

Creating Meetings

Objective

This document provides instructions on how to create meetings in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

Part 1 - What is the difference between Appointments and Meetings?

Appointments are personal events that you schedule on your Calendar. For example, appointments can represent time to read curriculum materials, work on a project, or prepare for a parent conference. For more information on appointments, please see the *Creating Appointments* training document.

Meetings are events that you schedule with multiple people on your Calendar and theirs. For example, you can schedule meetings to review photos with the Yearbook Adviser, or book an assembly in the auditorium.

Part 2 - Create an Meeting

1. Click **Calendar** in the bottom left corner.



2. Select the **Home** tab in the top left corner, and click **New Meeting**.

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	FILE	HOME	SEND	/ RECEIVE	FOLDER	VIEV	V										
	New Appointme	New New nt Meeting	New Items •	New Lync Meeting	Today	Next 7 Days	Day	Work Week	Week	Month	Schedule View	Open Calendar	Calendar Groups 🕶	E-mail Calendar	Share Calendar	Publish Online =	Calendar Permissions
Ļ		lew		Lync Meeting	Golt	0 5			Arrange		Fa	Manage	Calendars		S	nare	

3. This opens the Meeting window.

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You H You H Send In Shared	To Subject Location Start time End time	meeting invitation yet. Mon 6/23/2014 Mon 6/23/2014	5:00 PM 5:30 PM	All day event		۲ Rooms.	Roor Su Ma 25 26 1 2 8 9 15 16 22 23 29 30 Gar Choose None	The second sec	• × 4
							^		•

4. Type the email addresses of your attendees in the **To** field, separated by semi-colons (;). Outlook auto-suggests addresses that you have used in the past.

	То	al 🛑	
₹	Subject	🗌 Alicia Thomber <aliciat@sadatrain.onmicrosoft.com> 🗙</aliciat@sadatrain.onmicrosoft.com>	
Send	Location Start time	Allie Bellew <allieb@sadatrain.onmicrosoft.com> Alan Steiner <alans@sadatrain.onmicrosoft.com></alans@sadatrain.onmicrosoft.com></allieb@sadatrain.onmicrosoft.com>	All day event
	End time	Mon 6/23/2014 5:30 PM +	

5. To select attendees within the District, click the **To** button. This opens the Global Address List window, from which you can search for and select attendees, set them as Required or Optional, and click **OK**.

Select Attendees and Resource	s: Global Address List		×
Search: 💿 Name only 🔿 Mor	re columns Address Book		
	Go Global Address List	- juliani@sadatrain.on	 Advanced Find
Name	Title	Business Phone	Location
a 1099 Contractor			
Accounting			
🙎 Alan Steiner	Marketing Director		
🊨 Alicia Thomber	Chief Information Officer		
🚓 All 🔽 loyees			
🚨 Allie 🔤 Ilew	Marketing Representative		
🚨 Amy Alberts	Human Resources Director		
🚨 Anne Weiler	Assembly Lead		
🚨 Brad Sutton	Financial Analyst		
🚨 Carlos Grilo	Project Manager		
🚨 Cassie Hicks	Sales Account Manager		
🚨 Christa Geller	Recruiting Coordinator		
🚨 CIE Administrator		8006427676	-
<u>ĩ</u>			Þ
Required ->			
Optional ->			
Resources ->			
		0	(Cancel
			Cancel

6. Type the name of the meeting in the **Subject** field.

	1 You haven't sent this meeting invitation yet.	Room Finder 🝷	×
6 —— 7a ——	To To Subject Subject Send Location Start time Mon 6/23/2014 End time Mon 6/23/2014	June June <thjune< th=""> June June <thj< th=""><th></th></thj<></thjune<>	
7b ——	In Shared Folder 🕎 Calendar - juliani@sadatrain.onmicrosoft.com	Good Fair Poor Choose an available room: None	

- 7. To set a location for your meeting, do one of the following:
 - a. Type the location name into the **Location** field.
 - b. Select the location under **Choose an available room** in the Room Finder pane on the right.

8. Click the **Scheduling Assistant** button.

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9. This opens the Scheduling Assistant view. Deep blue cells represent scheduling conflicts, and the All Attendees row at the top combines all calendars (including rooms). Click an available time in the open cells.



10. Click the **Appointment** button.

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Actions	Show Lync Meeti Meeting	N Attendees	Options	ra Tags	Zoom Apps 🔺

11. Type any event details or agenda into the text field at the bottom.

-	То				lur		114			-
3 Send	Subject Location Start time		Su 25 1 8 15	Mo 26 2 9 16	Tu 27 3 10 17	28 4 11 18	Th 29 5 12 19	Fr 30 6 13 20	Sa 31 7 14 21	
	End time	Mon 6/23/2014 5:30 PM -	22 29	23 30 Goo	24 1 d	25 2 Fa	26 3 air	27 4	28 5 Poor	
			Cho	ine	an a	vaila	ble i	room	:	

12. In the Meeting tab, select any of the following options.

a b	₩ Show As: ♣ Reminder:	Busy	+ +	Recurrence	() Time
		Options			Zones G

a. Click the **Show As** menu to choose how to display this time on your calendar. The default is Busy.

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- b. Click the **Reminder** menu to set a reminder in advance of your meeting. The default is 15 minutes.
- c. Click the **Recurrence** button to repeat your meeting. This opens the Appointment Recurrence window, where you can set the time, pattern, and date range for the meeting to repeat.

