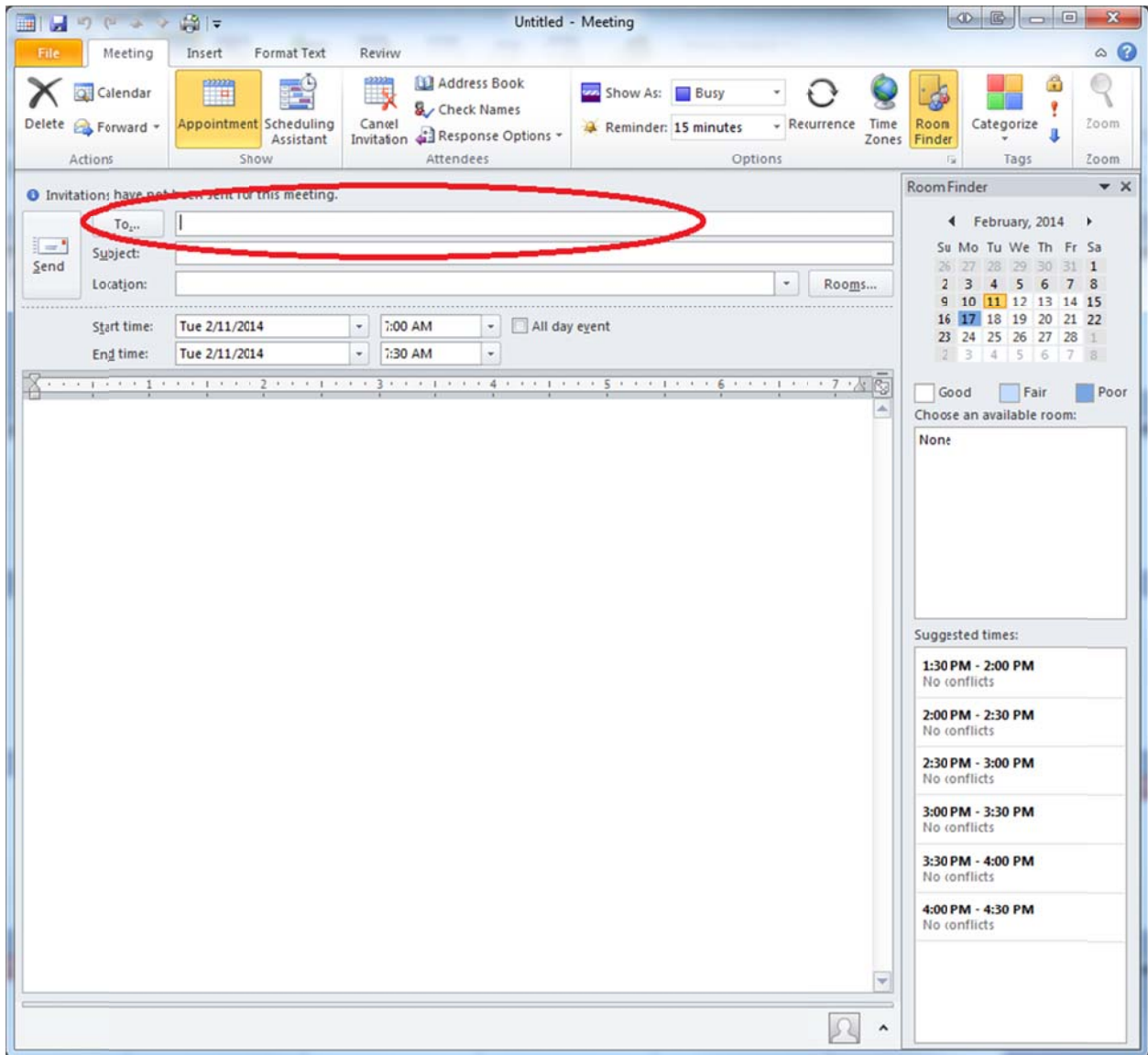
1. Open Outlook.
2. Select Calendar.



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.

