CREATE A MEETING IN OUTLOOK

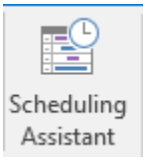
This guide shows the steps to create and send a meeting request using Outlook 2016 desktop app. It includes adding Attendees and booking a Meeting Room from the Unitec directory.

1 CREATE A NEW MEETING

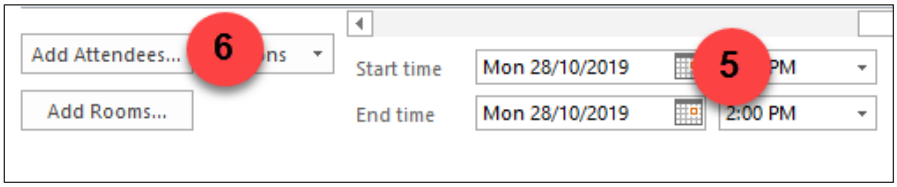
1. Open Outlook 2016 **Calendar**
2. Click on **Home** Tab
3. Click **New Meeting** icon and then **New Meeting** option

This will open a blank invite. You can now prepare the body of the invite (e.g. Why you are meeting) and the Subject line for the invite.

4. Click on **Scheduling Assistant** icon (from the **Meeting** Tab)



From this screen you can set the proposed start time and duration of the meeting, as well as lookup the proposed attendees and find an available meeting location, if required)

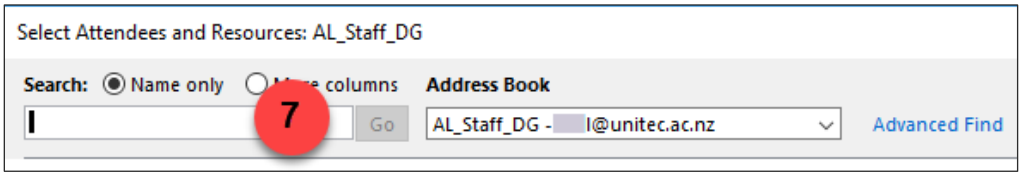


5. Select the **date and time**

1.1 ADD ATTENDEES FROM ADDRESS BOOK

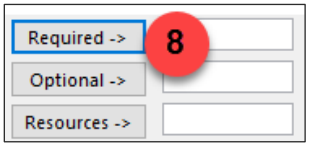
The following steps are when you are planning to meet a Unitec Staff member. You may need to select a different Address Book to the one you have showing.

6. Click the **Add Attendees** button



7. Click on the Search field and **type name** of person you want to invite to the meeting

8. Once person is found in the list, click on **Required** button.



9. Repeat steps 7 and 8 to add other people.

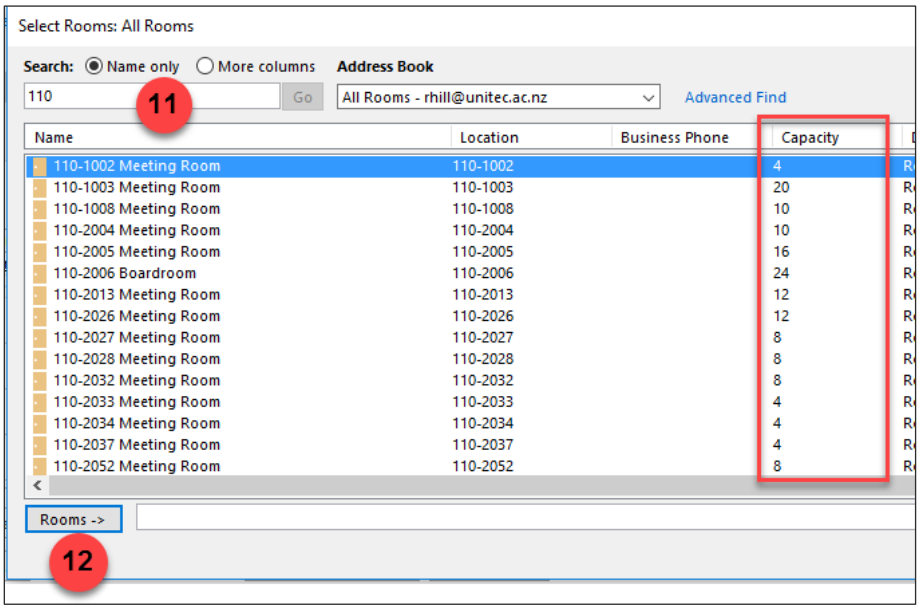
***NOTE**: Optional attendees are people that you wish to inform of the meeting taking place but who are not expected to attend.*

