## Schedule meetings and track responses

#### Step 1 – Schedule a meeting

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

My calendar $\vee$					
⊳	Send 📋 Discard ট Scheduling Assistant 🔤 Busy 🗠				
•	Q3 Report				
8	🚳 Adele Vance 🛛 🎯 Megan Bowen 🗡				
Ŀ	9/27/2018 🗰 4:00 PM				
$\mathbb{C}$	Repeat: Never $ \smallsetminus $				

#### 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.

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0	Add a location or room
	Suggested locations
Ŭ	Conf Room Rainier ③ Available
=	+ Add Room
	0 ~ 📾 🙁 🏠

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

Select Scheduling Assistant to see free/busy times.



#### Step 5 – Track invite responses

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



## Cheat sheet - Outlook on the web Calendar

## Apply categories to sort your events

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

₽ Search or create a category	
🔶 ZT Series 🗸 🗸	View
< XT Series	Beply
Requested	Reply all
📀 Personal	Forward
< Denied	Charm >
< Complete	Show as >
In process	Categorize >
New category	Cancel
Manage categories	

# 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.

Discover calendars	Sports
🛞 Sports	Australian Rules
Ţ TV	
NBA NBA	Basketball
🕷 NFL	÷
🗱 NHL	Football
MLS	0
🕀 Holidays	O Ice Hockey

## 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: <a href="https://go.microsoft.com/fwlink/?linkid=2025075">https://go.microsoft.com/fwlink/?linkid=2025075</a>

### Switch calendar views

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

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🔆 74°	28	Day	
	20	🗎 Work week	្សា
		🛅 Week	
	_	🛅 Month	
Regulartory Affairs X1050 Launch 1	Reg	←→ Split view (	eam
Legal Round Up X1050 Launch Tear C			

## 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**.

Shai	ing and permissions		)
My c	alendar		
Send settin	a sharing invitation in email. You gs any time.	can choose how much access to allow and change acce	ess
Ø	Adele Vance AdeleV@contoso.com	Can view when I'm busy V Share	Î
Inside	your organization		
R	People in my organization	Can view when I'm busy $\sim$	]