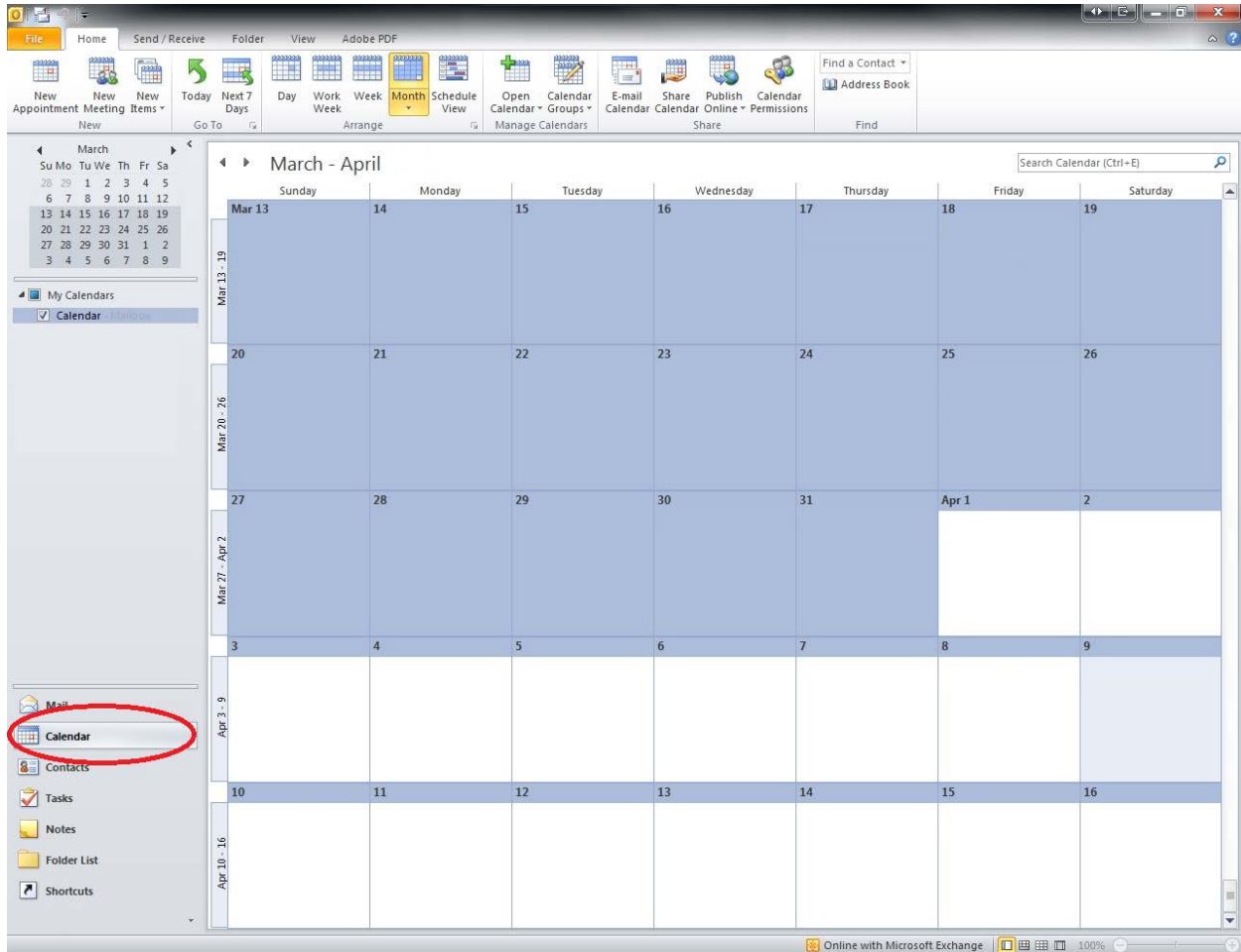
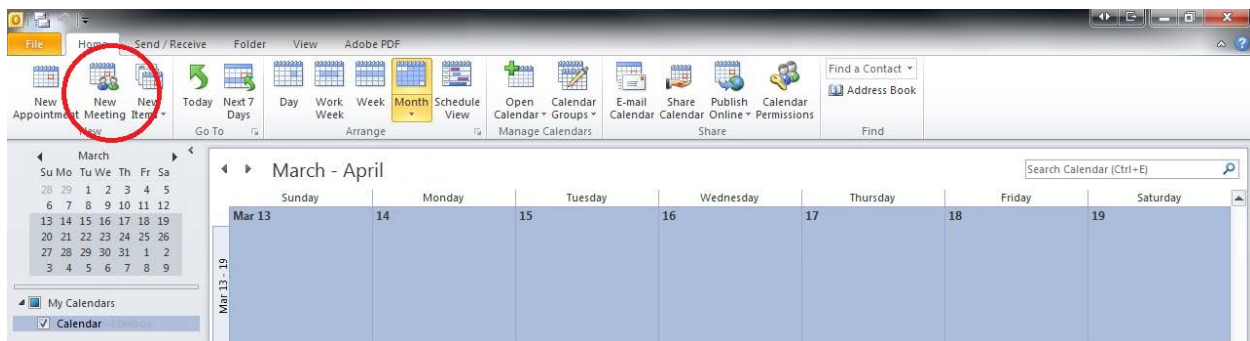


