Schedule meetings and track responses

Step 1

Select Home > New Meeting.

| File | Home | Send | / Receive |
|------------------|---------|---------|---------------|
| · | | | TD |
| New | New | New | New Teams |
| Appointment | Meeting | ltems ~ | Meeting |
| New Teams Meetin | | | Teams Meeting |
| ▲ New Meeting | | | |

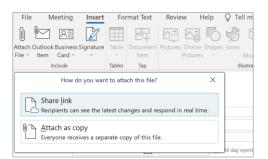
Step 3

In Room Finder, select a location from the room list, and then choose a room.



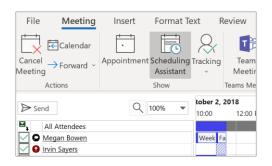
Step 5 – Attach a File

Select Insert > Attach File > select a file, and then Share link.



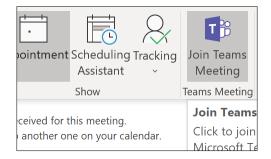
Step 2

Select Scheduling Assistant, and then add attendee names to get free/busy times.



Step 4

Select Teams Meeting to make an online meeting. (Your organization may be using Skype for Business.)



Step 6 – Track invite responses

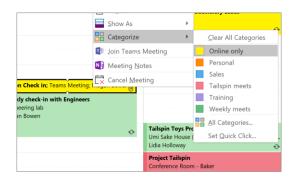
Select your meeting and then Tracking to see responses.

| ~ & Trackir | uling Assistant | Join Teams Meeting Teams Meeting | Meeting Notes Meeting Notes | Contact Attendees Attend | Options v | Tag: |
|----------------|------------------|--|-----------------------------------|--------------------------------|--------------|-------|
| responses to t | his meeting have | | | | | |
| owen | Attendar | organizer | | | Resp | onse |
| rs | | d Attendee | | | Tent | ative |
| line | Required | d Attendee | | | Acce | epted |
| me here | | | | | | |

Cheat sheet - Outlook Calendar for Windows

Apply categories to sort your events

Right-click an event, select Categorize, and then select the category. You can use multiple categories.



Switch calendar views

From your Calendar, select **View**, and then select a view option like Day, Work Week, Week, or Month.

| Send / Receive | | Folder | Vie | W | |
|----------------|------|----------|----------|--------------|--------|
| - | Work | Week | Month S | | |
| 2018 | Week | | Arrangen | View nent | E@ AAG |

Add a calendar to your view

From your Calendar, select Add Calendar > From Address **Book** and enter a contact to see calendars from people in your organization. Or From Internet to view online calendars.

| 2 | | dd Ndar ~ | Share Calendar ~ | 쑷 New Group 쑷 Browse Groups |
|---|---------------------------|---------------|---------------------|--------------------------------|
| 4 | A From Address Book | | | |
| | ·↓ From <u>R</u> oom List | | Room List | Add Calendar |
| | \bigoplus | From <u>I</u> | nternet | |

Create a meeting from an email

In an open message, select Meeting. A request is made inviting everyone on the To line as Required Attendees. Title and message body is copied over and can be edited.

| Reply Reply Forward All | Meeting | ➡ Move ➡ Team ← Reply |
|----------------------------|---|-----------------------------|
| Respond | | |
| Search Current Mailbo | Reply with Create a me e-mail. | _ |

Keyboard shortcuts

| Go to Calendar | Ctrl + 2 | Go to Mail | Ctrl + 1 |
|------------------------------|----------|----------------------------|------------------|
| Switch view to include today | Ctrl + T | Create new meeting request | Ctrl + Shift + Q |
| Open selected calendar event | Ctrl + O | Create Appointment | Ctrl + Shift + A |

See keyboard shortcuts for Outlook at: https://go.microsoft.com/fwlink/?linkid=864503

More info

| Outlook Training | Outlook Quick Start Guide |
|---|--|
| https://go.microsoft.com/fwlink/?linkid=864509 | https://go.microsoft.com/fwlink/?linkid=864510 |
| Differences between desktop, online, and mobile | Differences between Windows and Mac version of Outlook |
| https://go.microsoft.com/fwlink/?linkid=864504 | https://go.microsoft.com/fwlink/?linkid=864506 |