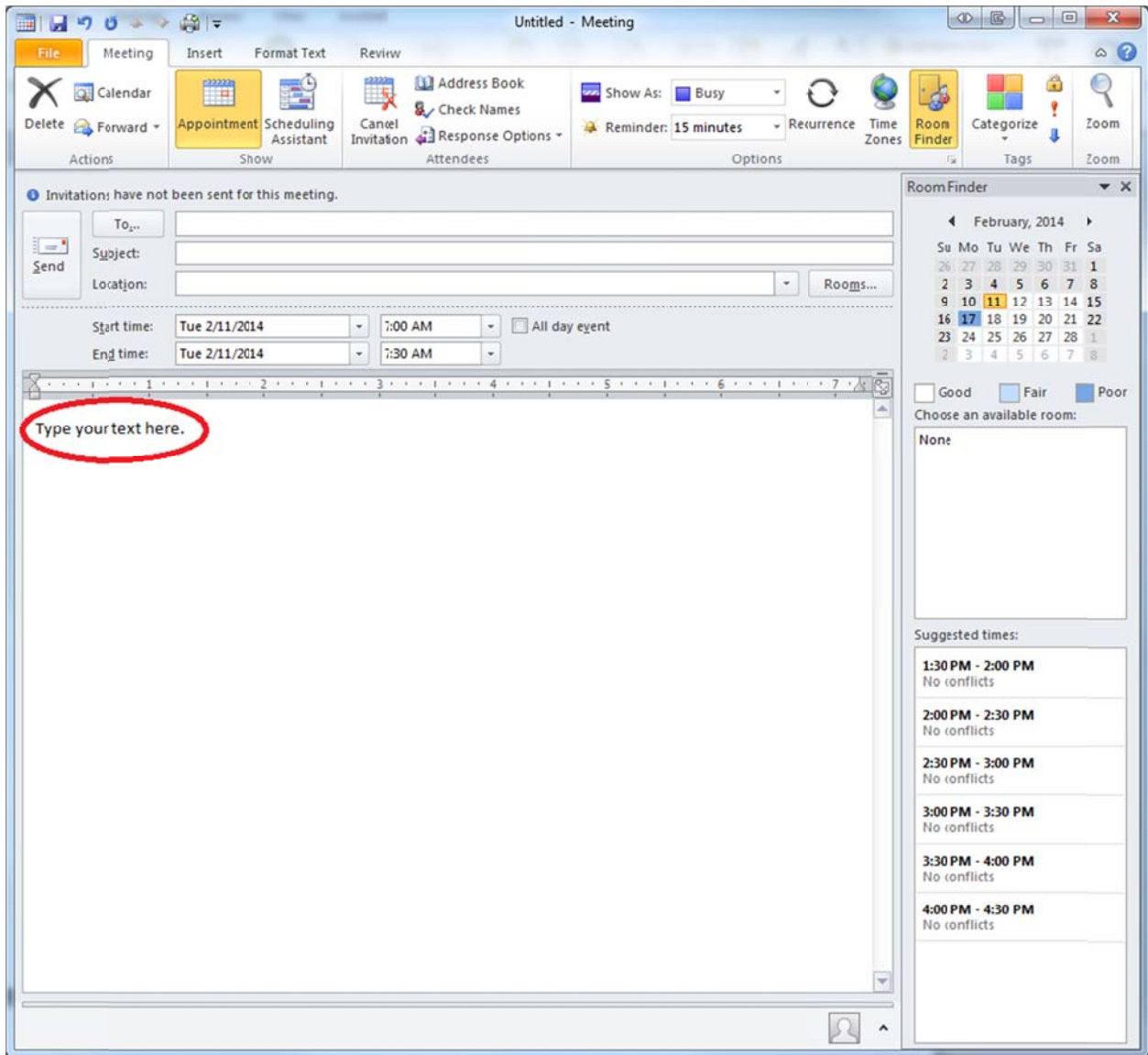
The screenshot shows a meeting scheduling application window titled "Untitled - Meeting". The interface includes a ribbon with tabs for "File", "Meeting", "Insert", "Format Text", and "Review". The "Meeting" tab is active, showing options like "Delete", "Forward", "Appointment", "Scheduling Assistant", "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, there is a section for "Invitations: have not been sent for this meeting." with fields for "To:", "Subject:", and "Location:". A "Send" button is also present. The "Start time" and "End time" fields are circled in red. The "Start time" is set to "Tue 2/11/2014" at "10:00 AM", and the "End time" is set to "Tue 2/11/2014" at "11:30 AM". There is an "All day event" checkbox which is currently unchecked.

