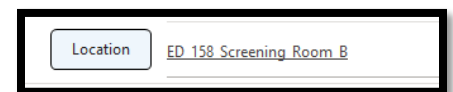
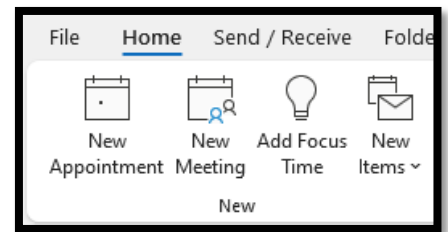


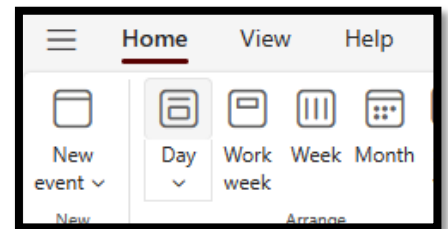
## Schedule A Meeting in Classic Outlook

1. Select either **New Appointment** or **New Meeting**
  - a. **New Appointment** is a calendar entry without attendees
  - b. **New Meeting** allows you to have attendees and a Team meeting link
2. Write your **Title**
3. **Required** and **Optional** are your attendees
  - a. **Required** is the To: option for appointments
  - b. **Optional** is the CC: option for appointments
4. Schedule the meeting. If it was a recurring meeting, the select **Make Recurring**
5. If you are needing to book a boardroom, you can add the location by typing it into the **Location**
6. Once you have added all of the details, you can select **Send**



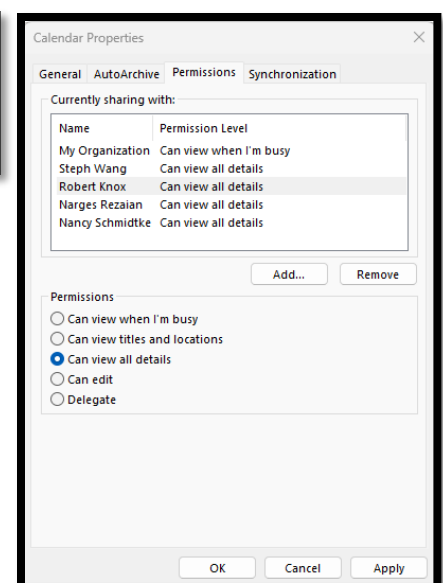
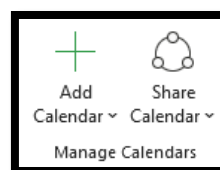
## Schedule A Meeting in New Outlook

1. Select **New Event**
2. Select **Event**
3. Write the **Title**
4. Add the attendees to **Invite attendees**
5. Schedule the meeting time. If the meeting is recurring meeting, then click **Don't repeat** and adjust the schedule
6. If it is in person, you can select **In-person event**, then you can add the location
7. If you would like to add or remove the **Teams meeting**, you can turn on or off the switch
8. Once you have added all of the details, you can select **Save**



## Share Calendar in Classic Outlook

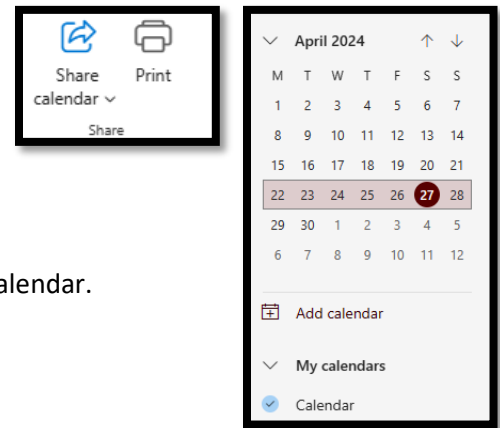
1. Select **Share Calendar**
2. Choose the Calendar that you want to share
3. Select **Add...**
4. Search for the person(s) you would like to share with
5. Select **Add**
6. Choose **Ok**
7. Then you can update each permission by selecting their role and changing the permission.
8. Then select **Apply**
9. The person should have received an email notifying them of the shared calendar. However, if they do not, they can add the calendar
10. Select **Add Calendar**
11. Select **Open Shared Calendar**
12. Click **Ok**



