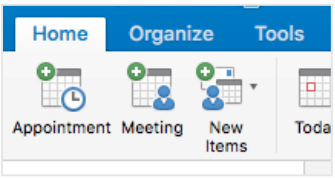
CALENDAR: CREATING A SHARED APPOINTMENT – MAC OS X

In addition to creating personal appointments in your O365 calendar, you can also create shared appointments and invite others to participate. This guide will explain how to perform this via using an updated version of Mac OS X combined with Outlook 2016.

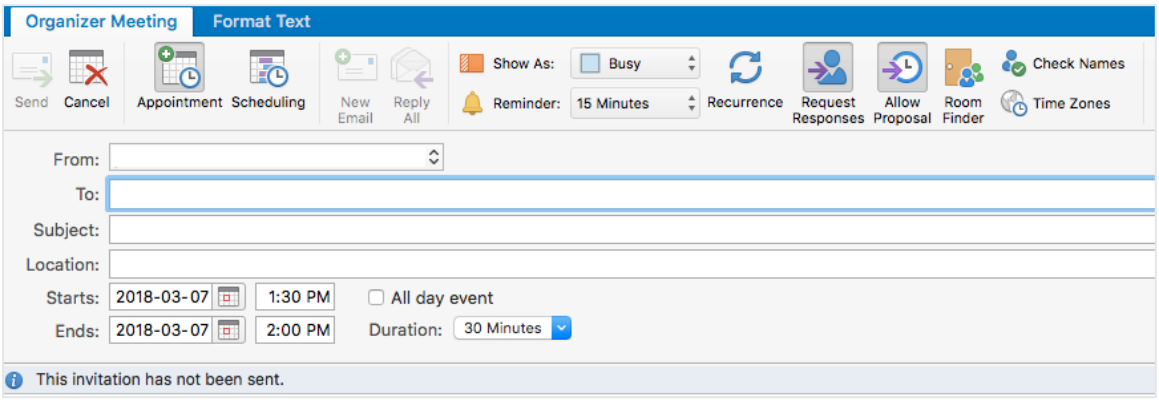
CREATING A SHARED APPOINTMENT

1. From the Dock or your Applications menu, open Outlook 2016 (configured with your @utoronto.ca email). Once loaded, click on the calendar button at the bottom left of your navigation window.

2. From your calendar window, you can select between two options: Appointment or Meeting. These options are also reflected in the Windows version of Outlook 2016. An **Appointment** is a calendar event that is intended for one person only (organizer). A **Meeting** is a calendar event that is shared with others (organizer and attendees). For this example, we will be making a **Meeting,** since we intend to invite others.



The meeting window has a variety of options, including recurrence (on-going), reminders, date & time, location, etc. Fill in the appropriate data below prior to proceeding.



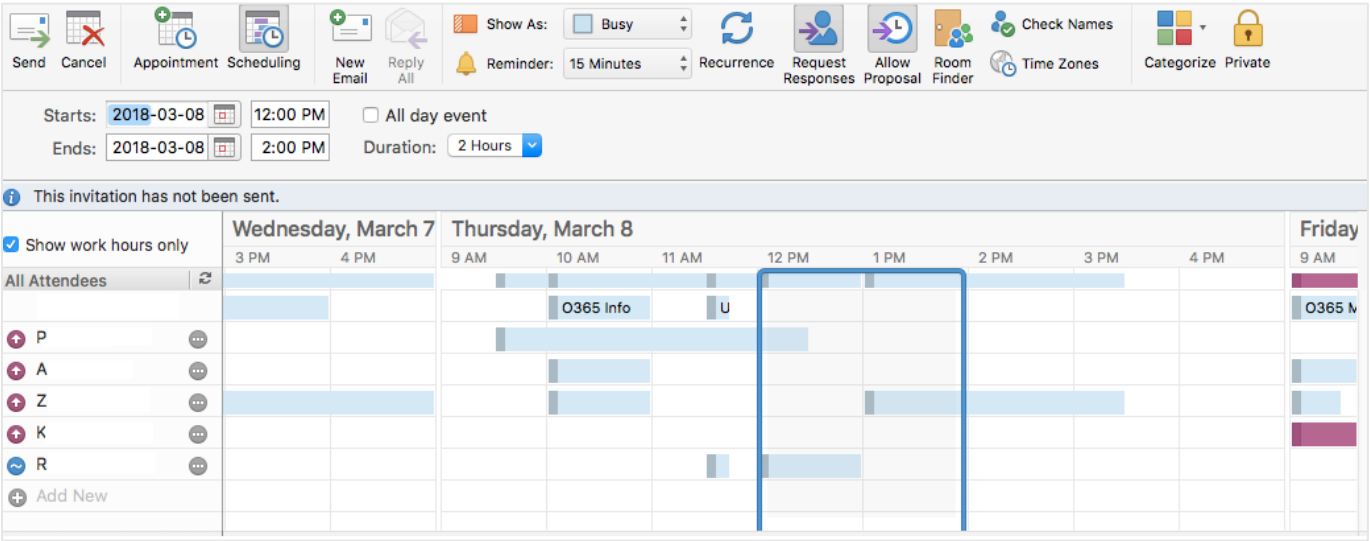
3. To invite attendees, click on the book icon at the far right of the To: field. On the next window, type in the name of individuals you wish to invite to the event. This will search the global address list and your contacts. You should only select those entries with a @utoronto.ca email address, as it will populate the event in their O365 calendar. Be sure to click on **Required** or **Optional** for each attendee that you invite – these options are at the bottom of the window.

4. Once you have the meeting configured just the way you like, click on Send to send the invitation to all attendees on your list. You will be notified if they accept/tentative/reject the invitation. For circumstances where there are time conflicts with multiple individuals, you can optionally use the Scheduling Assistant (shown below).

OPTION: USING THE SCHEDULING ASSISTANT

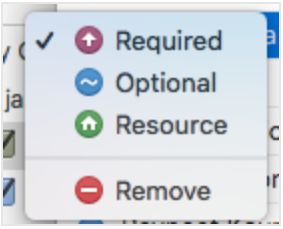
1. The Scheduling Assistant can help you with events that may have complex timing issues with attendees' schedules. This step will assume you have completed the first four steps listed above – you have an event populated with the date & time & attendee details. To launch the Scheduling Assistant, click on the **Scheduling** button at the top of the event window.

2. The scheduler will display the proposed meeting time (blue box shown below) as well as all attendees schedule conflicts for the proposed event time. In the example below, P has an event that goes until 12:30p, Z has an event that starts at 1p and R is not available from 1p-2p. So the proposed time (as shown below) would not work.

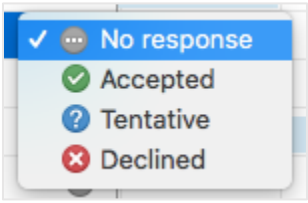


You can use the scroll wheel or cursor to navigate to alternative days and search for a suitable time for all members. Please note – for the scheduler to pull the relevant calendar data, you **must** have at least **free/busy** read permissions on everyone's O365 calendar. This is normally configured by default but can be modified at any time by the owner of the calendar.

If you wish to adjust an attendees participation (whether they are Required or Optional for the event), you can click on the purple arrow located next to their entry and select one of the options that appear on the pop-up (shown below). You can also remove them from the event.



You can also click on the grey “dots” icon to the right of their name to access a second menu. You’ll see options for listing the attendees’ responses. This can be checked after the invitation is sent out.



Once a suitable time has been discovered, click on **Send** to send an event invitation to everyone on the attendees list.