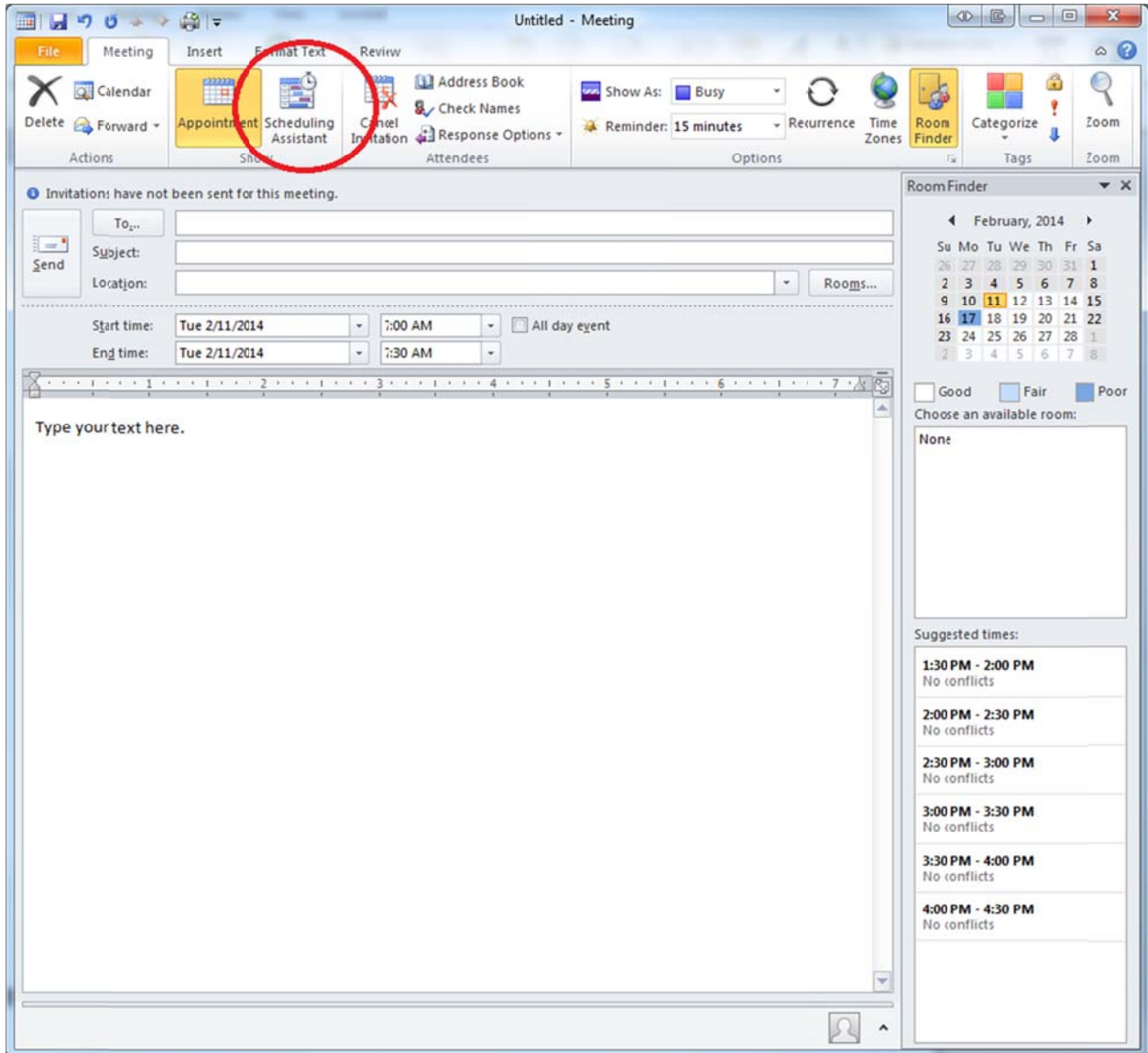
On the right side, the "Room Finder" pane is open, showing a calendar for February 2014. Below the calendar, there are radio buttons for "Good", "Fair", and "Poor". Underneath, it says "Choose an available room:" followed by a "None" option. A "Suggested times:" section lists several time slots, each 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

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.

