



How to Schedule a Meeting in Outlook Client

This tutorial will show you how to schedule a meeting in Outlook Client

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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 the Outlook Desktop Client

The screenshot displays the Outlook Desktop Client interface. On the left is a navigation pane with folders like 'Inbox 968', 'Sent Items 1', 'Drafts [4]', 'Help Desk Tickets 12567', and 'Deleted Items 66'. The main pane shows a list of emails, with the selected one being 'Helpdesk Ticket: Re: Phone Directory Issues [#737068]' from 'IT Helpdesk' on Wed 2/21. The right pane shows the email content, including a 'Dear IT Helpdesk' greeting, a response from Shelly Kelley, and an 'Original Message' from Robert Rhiemann. The email body text reads: 'I have updated the phone directory listing. Extension 3576 was for Darrell. Updated it for Volle'. The 'Original Message' states: 'Robert Rhiemann came down to the computer center and said that he received a call from Dar directory.' The signature is 'Your Thomas More College IT Services Team'. A footer note says: 'You can reply in the ticket by responding to this email or by [viewing it in the ticket system.](#)'

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Click the Calendar Icon

The screenshot shows an Outlook email interface. On the left is a navigation pane with folders like 'Inbox 968', 'Sent Items 1', 'Drafts [4]', 'Help Desk Tickets 12567', and 'Deleted Items 66'. The main pane shows a list of emails, with the selected one being a 'Helpdesk Ticket' from 'IT Helpdesk' with the subject 'Re: Phone Directory Issues [#737068]'. The right pane shows the email content, including a 'Dear IT Helpdesk,' salutation, a 'Response' section with the name 'Shelly Kelley', and an 'Original Message' section. At the bottom left, a blue box highlights the navigation icons, with a red circle around the calendar icon. A blue arrow points from this box to a red circle around the calendar icon in the email's action bar.

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Click “New Appointment”

The screenshot displays a calendar application interface. At the top, there is a ribbon with various options. The 'New Appointment' button is highlighted with a blue box. A blue arrow points from this button to a 'New Appointment' dialog box, also highlighted with a blue box. The calendar shows February 2018 with various appointments listed. The appointments include:

