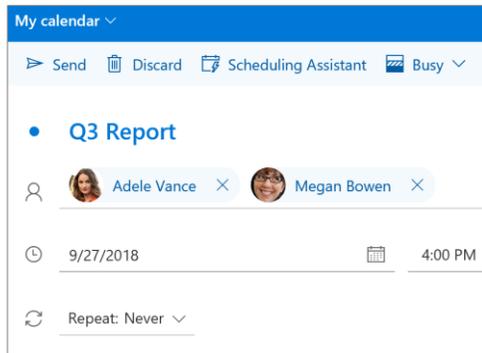


## Schedule meetings and track responses

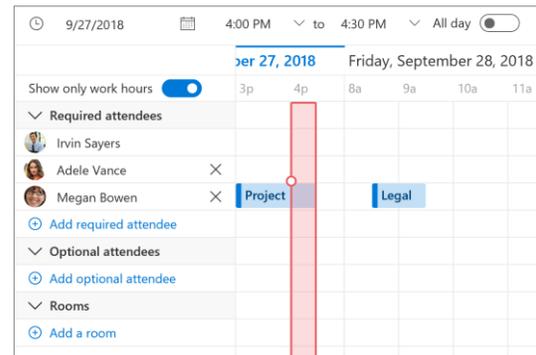
### Step 1 – Schedule a meeting

Select **New event**, and then enter attendee names in the **Invite attendees** box.



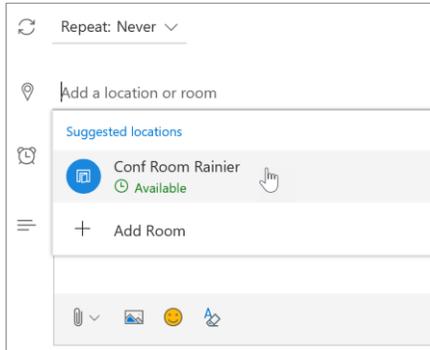
### Step 2 – Get free/busy times for attendees

Select **Scheduling Assistant** to see free/busy times.



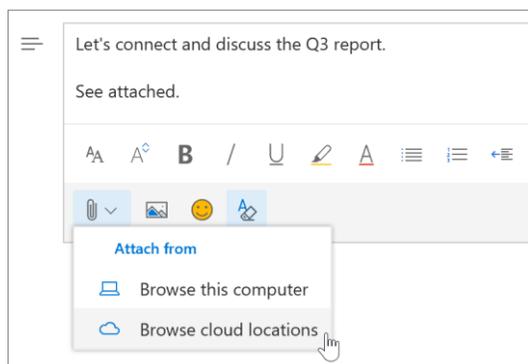
### Step 3 – Add a room

In **Scheduling Assistant**, select the **Add a location or room** box, and select a room under **Suggested locations**, or select **Add Room** and then choose a room.



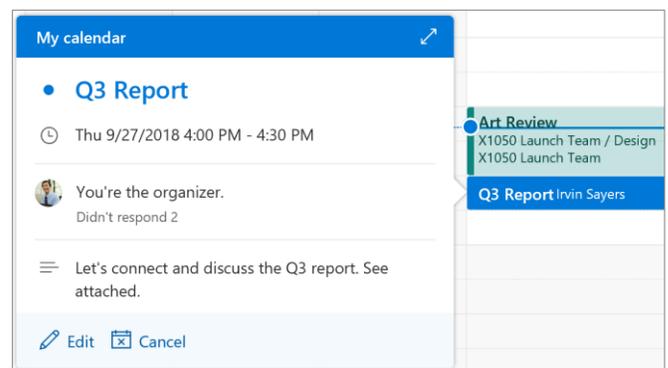
### Step 4 – Attach a File

Select **Attach** and choose if you want to upload a file from your computer or a cloud storage account like OneDrive.



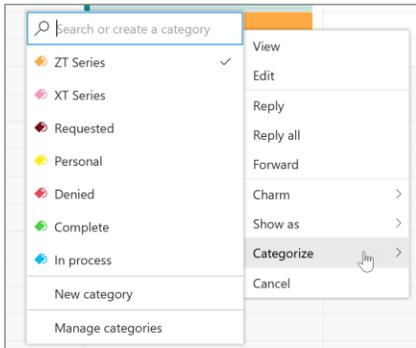
### Step 5 – Track invite responses

On your calendar, select the meeting to view the responses.



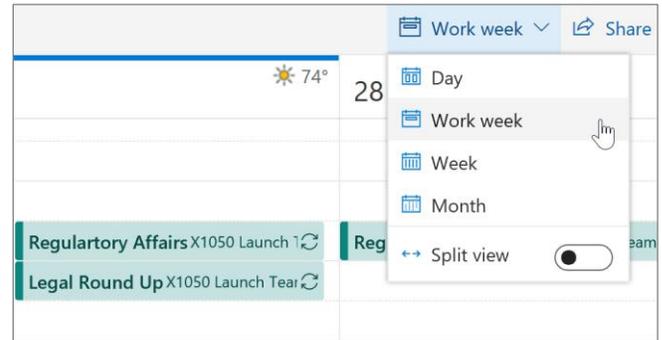
## Apply categories to sort your events

Right-click an event, select **Categorize**, and then select the category.



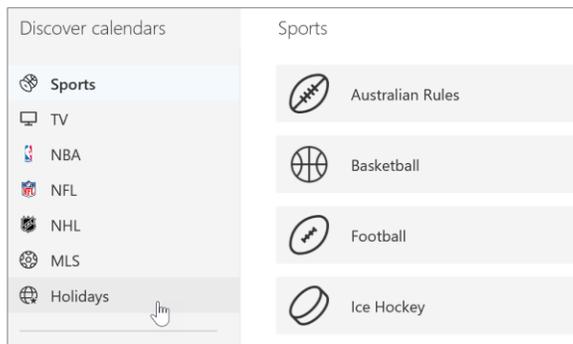
## Switch calendar views

In Calendar, select the current view option like **Work Week** and choose another view option.



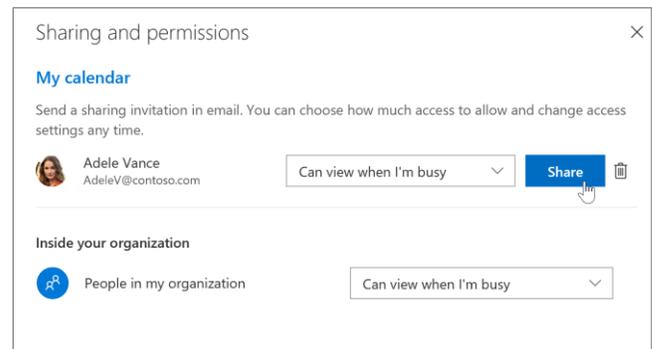
## Add another calendar to your calendar view

To add another calendar to your calendar view, such as holidays, select **Discover calendars** in the navigation pane.



## Share a calendar

To share your calendar with someone, select **Share** at the top of the page, enter the person's name or email address, and select **Share**.



## Keyboard shortcuts

Go to Calendar **Ctrl + Shift + 2**

Go to Mail **Ctrl + Shift + 1**

Switch to day (1), work week (2), week (3), or month (4) **Shift + Alt + [1,2,3,4]**

More keyboard shortcuts: <https://go.microsoft.com/fwlink/?linkid=2025075>