Creating Meetings

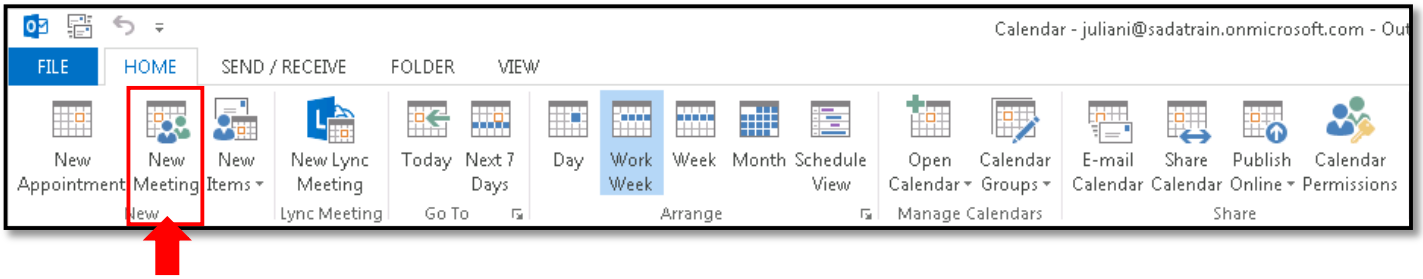
Objective
This document provides instructions on how to create meetings in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

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.

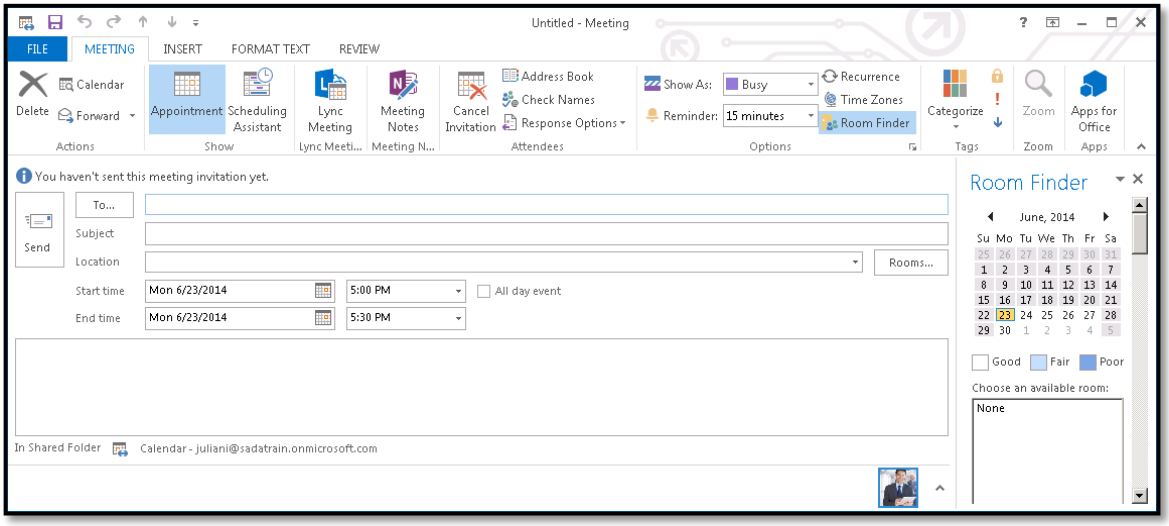
Meetings are events that you schedule with multiple people on your Calendar and theirs. For example, you can schedule meetings to review photos with the Yearbook Adviser, or book an assembly in the auditorium.

Part 2 – Create an Meeting
1. Click **Calendar** in the bottom left corner.

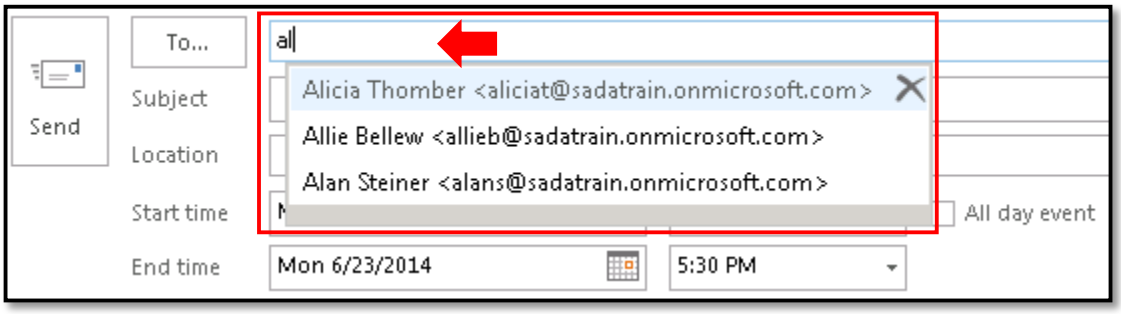
2. Select the **Home** tab in the top left corner, and click **New Meeting**.