## Share Calendar in New Outlook

---

1. Select **Share Calendar**
2. Choose the Calendar that you want to share
3. Search for the person(s) you would like to share with
4. Update the permission of access that you want to share
5. Select **Share**
13. The person should have received an email notifying them of the shared calendar.  
However, if they do not, they can add the calendar
14. Select **Add Calendar**
15. Select **Add from directory**
16. Select your email account
17. Search for the person that shared
18. Choose where to add the calendar
19. Click **Add**

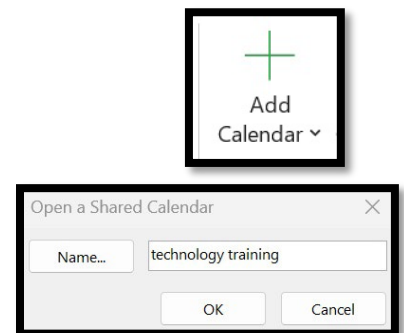


## How to Manually Add a Calendar to Your Account in Classic Outlook

---

To manually add a calendar to your account follow these steps:

1. Open the Outlook application on your computer or laptop
2. On the Home page from the top bar menu click on **Add calendar**
3. From the drop-down menu that will pop up, click on **Open Shared Calendar**
4. In a pop up window type in the name of the calendar you want to add to your account
5. Click **OK**
6. Now you can see the added calendar under **Shared Calendars** on left side bar of your application
7. You can click on it and drag and drop it under the **My Calendars** menu where you want it to appear



## How to Manually Add a Calendar to Your Account in Online Outlook

---

To manually add a calendar to your account follow these steps:

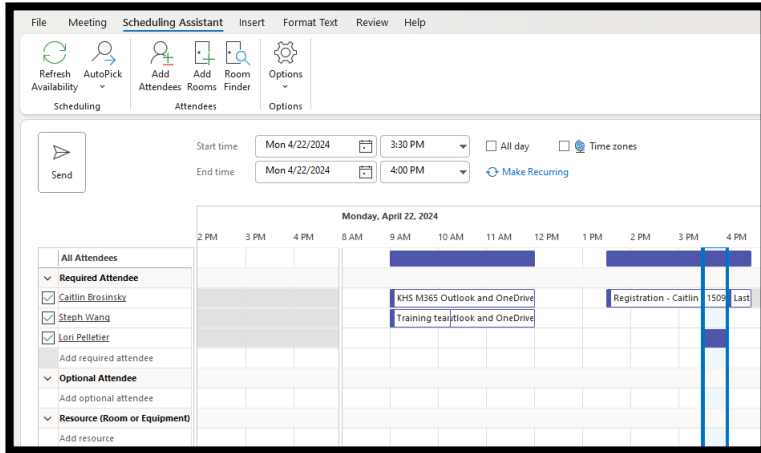
1. Open Outlook in your browser and sign in to your account
2. Go to your calendar page and click on **Add calendar** from the left side bar of the page
3. In the new window that will open, click **Add from directory**
4. Then you will select your own account under **Please select an account to search from:**
5. Then Search for the name or email address of the calendar that is shared with you
6. Select the calendar group that you want to Add this calendar to
7. Click **Add**
8. Now the new calendar should appear under the selected calendar group in the chosen account.



# Scheduling Assistant (Busy Search)

The Scheduling Assistant is the new Busy Search.

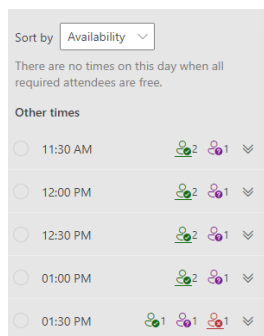
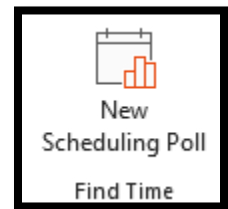
1. When sending a Calendar Event, you will select Scheduling Assistant
2. Here you can add your required attendees, optional attendees and rooms
3. You can select the specific days or scroll through to search the availability
4. Under the Options button, you can select to only see work hours



# Scheduling Poll

The Scheduling Poll is a great feature that allows you to send out a poll to see what time works best for your meeting.

1. Within a Calendar Event, select **New Scheduling Poll**
2. Then you can select a **Time Zone** (default will be your Time Zone)
3. Select your **Duration** of the Meeting (15 minutes to 8 hours)
4. Select the potential **date** for the meeting



5. Then select the proposed times:  
If it is Green with a Check Mark, then they are available  
If it is Purple with a Question Mark, there is a tentative meeting  
If it is Red with an X, they are not available
6. Then you can add a **location**
7. Select **Create poll**