Appointment Recurrence
Appointment time Start: S:00 PM End: 5:30 PM Duration: 30 minutes
Recurrence pattern C Daily Recur every 1 week(s) on: Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday Image: Sunday
Range of recurrence Start: Mon 6/23/2014

13. Click **Send** to send your meeting invitation to your attendees.

Part 3 - Respond to a Meeting Invitation

1. When you receive a meeting invitation, it identifies any conflicts with your current calendar and gives you a range of response options.



- 2. Click one of the following buttons:
 - If you select Accept, the meeting time appears on your calendar as Busy, and a reminder is set.
 - If you select **Tentative**, the meeting time appears on your calendar as Tentative, and a reminder is set.
 - If you select **Decline**, the meeting does not appear on your calendar.
 - If you select **Propose New Time**, you are prompted to choose Tentative or Decline, and the Propose New Time window appears for you to select an alternative date and time.

Propose New Time: Weekly De	epartment	Meeting					×
Zoom 100% 🔻	Thursday,	June 12, 20)14				
	8:00 AM	9:00	10:00	11:00	12:00 PM	1:00	2:00
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Alicia Thomber							Mar 🔶
On Jump							
						_	
Add Others Options 🔻			Thu				
	i Meeting i	start time	inu 6/12/20	014	11:00 AM	*	
<< AutoPick Next >>	Meeting	end time	Thu 6/12/20	014	11:30 AM	-	
	-						
🗧 Busy 📈 Tentative 📕 Out of (Office 🔝 V	Vorking Els	ewhere 🗌	Current M	eeting 📉 No	o Informat	tion
Current Meeting Time					Propose Tim	e	Cancel

3. By default, the meeting organizer receives your response via email. You have the option to change how that notification is sent.

Option	Result
Edit the Response before Sending	A Meeting Response window opens. Compose additional text in your response, then click Send .
Send the Response Now	Your response is sent to the meeting organizer with no additional text.
Do Not Send a Response	No response is sent to the meeting organizer, but the meeting appears on your calendar according to your choice in 2 above.

Part 4 - Forward a Meeting Invitation

Forwarding an invitation sends it to other invitees, who then have the option to respond and add the meeting to their calendars.

1. Click the meeting you intend to forward.



2. At the top of the screen, the Meeting tab appears (or the Meeting Series tab for recurring meetings). Click the **Forward** button, and select **Forward**.



3. The Meeting window opens. In the **To** field, type the email addresses of the additional invitees.

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Clipboard 🖙 Basic Text 🖙	Names Include	Tags 🖓 Zoom	Apps							
To Subject F Alicia Thomber <aliciat@sadatrain.onmicrosoft.com> Send Location C Allie Bellew <allieb@sadatrain.onmicrosoft.com> When T Alan Steiner <alans@sadatrain.onmicrosoft.com> From Image: Steiner <alans@sadatrain.onmicrosoft.com></alans@sadatrain.onmicrosoft.com></alans@sadatrain.onmicrosoft.com></allieb@sadatrain.onmicrosoft.com></aliciat@sadatrain.onmicrosoft.com>	×									

4. Click **Send**. By default, the meeting organizer is notified via email that the invitation has been forwarded, and he or she will receive responses from the additional invitees.

Part 5 - Edit Your Meeting

1. If you need to update a meeting that you organized, double-click the meeting on your calendar.



2. The Meeting window opens. To see a list of attendees and their responses, click the **Tracking** button.



The following responses to this meeting have been received:								
⊠ ₁ Name	Attendance	Response						
🖌 Julian Isla	Meeting Organizer	None						
Alan Steiner	Required Attendee	Accepted						
Alicia Thomber	Required Attendee	Accepted						
Allie Bellew	Required Attendee	Accepted						
Amy Alberts	Required Attendee	Accepted						
Anne Weiler	Required Attendee	Accepted						
Brad Sutton	Required Attendee	Accepted						
Carlos Grilo	Required Attendee	Accepted						
Cassie Hicks	Required Attendee	Accepted						
Christa Geller	Required Attendee	Accepted						
🗹 Dan Jump	Required Attendee	Accepted						
David So	Required Attendee	Accepted						
Diane Prescott	Required Attendee	Accepted						
Eric Gruber	Required Attendee	Accepted						
Greg Winston	Required Attendee	Accepted						
Jamie Reding	Required Attendee	Accepted						

3. Make any necessary changes, click the **Appointment** button, then click **Send Update**.

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Cancel Cancel Meeting	Calendar Forward 🔹	Appointment	Scheduling Assistant	Tracking	Lync Meeting	Meeting Notes	Contact Attendees	💷 Address Book 🐝 Check Names - 📮 Response Options +	🚾 🔳 Busy 🐥 None	Recurrence Generation Constant Action Recurrence Second Finder	Categorize	Q Zoom	Apps for Office	
Actions Show Lyr			Lync Mee	Meeting	Attendees			Options	Tags	Zoom	Apps	~		
E Send Update	To Subject Location	Alan Sper; Alicia Thomber; Allie Bellew; Amy Alberts; Anne Weiler; Brad Sutton; Carlos Grilo; Cassie Hicks; Christa Geller; Dan Jump; David So; Diane Prescott; Eric Gruber; Greq Winston; Jamie Reding; Jeff H. Dulian Isla; Karen Berg; Kelly Krout; Molly Clark; Renee Lo; Sanjay Shah; Sven Mortensen; Ty Carlson Marketing Feedback Meeting												
	Recurrence	Occurs every Th	ursday effect	tive 3/20/20)14 until 12/3	:1/2015 from	1:34 PM to 2	:00 PM						