1.2 Add a Meeting Room from Address Book

The following steps are for when you need to book a meeting room

10. Click **Add Rooms** button

This will present the Directory with just the rooms shown.



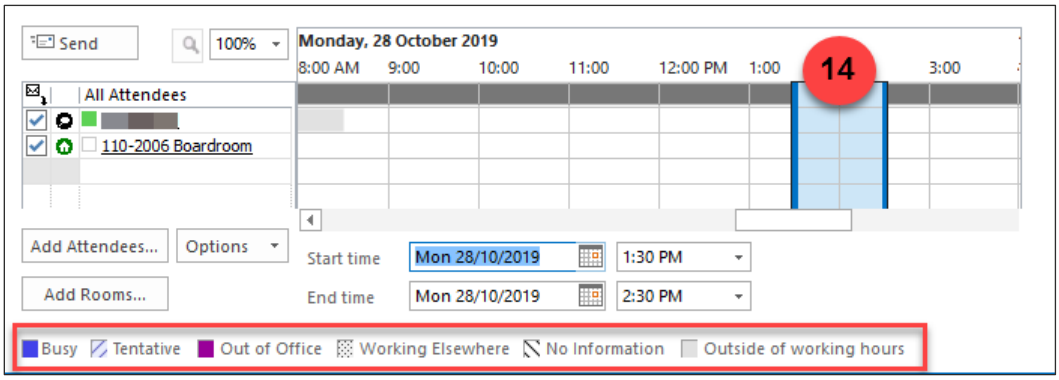
11. Type in the Room number in the search field. *(In the example above we have just typed in the building number 110 to show all the rooms in that building*)

***NOTE**: The number of people the room can accommodate is indicated in the Capacity column.*

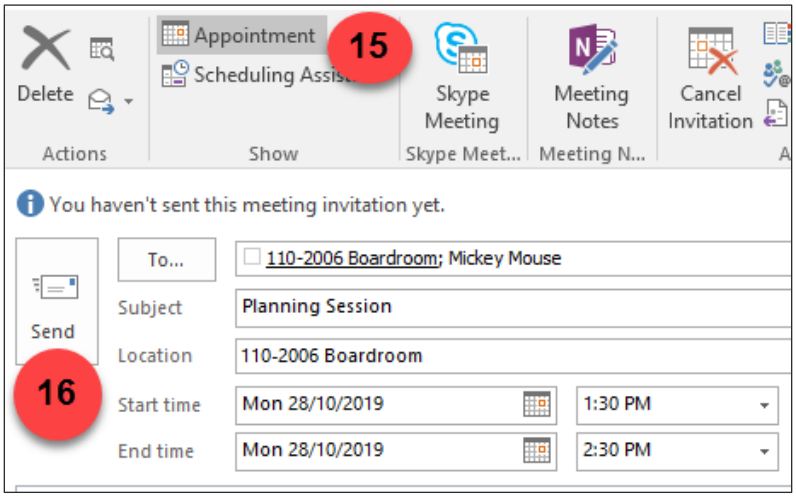
12. Select the room required and click on **Rooms ->** button
13. Click **OK** button

The screen will now show the Meeting Scheduler screen with the attendees and the Room selected.

14. Check the people and the room are all available for the time chosen. Any blue blocks indicate that person or room is busy. In that case you will need to change time to accommodate the person or select another room.



15. Now click on **Appointment** button (to return to the invite)



You can now check all the details are correct before sending. Note that the meeting Room has automatically been entered as the *Location*.

16. Remember to click **Send**

FURTHER REFERENCE

[How to Schedule a meeting on a Mac]