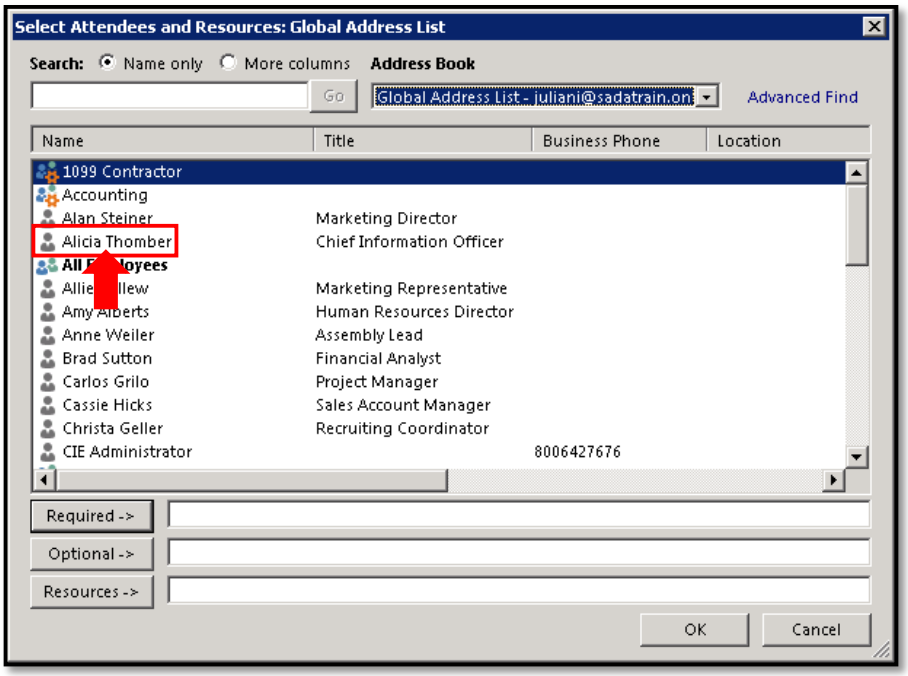
3. This opens the Meeting window.



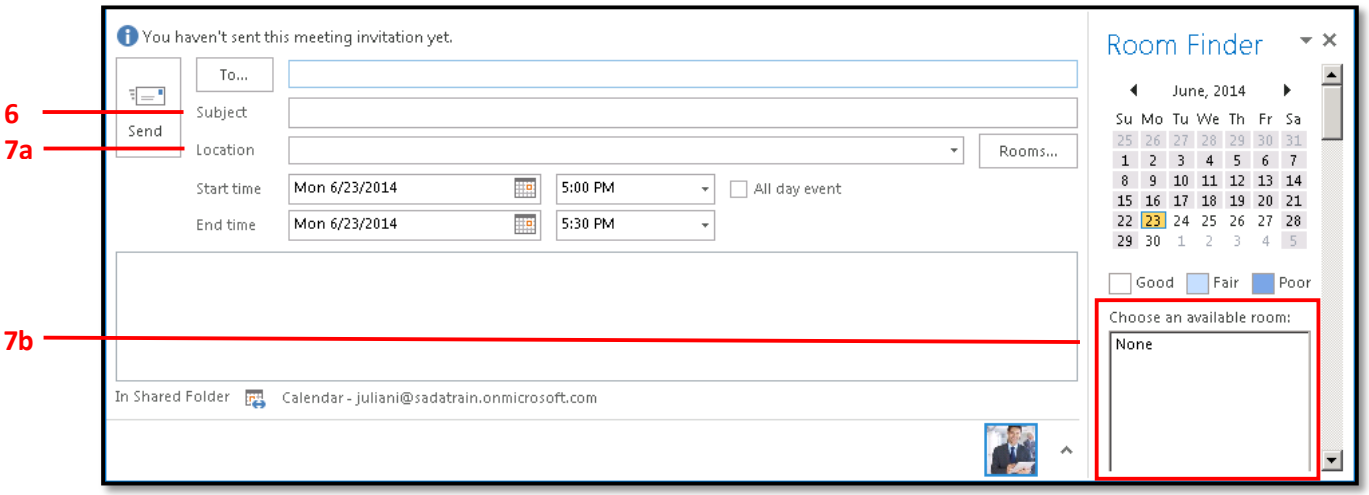
4. Type the email addresses of your attendees in the **To** field, separated by semi-colons (;). Outlook auto-suggests addresses that you have used in the past.



