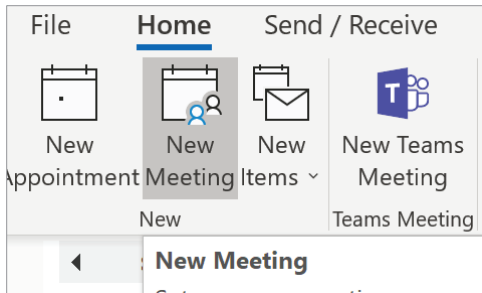


Schedule meetings and track responses

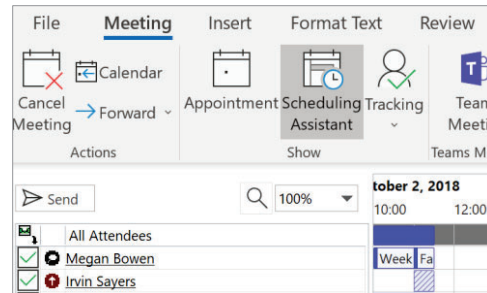
Step 1

Select **Home > New Meeting**.



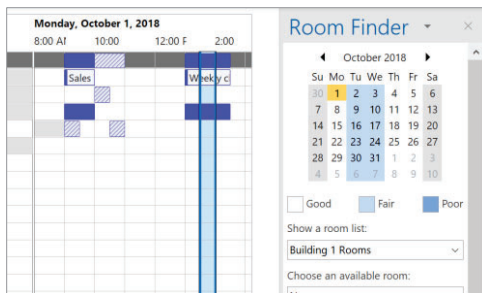
Step 2

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



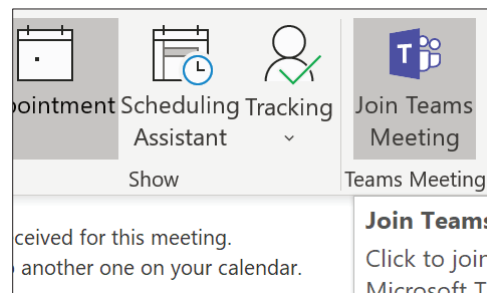
Step 3

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



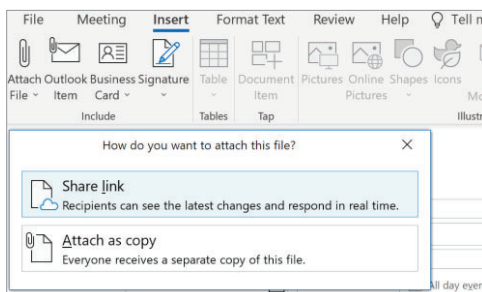
Step 4

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



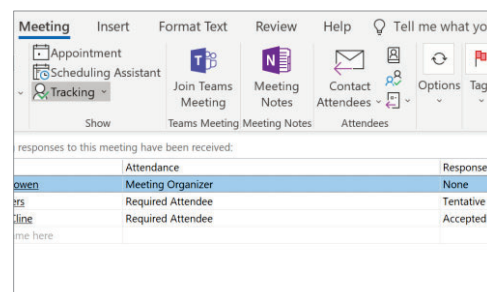
Step 5 – Attach a File

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



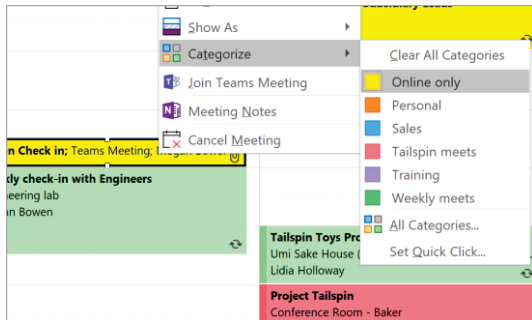
Step 6 – Track invite responses

Select your meeting and then **Tracking** to see responses.



