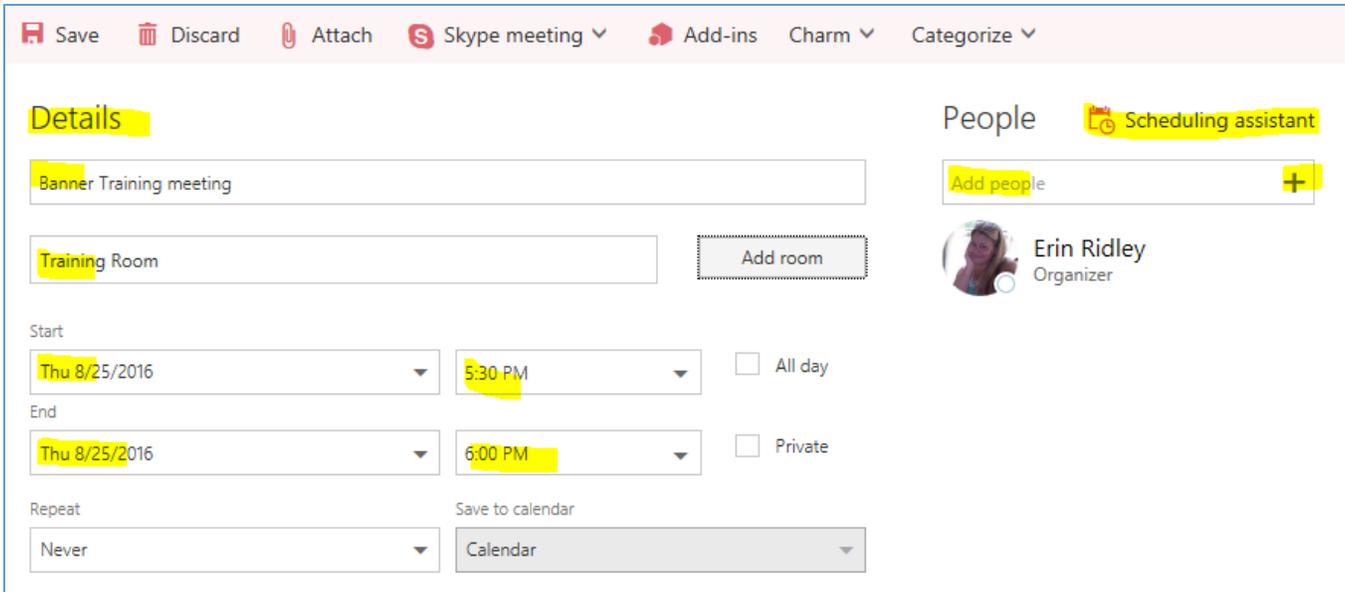


# Meeting Scheduling

O365 has a comprehensive calendar system that includes setting up meetings, searching to see if people are available at given times, contact information and task lists, etc. In this guide we are going to go over scheduling a meeting and using the Scheduling Assistant to see availability.