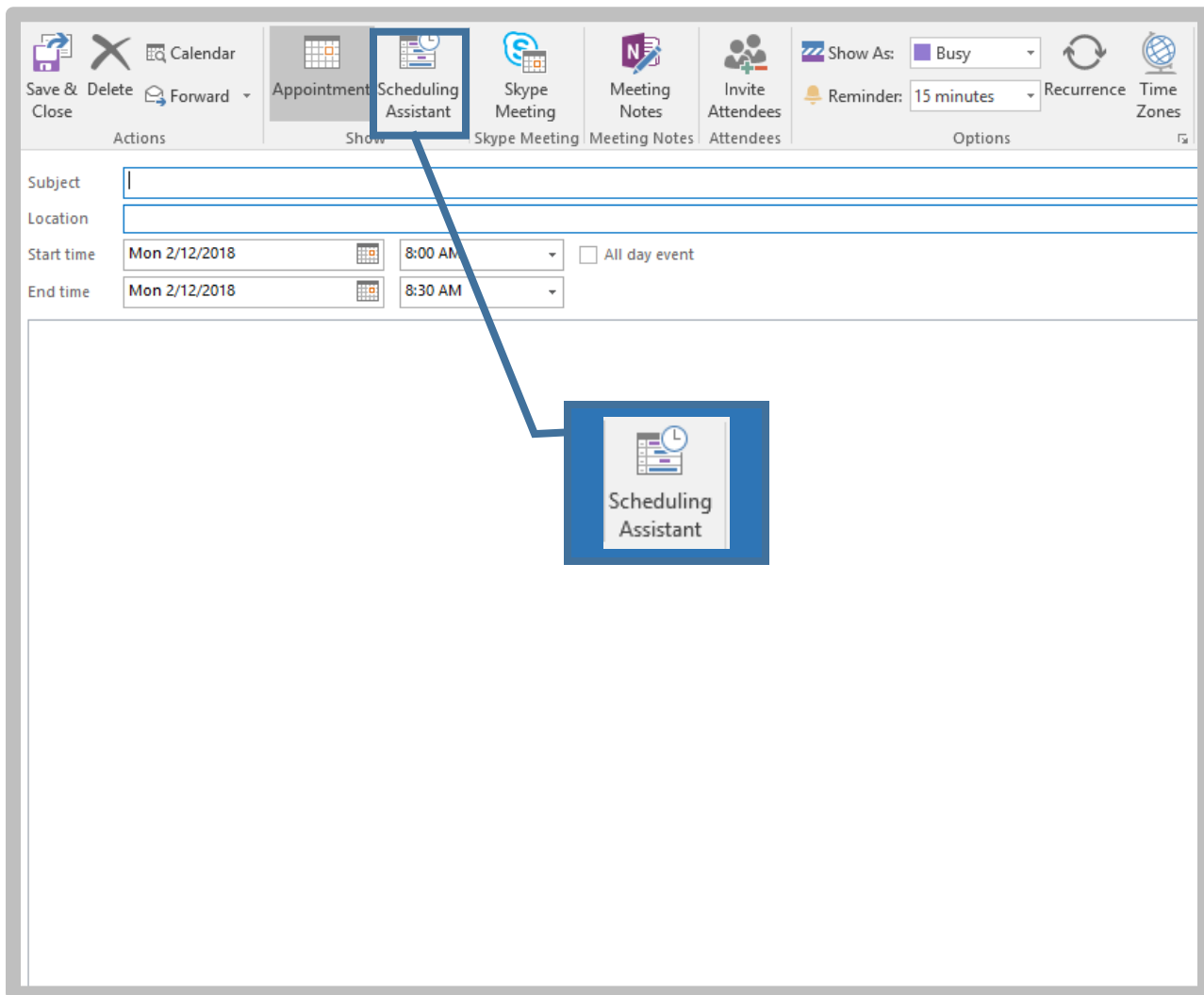
- 10:00am Training Videos; IT Conference Room; Decker, B...
- 2:30pm Assist in Chancellor's Room; Kelley, Shelly
- 10:00am Training Videos; IT Conference Room; Decker, Brandon James
- 2:15pm Setup Phone & IT Support for HR; Chancellors Room; Kelley, Shelly
- 10:00am Training Videos; IT Conference Room; Decker, Brandon James
- 7:00am The Wizard of Oz
- 7:00am The Wizard of Oz
- 10:00am Training Videos; IT Conference Room; Decker, Brandon James

The interface also shows a sidebar with 'My Calendars' and 'Other Calendars' sections. The 'My Calendars' section includes 'Calendar', 'United States holidays', 'Birthdays', '3122', and '3107'. The 'Other Calendars' section includes 'TMC Workshops' and 'IT Conference Room'. The 'Shared Calendars' section includes '3122'.

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Click the “Scheduling Assistant”



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Click the “Add Attendees” Button

The screenshot displays a scheduling application interface. At the top, there is a search bar with a magnifying glass icon and a dropdown menu set to '100%'. Below this is a header for the date 'Sunday, February 11, 2018' and a time grid with columns for 8:00 AM, 9:00, 10:00, 11:00, 12:00 PM, and 1:00. On the left side, there is a list of attendees under the heading 'All Attendees'. The first attendee is 'Decker, Brandon James' with a checked checkbox. Below this is a link that says 'Click here to add a name'. At the bottom of the interface is a control panel containing several buttons and fields: 'Add Attendees...', 'Options' (with a dropdown arrow), 'Start time' (set to 'Mon 2/12/2018' at '8:00 AM'), and 'End time' (set to 'Mon 2/12/2018' at '8:30 AM'). A blue callout box with the text 'Add Attendees...' is positioned over the 'Add Attendees...' button in the control panel, with a blue line extending from it to the 'Click here to add a name' link in the attendee list.

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Search for the person and click “Ok”

Select Attendees and Resources: Offline Global Address List

Search: Name only More columns **Address Book**

O'Hara Offline Global Address List - bjdeck61@th... [Advanced Find](#)

Name	Title	Business Phone	Location
O'Hara, Aaron T			
Ohmer, Tyler			
Olano, Taylor			
Oldfield, Stephen K	Adjunct Asst Prof II		
Oldiges, Benjamin S.			
Olding, Joseph Paul			
O'Leary, Anna			
Oleynik, Jeanne			
Oliverio, Anna Patrizia			
Oloo, Jack Bobo			
Oravec, Jon,, III			
Orchelle, Victoria Brooke			
Orientation Online Student			

Required -> Kapsal, Sean C.; O'Hara, Aaron T

Optional ->

Resources ->

Double click their name to add them to the meeting invite.