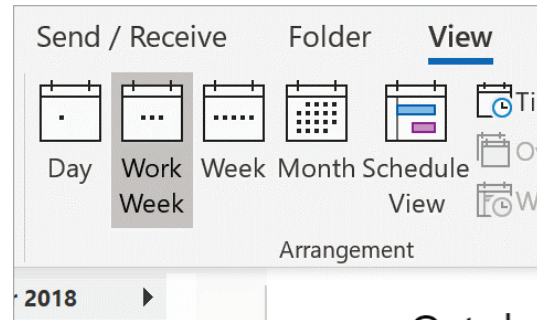
Apply categories to sort your events

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



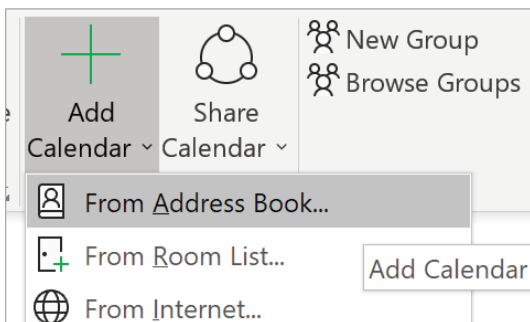
Switch calendar views

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



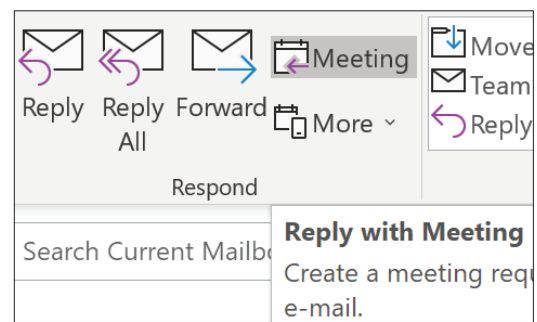
Add a calendar to your view

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.



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.



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
<https://go.microsoft.com/fwlink/?linkid=864509>

Differences between desktop, online, and mobile
<https://go.microsoft.com/fwlink/?linkid=864504>

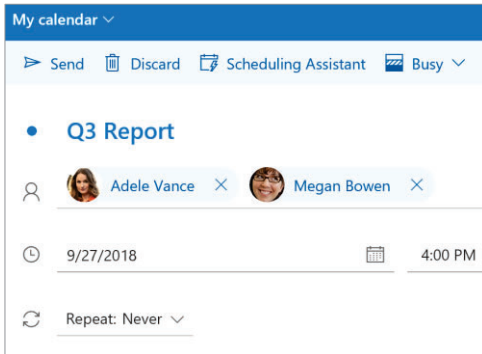
Outlook Quick Start Guide
<https://go.microsoft.com/fwlink/?linkid=864510>

Differences between Windows and Mac version of Outlook
<https://go.microsoft.com/fwlink/?linkid=864506>

Schedule meetings and track responses

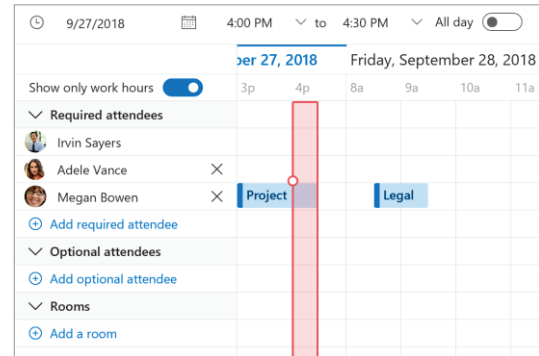
Step 1 – Schedule a meeting

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



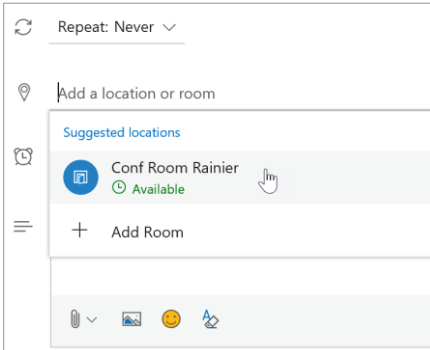
Step 2 – Get free/busy times for attendees

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



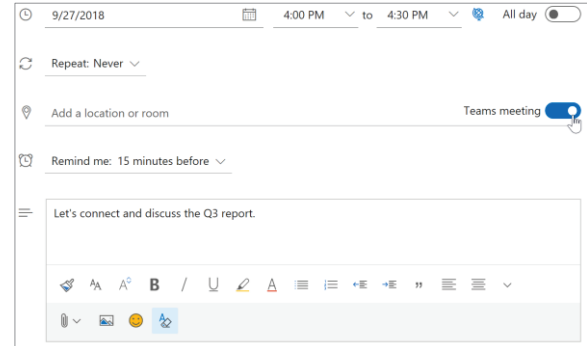
Step 3 – Add a room

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.