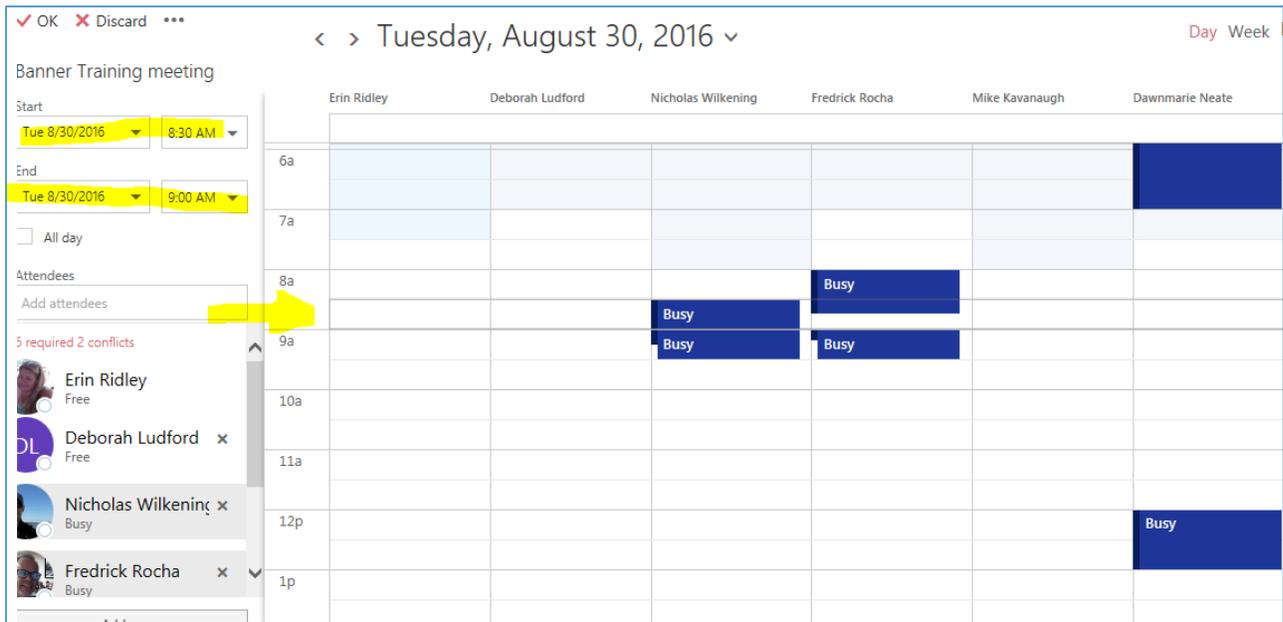
## SCHEDULING A MEETING USING THE O365 WEB APP:

1. Sign into your O365 account. <https://login.microsoftonline.com>  
This takes you to the web version of O365, or also known as Outlook Web App (OWA). 
2. To open, select Calendar from the app launcher (grid with squares for each app)
3. Click on (+) NEW on the top left corner.
4. Enter in the needed information (Subject, Location, Date Start and End times)
5. Click on ADD PEOPLE to add the people to your meeting request
6. Once people have been added, click on SCHEDULING ASSISTANT to do a Busy/Free Search.

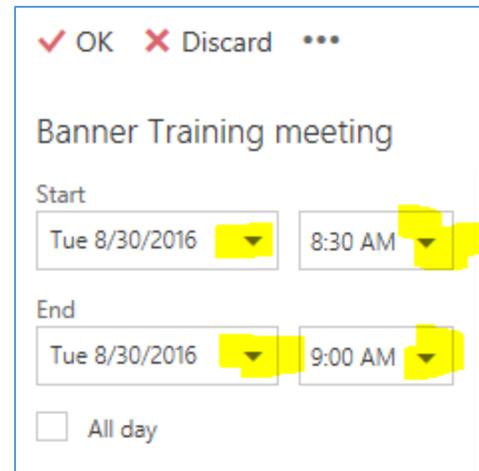


The screenshot displays the Outlook Web App meeting scheduling interface. The 'Details' section includes a text input for the meeting title 'Banner Training meeting', a location dropdown set to 'Training Room', and an 'Add room' button. The start time is set to 'Thu 8/25/2016 5:30 PM' and the end time is 'Thu 8/25/2016 6:00 PM'. There are checkboxes for 'All day' and 'Private'. The 'Repeat' dropdown is set to 'Never', and the 'Save to calendar' dropdown is set to 'Calendar'. The 'People' section shows 'Erin Ridley Organizer' and a 'Scheduling assistant' button.

7. Using this tool, you can easily see if someone is available or busy. In this sample, you can see the time outlined (8:30 a.m.-9 a.m.), and I can see that 2 of the 6 attendees have something scheduled in the time slot I had picked. But I can also see that everyone is available if I just move the meeting to 9:30 a.m.!

