



How to Schedule a Meeting in Office 365

This tutorial will show you how to schedule a meeting in Office 365

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If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

Sign into your Thomas More email

THOMAS MORE
COLLEGE

Login

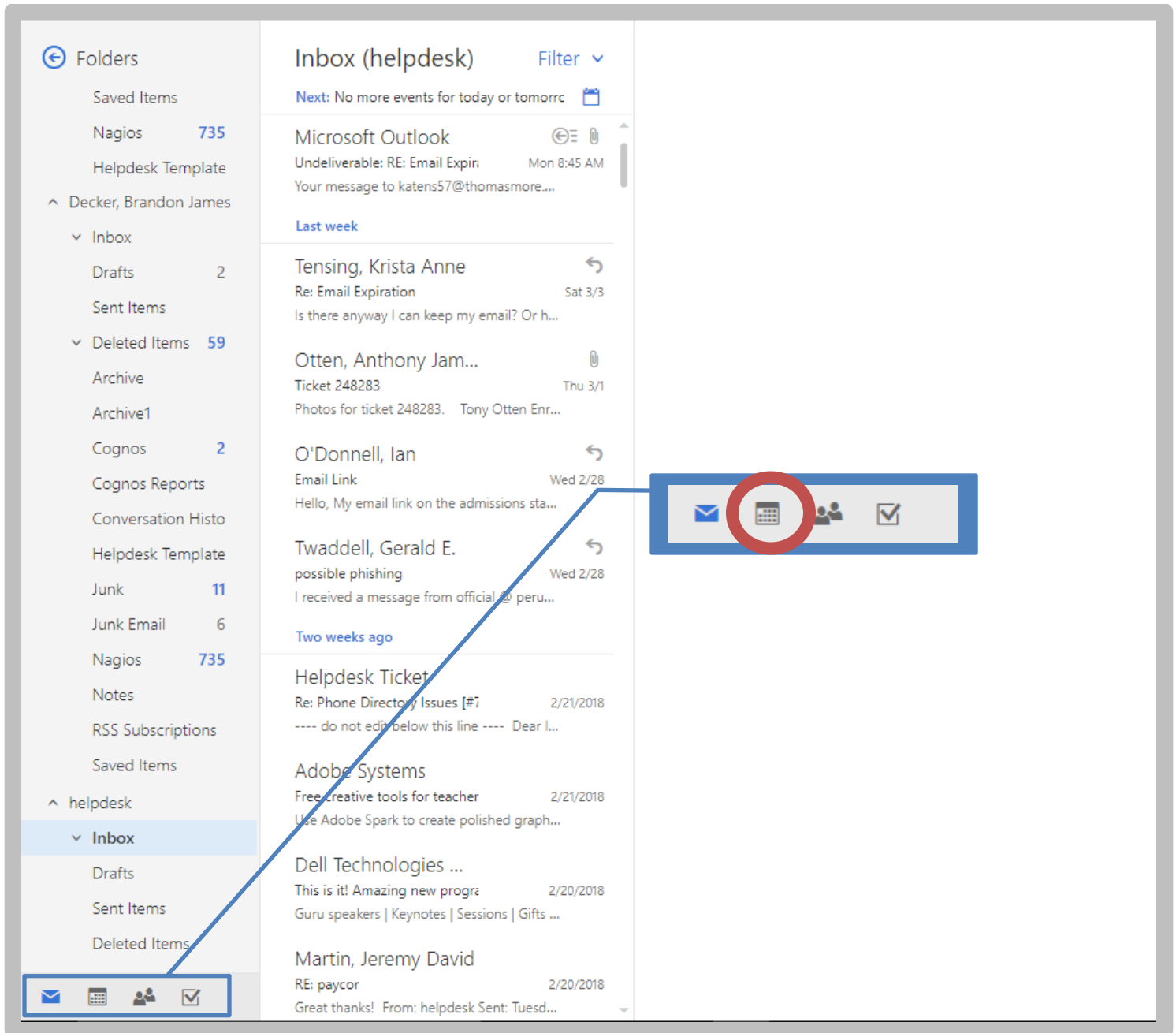
Password

Log In

[Forgot Password](#) | [Canvas](#) | [MyTMC](#) | www.thomasmore.edu

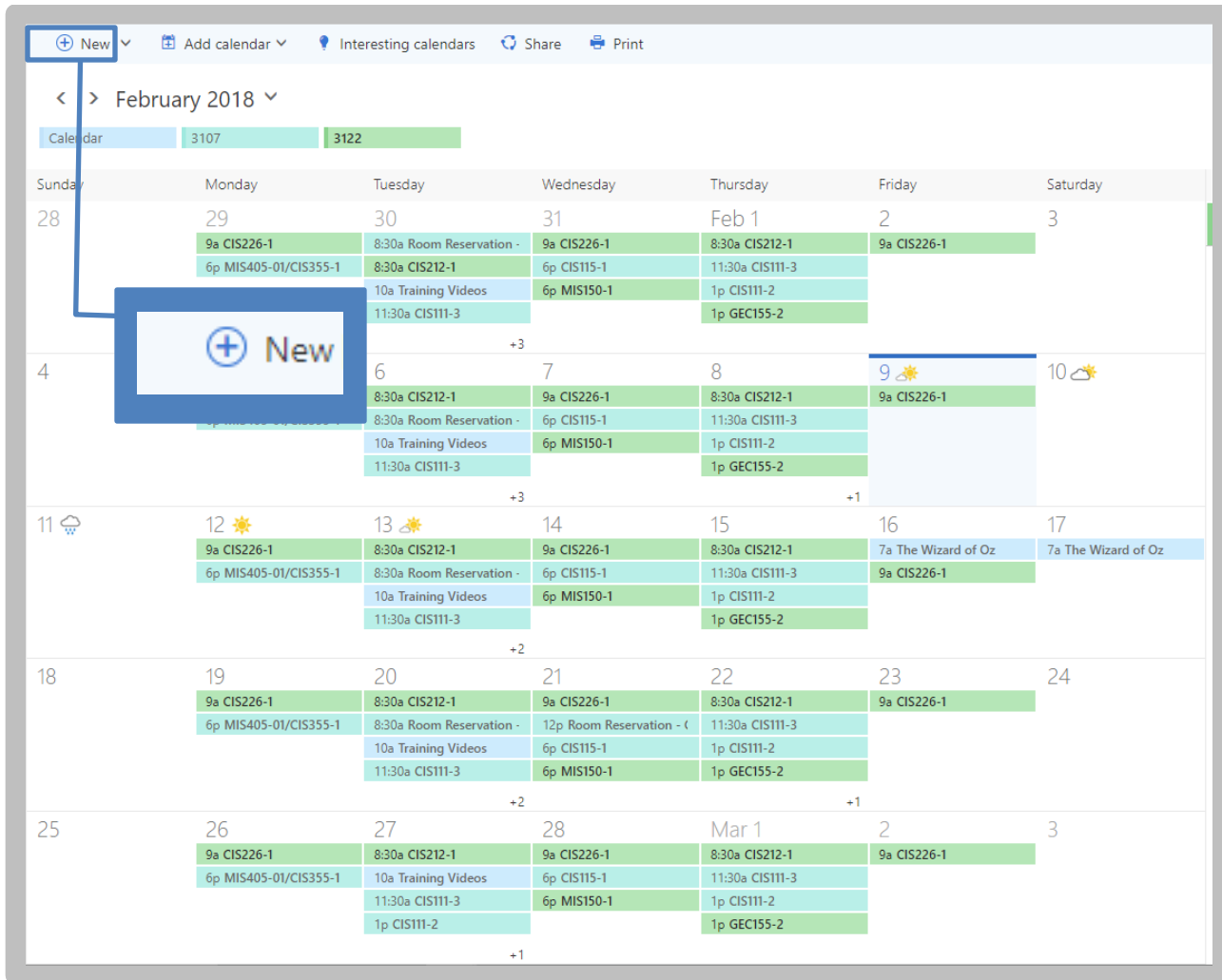
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Click the calendar icon