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Then Select “Add Rooms...”

The screenshot displays a meeting software interface. At the top, there is a search bar with a magnifying glass icon and a '100%' dropdown. To the right, the date 'Sunday, February 11, 2018' is shown, along with a time grid for 8:00 AM, 9:00, 10:00, 11:00, 12:00 PM, and 1:00. Below the search bar is a list of attendees under the heading 'All Attendees'. The first attendee is 'Decker, Brandon James', which is checked. Below this is a link that says 'Click here to add a name'. A blue box with the text 'Add Rooms...' is positioned over the 'Click here to add a name' link, with a blue line pointing to it. At the bottom of the interface, there is a toolbar with several buttons: 'Add Attendees...', 'Options' (with a dropdown arrow), 'Start time' (set to 'Mon 2/12/2018' at '8:00 AM'), and 'End time' (set to 'Mon 2/12/2018' at '8:30 AM'). A blue box with the text 'Add Rooms...' is positioned over the 'Add Rooms...' button in the toolbar, with a blue line pointing to it.

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Search for the Room and click “OK”

Select Rooms: All Rooms

Search: Name only More columns **Address Book**

Name	Location	Business Phone	Capacity	Descrip
3107	Administration Build...		24	Room
3122	Administration Build...		30	Room
3147	Administration Build...		12	Room
Baseball Field				Room
Chancellor's Room	Administration Build...			Room
Collaboration Space	3339 Administration ...		10	Room
Connor Convocation Center (C...				Room
Dean's Conference Room	Library Building 1228			Room
Grass Practice Area				Room
Hall of Fame	Hall of Fame Room i...			Room
IT Conference Room	Administration Build...		10	Room
Mary, Seat of Wisdom Chapel	Chapel			Room
Science Lecture Hall	Science Building 401		104	Room
Seiler Commons	Administration Build...			Room
Softball Field				Room
Sommerkamp Conference Room	Saints Center		12	Room
Steinwald Hall	Saints Center			Room

Rooms ->

Double click the room to add it to the meeting invite.

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Edit the date and time

The screenshot displays a meeting scheduling interface. At the top, there is a 'Send' button, a search icon, and a '100%' zoom level. The date is set to 'Sunday, February 11, 2018'. Below the date, a grid shows time slots from 8:00 AM to 3:00 PM. On the left, an 'All Attendees' list includes 'Decker, Brandon James', 'O'Hara, Aaron T.', and '3107', each with a checkmark. A link 'Click here to add a name' is also present. At the bottom, there are buttons for 'Add Attendees...', 'Options', and 'Add Rooms...'. A blue box highlights the 'Start time' and 'End time' fields, both set to 'Mon 2/12/2018' with a calendar icon and '8:00 AM' and '8:30 AM' respectively. A legend at the bottom identifies availability statuses: Busy (blue square), Tentative (light blue square), Out of Office (purple square), Working Elsewhere (dotted square), No Information (grey square), and Outside of working hours (light grey square).

Refer to the legend when checking on attendee's availability.

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Click "Send"

The screenshot shows a meeting scheduling interface. At the top left, there is a "Send" button highlighted with a blue box. To its right is a search icon and a "100%" zoom level dropdown. The main area is a calendar grid for "Sunday, February 11, 2018", with columns for 8:00 AM, 9:00, 10:00, 11:00, 12:00 PM, 1:00, 2:00, and 3:00. On the left side, there is a list of attendees under the heading "All Attendees". The list includes three checked entries: "Decker, Brandon James", "O'Hara, Aaron T", and "3107". Below the list is a link that says "Click here to add a name". At the bottom of the interface, there are several controls: "Add Attendees...", "Options" dropdown, "Add Rooms...", "Start time" (Mon 2/12/2018, 8:00 AM), and "End time" (Mon 2/12/2018, 8:30 AM). At the very bottom, there is a legend for status indicators: Busy (blue square), Tentative (light blue square), Out of Office (purple square), Working Elsewhere (dotted square), No Information (grey square), and Outside of working hours (light grey square).

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