How to Create a Meeting Invite in Outlook

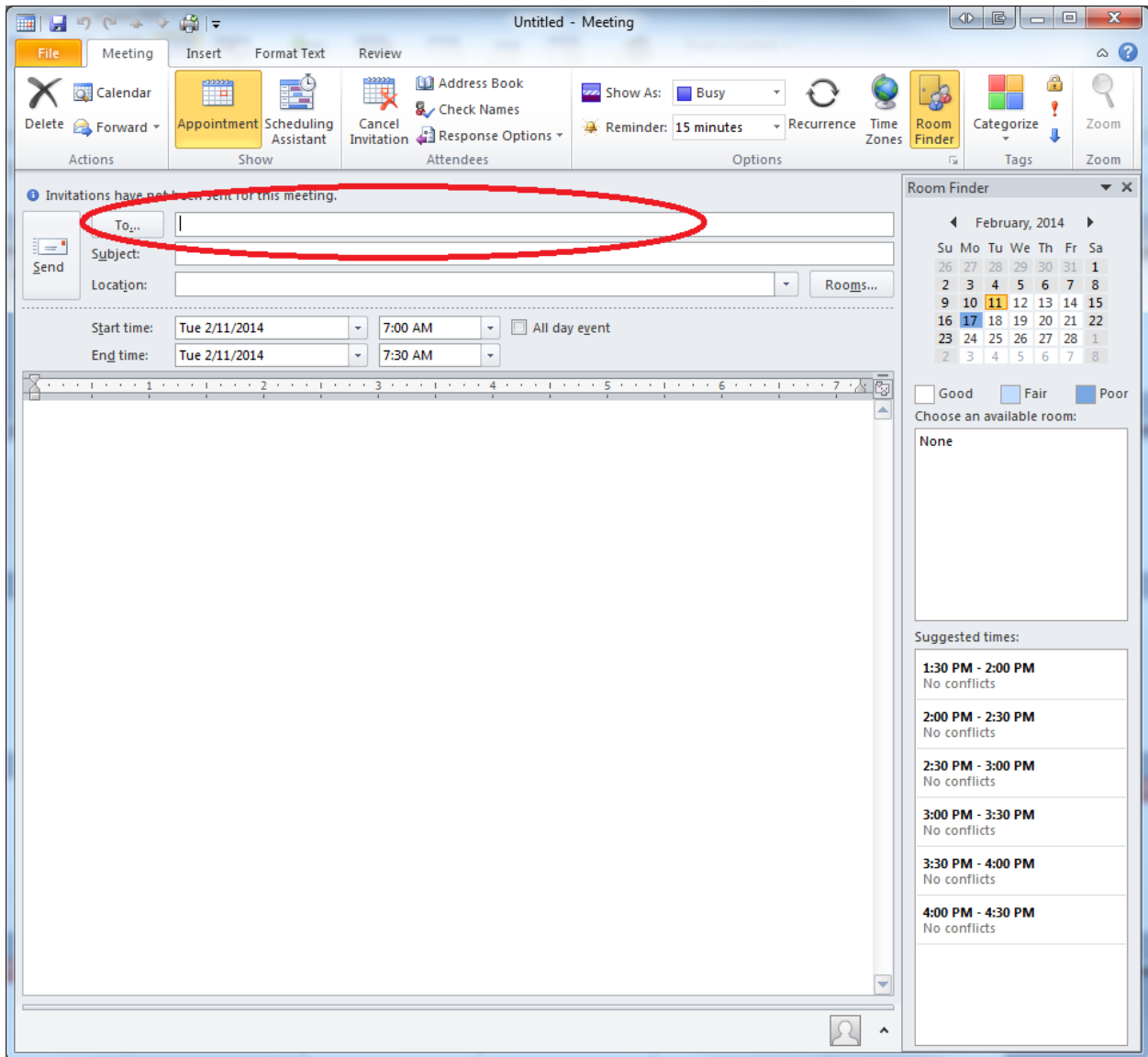
1. Open Outlook.
2. Select Calendar.