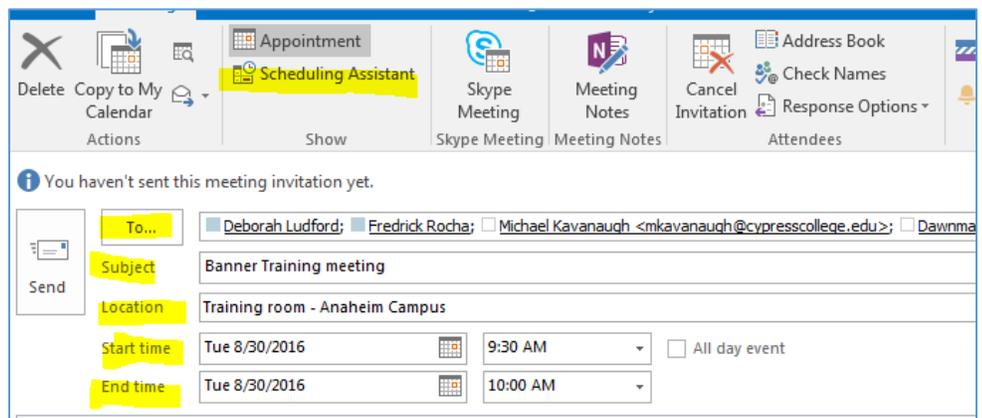
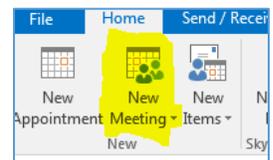


8. To change the date and/or time of a meeting to accommodate, just click on the down arrow and select a new date/time.
9. Once you have the request set up the way you want it, click on OK to send the meeting request to all the attendees.



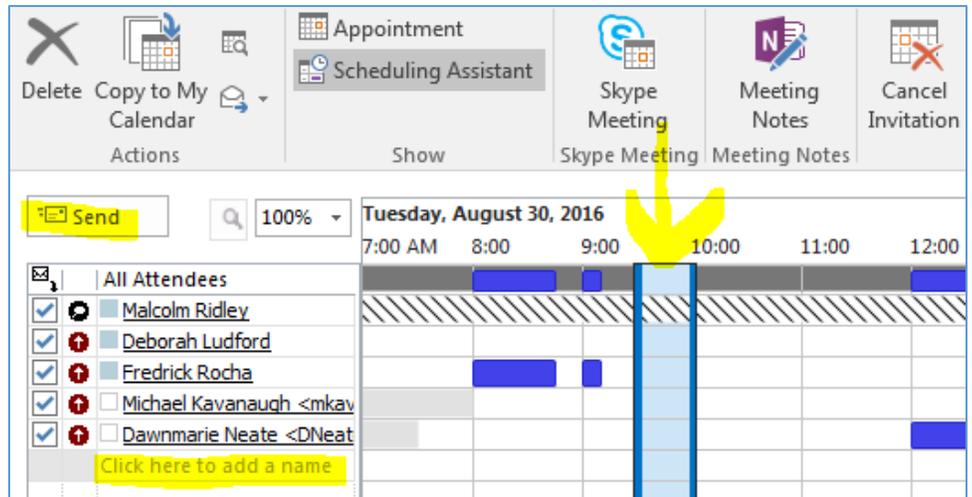
## SCHEDULING A MEETING USING O365 CLIENT (on your computer):

1. Click on your calendar. Click on NEW MEETING in the upper top left corner of the window.
2. Enter in the needed information (who you are inviting to the meeting, subject, location, date start and end times)



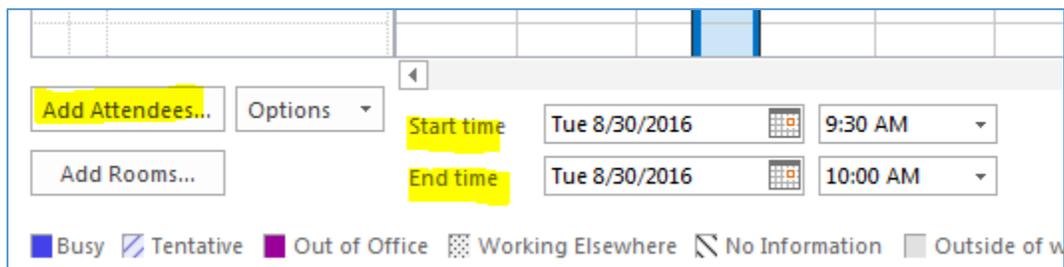
3. Click on SCHEDULING ASSISTANT to do a Busy/Free Search.

4. Using this tool, you can easily see if someone is available or busy. In this sample I can see that all 6 attendees are available in the time slot I chose.



5. I can also easily add more attendees by adding names.

6. To move the appointment, you can either change the start and end times at the bottom of the screen, or click and drag the line representing the start and stop time to the time you want!



7. Once you have the request set up the way you want it, click on SEND to send the meeting request to all the attendees.