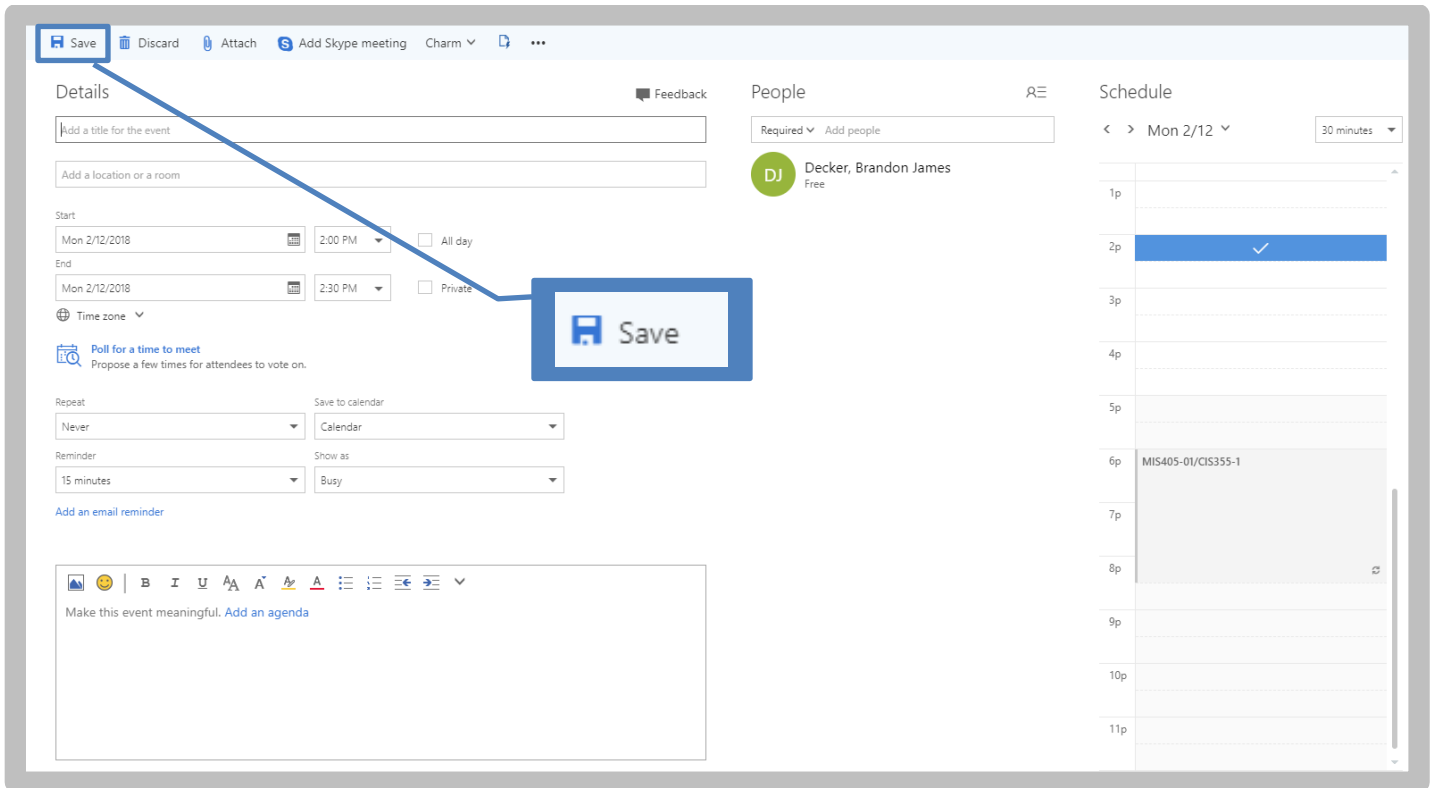
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Click the “New” Button



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Add in the details for the meeting... Then click “Save”



The screenshot shows a meeting creation interface with several sections: Details, People, and Schedule. The Details section includes fields for title, location, start/end times, and options for all-day, private, and poll. The People section shows a list of attendees, including DJ Decker, Brandon James. The Schedule section shows a calendar view for Monday, 2/12, with a 30-minute meeting slot highlighted at 2:00 PM. A blue box highlights the 'Save' button in the top left corner, and another blue box highlights the 'Save' button in the center of the interface. A blue arrow points from the top 'Save' button to the center 'Save' button.

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