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.

Invitations have not been sent for this meeting.

To:

Subject:

Location:

Start time: Tue 2/11/2014 7:00 AM All day event

End time: Tue 2/11/2014 7:30 AM

Room Finder

February, 2014

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Good Fair Poor

Choose an available room:

None

Suggested times:

- 1:30 PM - 2:00 PM
No conflicts
- 2:00 PM - 2:30 PM
No conflicts
- 2:30 PM - 3:00 PM
No conflicts
- 3:00 PM - 3:30 PM
No conflicts
- 3:30 PM - 4:00 PM
No conflicts
- 4:00 PM - 4:30 PM
No conflicts

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

Invitations have not been sent for this meeting.

To:

Subject:

Location:

Start time: Tue 2/11/2014 7:00 AM All day event

End time: Tue 2/11/2014 7:30 AM

Type your text here.

Room Finder

February, 2014

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Good Fair Poor

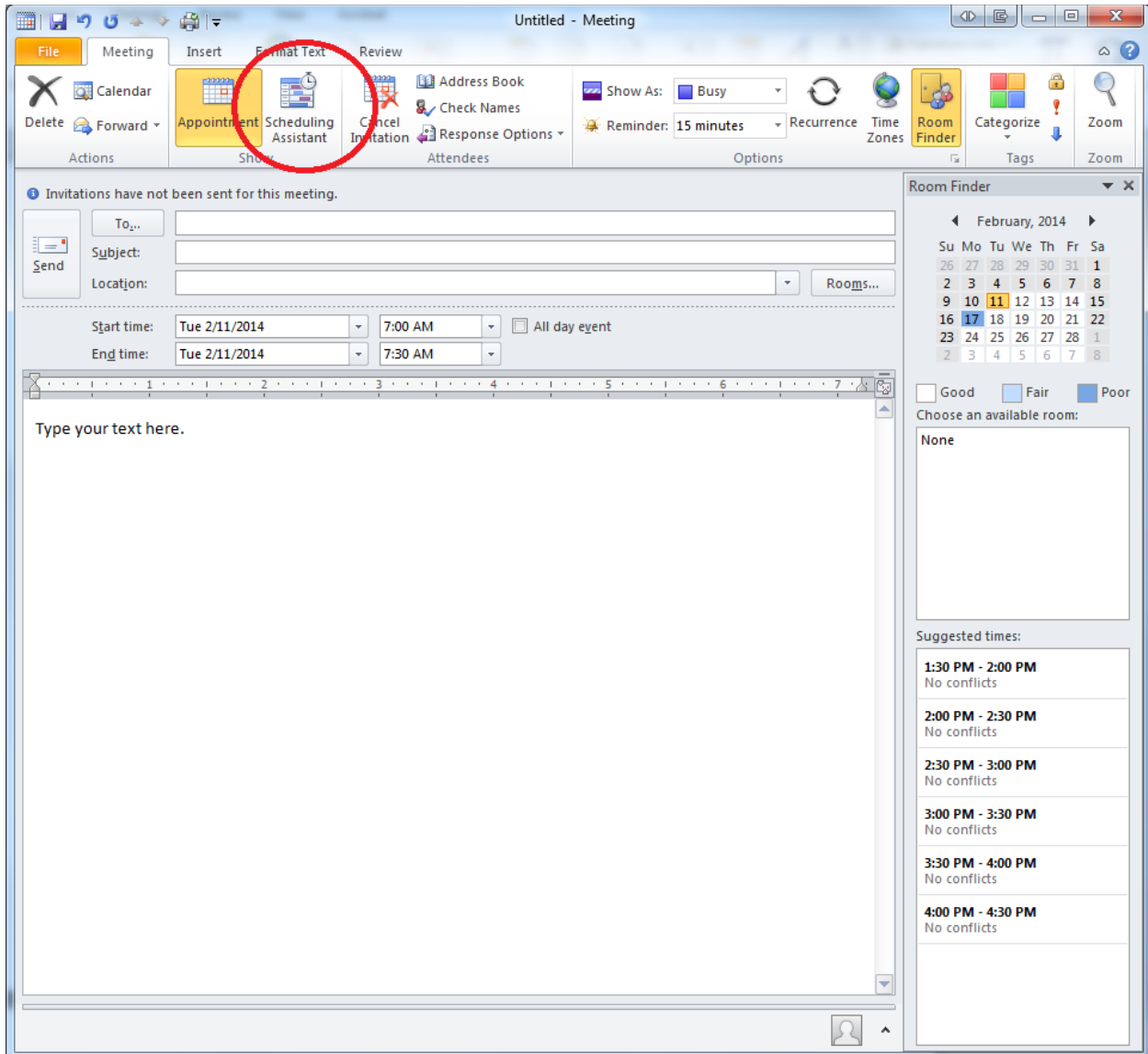
Choose an available room:

None

Suggested times:

- 1:30 PM - 2:00 PM
No conflicts
- 2:00 PM - 2:30 PM
No conflicts
- 2:30 PM - 3:00 PM
No conflicts
- 3:00 PM - 3:30 PM
No conflicts
- 3:30 PM - 4:00 PM
No conflicts
- 4:00 PM - 4:30 PM
No conflicts

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 ribbon includes 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" (set to "Busy"), "Reminder" (15 minutes), "Recurrence", "Time Zones", "Room Finder", "Categorize", and "Zoom".

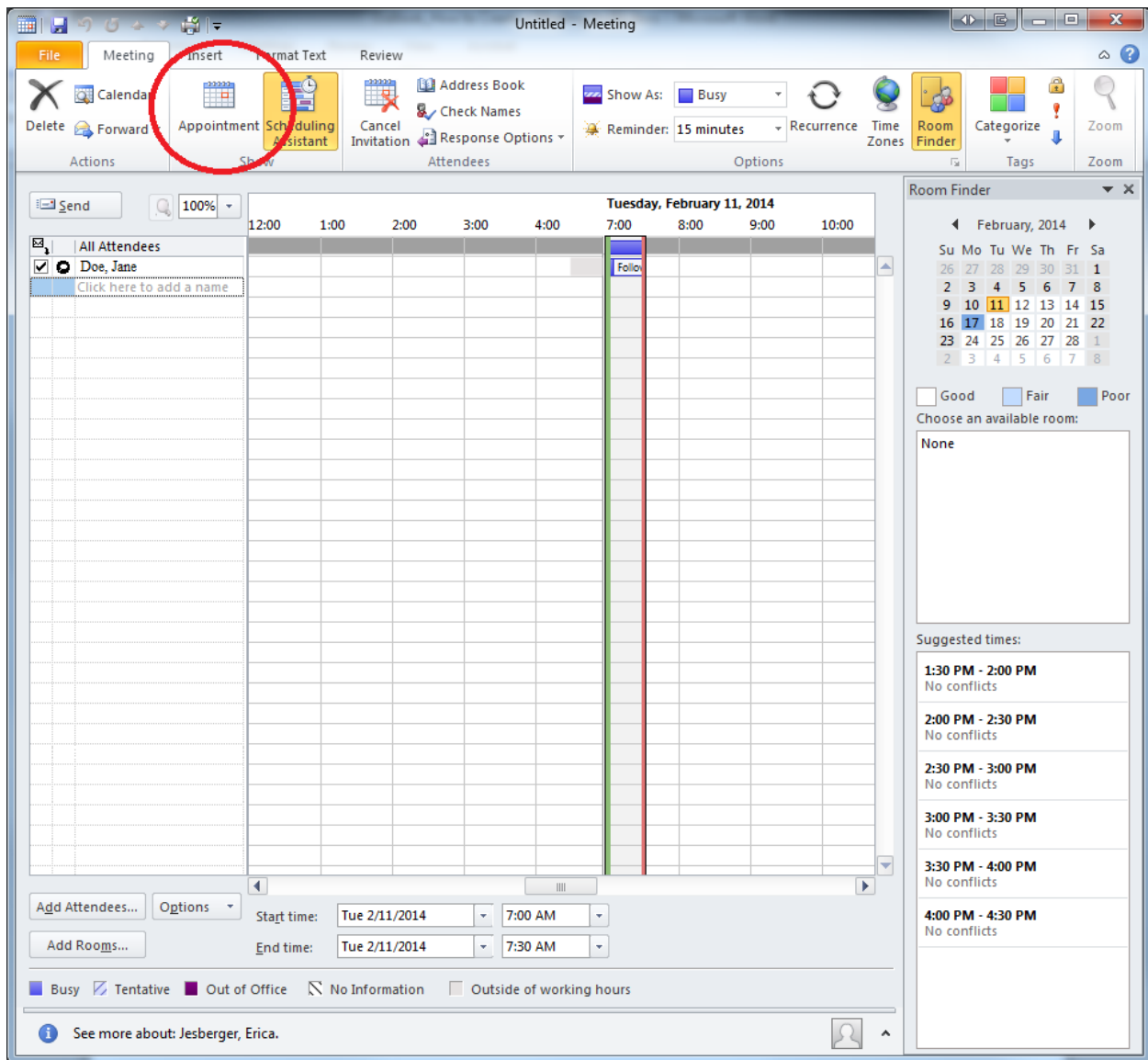
The central area is a calendar grid for "Tuesday, February 11, 2014". The time slots range from 12:00 to 10:00. A vertical bar at 7:00 AM is labeled "Follow". The status bar at the bottom indicates "Busy" (blue), "Tentative" (light blue), "Out of Office" (purple), "No Information" (grey), and "Outside of working hours" (light grey).

On the right side, the "Room Finder" pane is open, showing a calendar for February 2014. The "Suggested times" section lists several time slots 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

The status bar at the bottom also includes a link: "See more about: Jesberger, Erica." and a user profile icon.

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



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