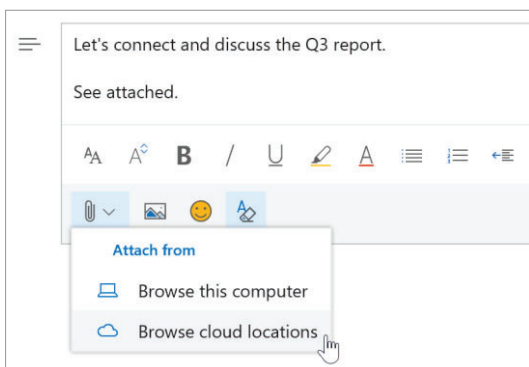
Step 4 – Make it a Teams Meeting

Select the **Teams meeting** toggle to make the meeting an online meeting.



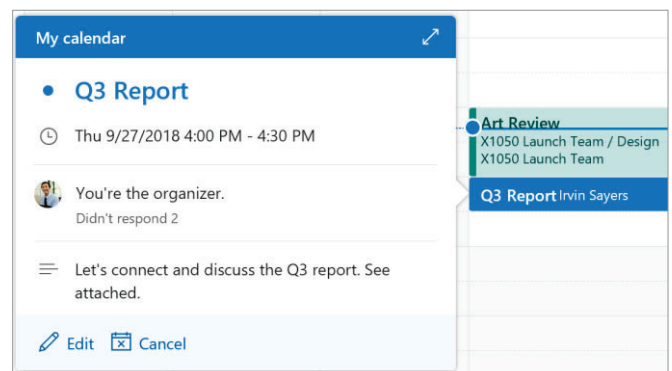
Step 5 – Attach a File

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



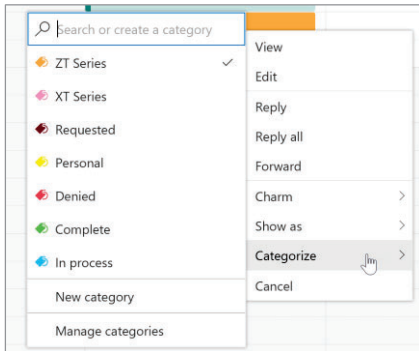
Step 6 – Track invite responses

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



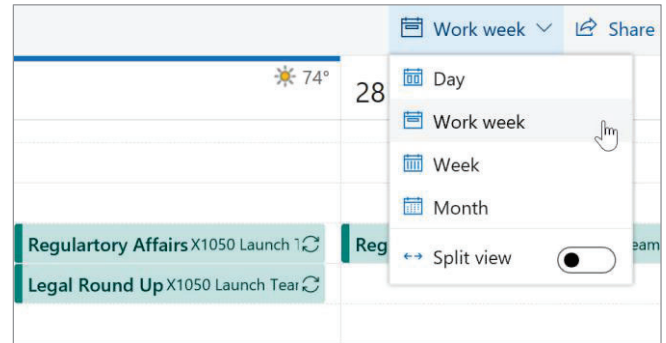
Apply categories to sort your events

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



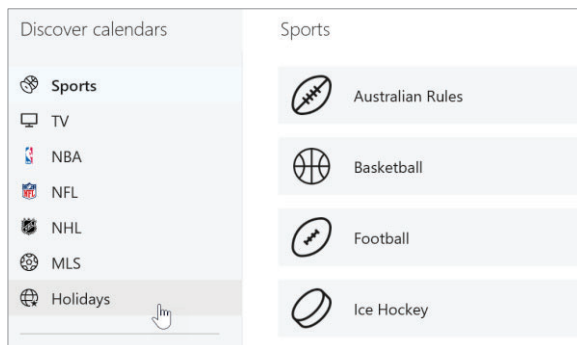
Switch calendar views

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



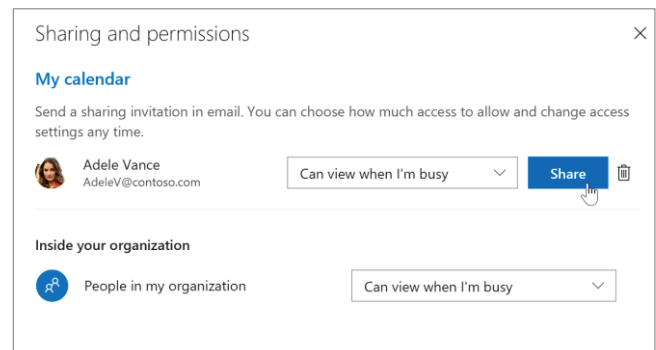
Add another calendar to your calendar view

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>

More info

Outlook for Web Help
<https://go.microsoft.com/fwlink/?linkid=864505>

Differences between desktop, online, and mobile
<https://go.microsoft.com/fwlink/?linkid=864504>