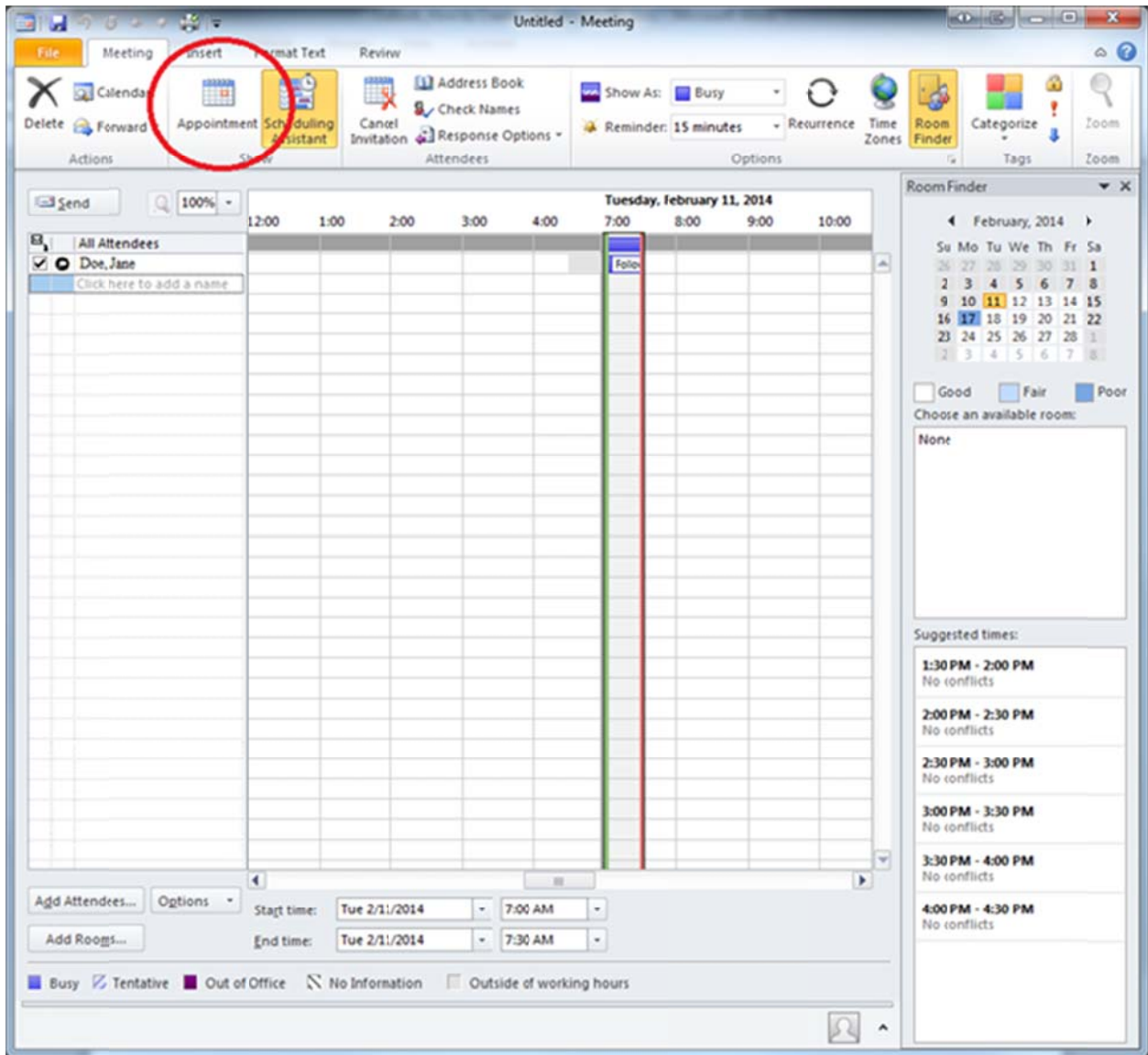
The screenshot displays the Microsoft Outlook Meeting Scheduler interface. The main window is titled "Untitled - Meeting". The menu bar includes "File", "Meeting", "Insert", "Format Text", and "Review". The toolbar contains various icons for actions like "Delete", "Forward", "Appointment", "Scheduling Assistant", "Cancel Invitation", "Response Options", "Address Book", "Check Names", "Show As: Busy", "Reminder: 15 minutes", "Recurrence", "Time Zones", "Room Finder", "Categorize", and "Zoom".

The central calendar grid shows the date "Tuesday, February 11, 2014". The time slots are labeled from 12:00 to 10:00. A vertical bar is highlighted in blue, indicating a busy time slot from 7:00 AM to 7:30 AM. The word "Folio" is written in the 7:00 AM slot. Below the calendar grid, there are fields for "Start time" (Tue 2/11/2014, 7:00 AM) and "End time" (Tue 2/11/2014, 7:30 AM). There are also buttons for "Add Attendees...", "Options", and "Add Rooms...".

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

- 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."

