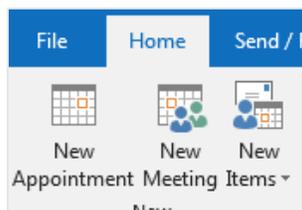


# CALENDAR: CREATING A SHARED APPOINTMENT – WINDOWS

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 Windows combined with Outlook 2016.

## CREATING A SHARED APPOINTMENT

1. From the Start Menu or Taskbar, 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: **New Appointment** or **New Meeting**. These options are also reflected in the Mac OS X 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 **New 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.

A screenshot of the Outlook 2016 'New Meeting' dialog box. The ribbon at the top includes 'File', 'Meeting', 'Insert', 'Format Text', 'Review', 'Help', and 'Tell me what you want to do'. The 'Meeting' ribbon has several groups: 'Actions' (Delete), 'Show' (Appointment, Scheduling Assistant), 'Skype Meeting' (Skype Meeting), 'Meeting Notes' (Meeting Notes), 'Attendees' (Cancel Invitation, Check Names, Response Options), and 'Options' (Busy, Recurrence, Time Zones, Room Finder). Below the ribbon, there is a warning message: 'You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar.' The main form has fields for 'To...' (empty), 'Subject' (empty), 'Location' (empty), 'Start time' (Wed 3/7/2018, 2:00 PM), 'End time' (Wed 3/7/2018, 2:30 PM), and an 'All day event' checkbox (unchecked). There is also a 'Rooms...' button next to the location field.

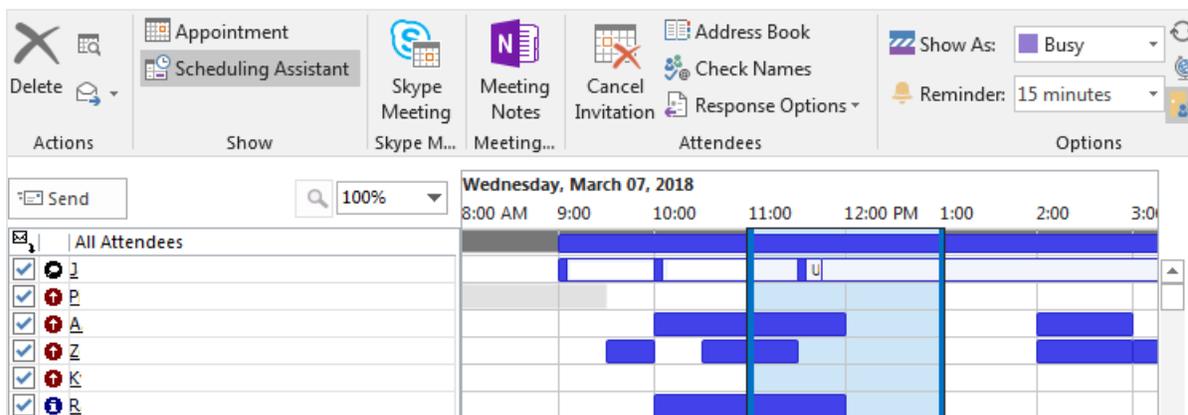
3. To invite attendees, click on the **To** button – this will launch a window where you can search for potential attendees within the Global Address List. Search for an individual by first name, then click on either Required or Optional at the bottom of the window.

Required ->	
Optional ->	
Resources ->	

- 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).

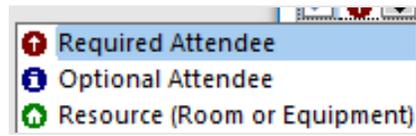
## OPTION: USING THE SCHEDULING ASSISTANT

- 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 Assistant** button at the top of the event window.
- 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, many attendees have existing calendar appointments (A, Z & R), 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 red arrow (or blue "i" icon) 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.



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