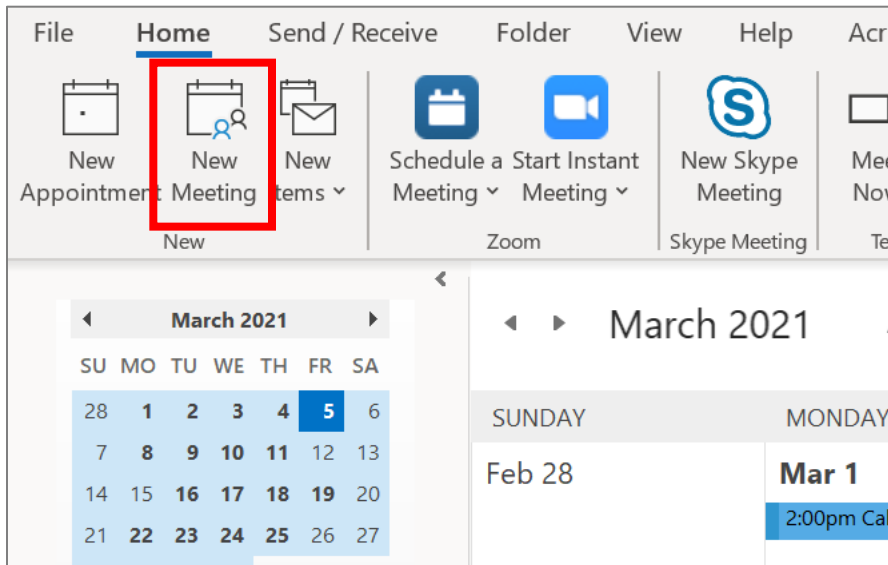


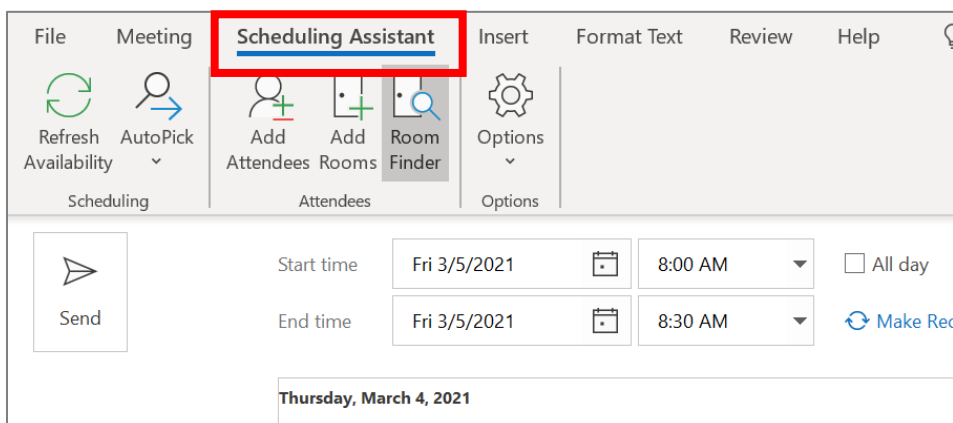
Using the Scheduling Assistant with Microsoft Outlook Calendar

Scheduling a 30-minute meeting shouldn't require a dozen emails back and forth. Rather than all your meeting participants listing their availabilities for the week, use the Scheduling Assistant for a quick, overall view of your schedules.

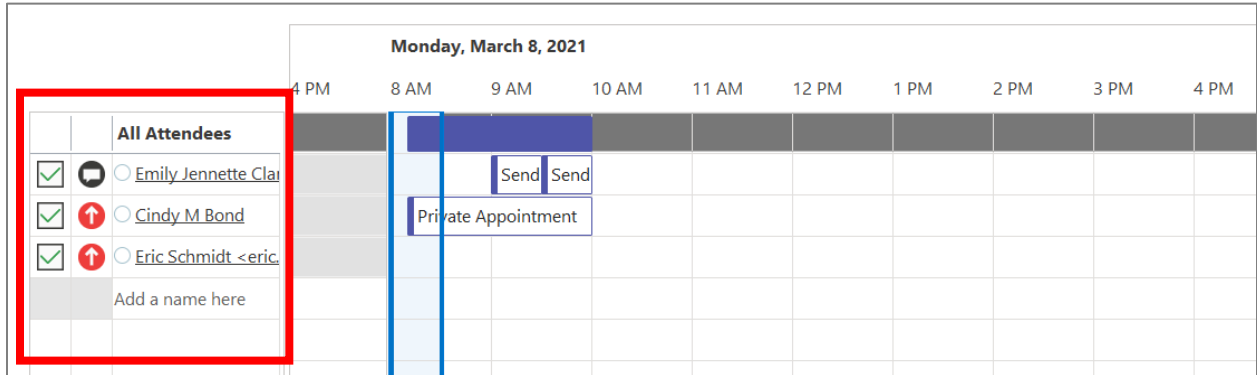
Open your Outlook calendar and click New Meeting.



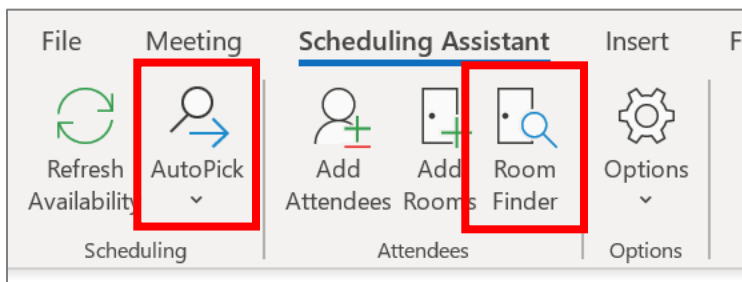
With your new meeting open, click the Scheduling Assistant tab.



Under All Attendees, enter the names of your required meeting attendees. This will bring up each person's availability and compare it to yours.



You can look through the calendar this way, but with multiple meeting participants it can quickly start to be messy. There are a few other tools within Scheduling Assistant to help you quickly identify a time that will work for everyone. The first is AutoPick. Once you have everyone added to the meeting, click AutoPick and it will identify the soonest time that everyone is available.



Another option (for when we are all back in the office) is the Room Finder. You can add a meeting room to the schedule and its availability will be factored into the suggested meeting times.

Once you've identified the meeting time, you can return to the Meeting tab and fill out all the remaining fields.