The screenshot shows a software interface for creating a meeting invitation. The window title is "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" (set to "Busy"), "Reminder" (set to "15 minutes"), "Recurrence", "Time Zones", "Room Finder", "Categorize", and "Zoom".

Below the ribbon, a message states "Invitations have not been sent for this meeting." To the left of this message, a "Send" button is circled in red. The main form contains the following fields:

- To...: doe, jane
- Subject: (empty)
- Location: (empty) with a "Rooms..." button
- Start time: Tue 2/11/2014, 7:00 AM, with an "All day event" checkbox
- End time: Tue 2/11/2014, 7:30 AM

Below the form is a large text area with the placeholder text "Type your text here." and a ruler above it.

On the right side, there is a "Room Finder" panel. It shows a calendar for February 2014 with the 17th highlighted. Below the calendar are radio buttons for "Good", "Fair", and "Poor". Underneath, it says "Choose an available room:" followed by a "None" option. At the bottom of the panel, there is a "Suggested times" section with the following options:

- 2:00 PM - 2:30 PM (No conflicts)
- 2:30 PM - 3:00 PM (No conflicts)
- 3:00 PM - 3:30 PM (No conflicts)
- 3:30 PM - 4:00 PM (No conflicts)
- 4:00 PM - 4:30 PM (No conflicts)