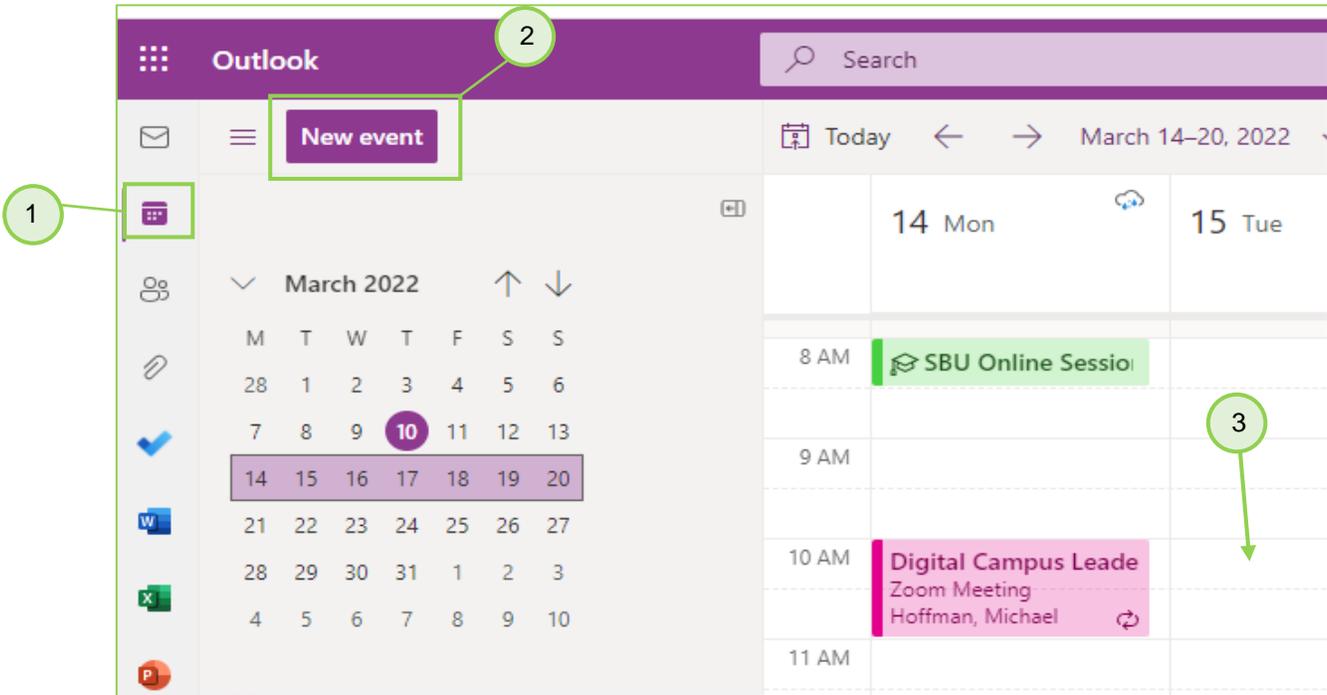


Appointments in Office 365

Log into your Office 365 Outlook email account - <https://login.microsoftonline.com/>

To Add an Appointment:

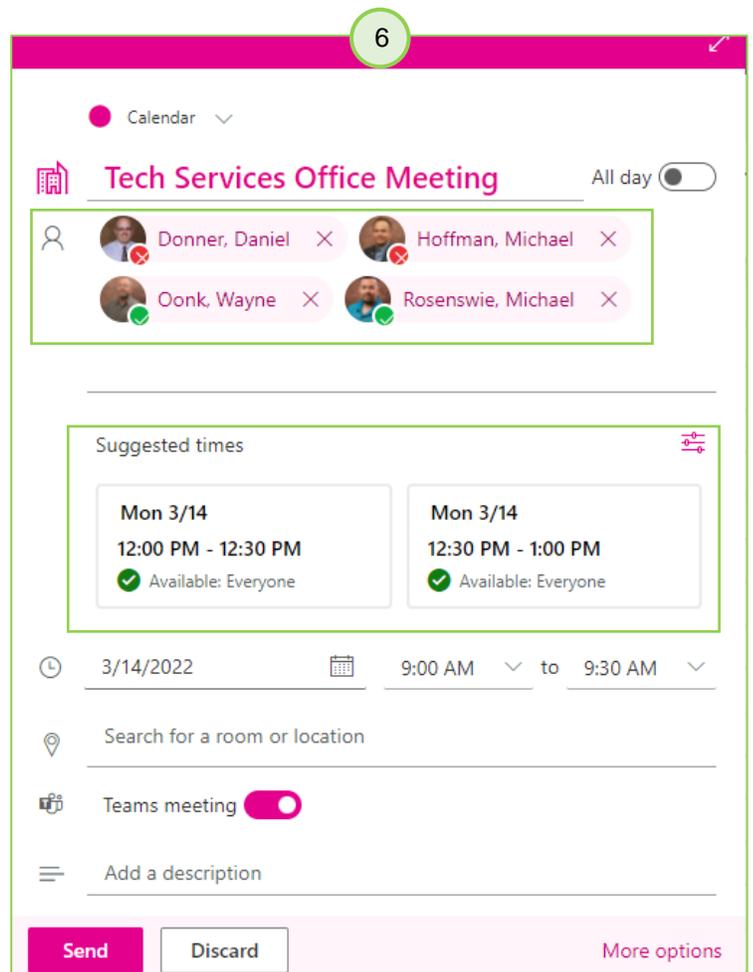
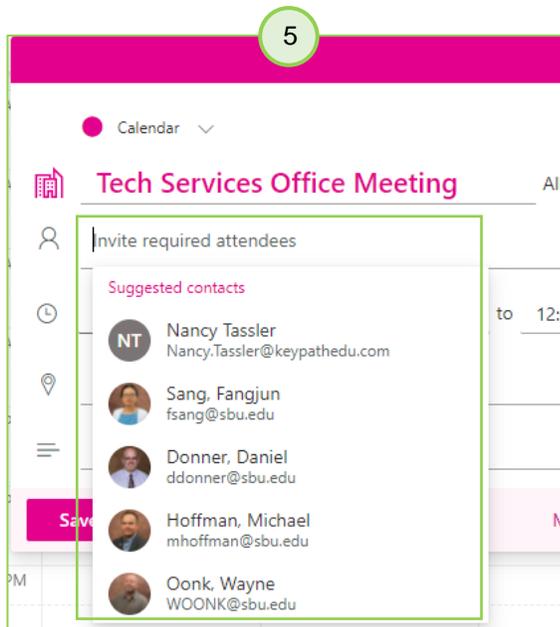
1. Click on the Calendar 1
2. Click "New Event" 2 or click in a time slot on the calendar 3



3. Fill out the title of the event
4. Change date and time as needed
5. Fill out other info as needed
6. Click save to add it to your calendar.

The screenshot shows the 'Add a title' event creation form. The title field is empty. The date is set to 3/17/2022 and the time is 10:00 AM to 10:30 AM. The form includes fields for 'Invite required attendees', 'Search for a room or location', and 'Add a description'. At the bottom, there are 'Save', 'Discard', and 'More options' buttons. A green '4' is circled next to the form, indicating the step to fill out the event details.

7. If you are going to invite attendees and you click into the “Invite” box, Outlook will give you a list of suggested contacts. (5)
8. Click on the contact to add them to the invite (5)
9. You will see who is free and who is not, right in the invitation window (6)
10. Suggested times will also be shown in the window (6)
11. Click on More options for extended views, to access the scheduling assistant, and for other options. See the next page – image (7)



7

Scheduling Assistant & Other Options

The Calendar shows available & unavailable times
Click on appointment to drag to new time.

The screenshot shows the Scheduling Assistant interface for a meeting titled "Technology Services Meeting". The meeting is optional and includes participants: Donner, Daniel; Hoffman, Michael; Oonk, Wayne; and Rosenswie, Michael. The "Suggested times" section shows three options: Mon 3/14 12:00 PM - 1:00 PM, Mon 3/14 4:00 PM - 5:00 PM, and Wed 3/16 11:00 AM - 12:00 PM, all marked as "Available: Everyone". The meeting details include the date 3/14/2022, time 11:00 AM, location "Lower conference room", and a "Teams meeting" toggle. A "Preferences" button is circled in green, with an arrow pointing to a "Preferences" dialog box shown in a separate block below.

Using the **Preferences** will help you find times that might work for your meeting.

Select a Duration and Timing
Click Find a time

Suggested times will update with dates and times that are available.

8

Preferences

Duration

1 hour

Timing

This week

Find a time

Cancel