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**.



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

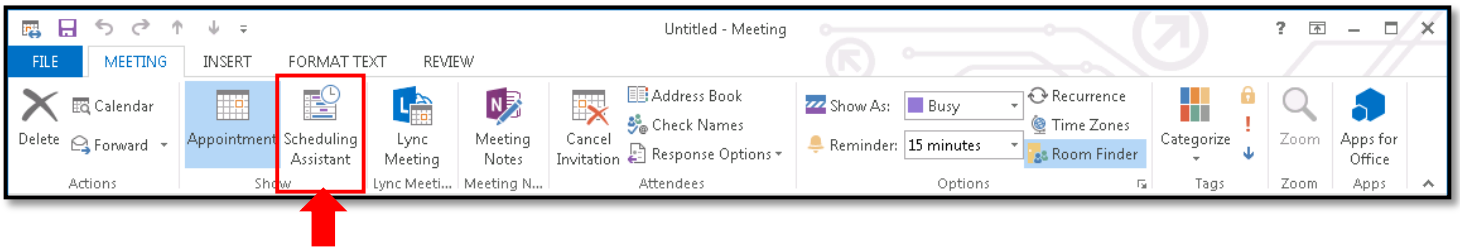


7. To set a location for your meeting, do one of the following:

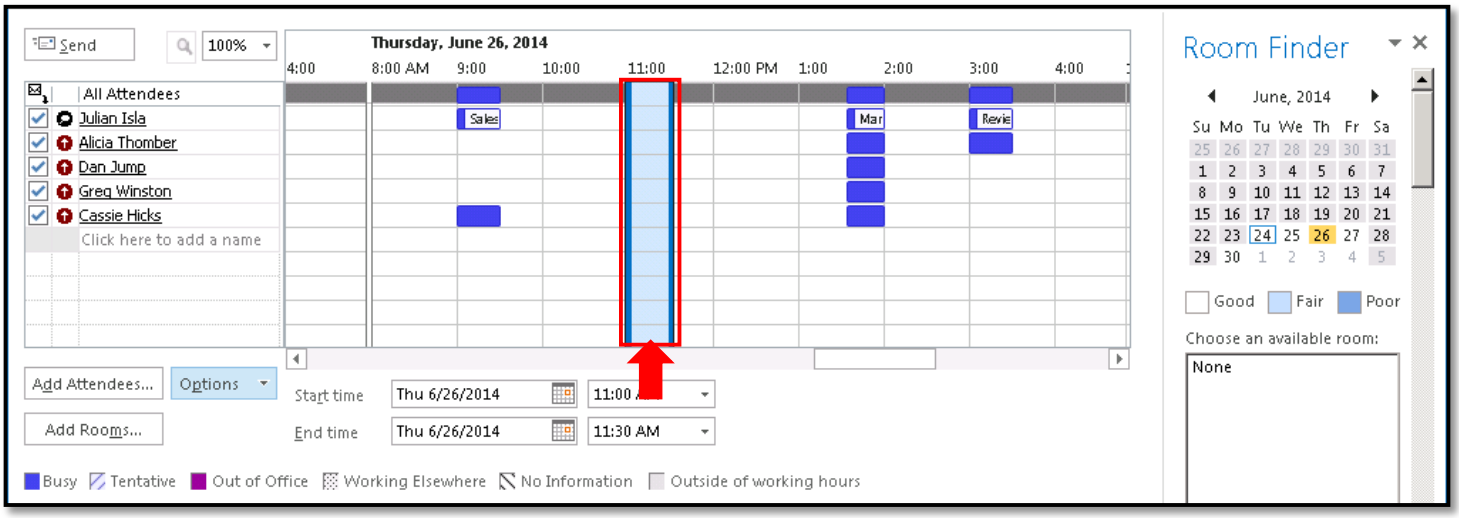
    a. Type the location name into the **Location** field.

    b. Select the location under **Choose an available room** in the Room Finder pane on the right.

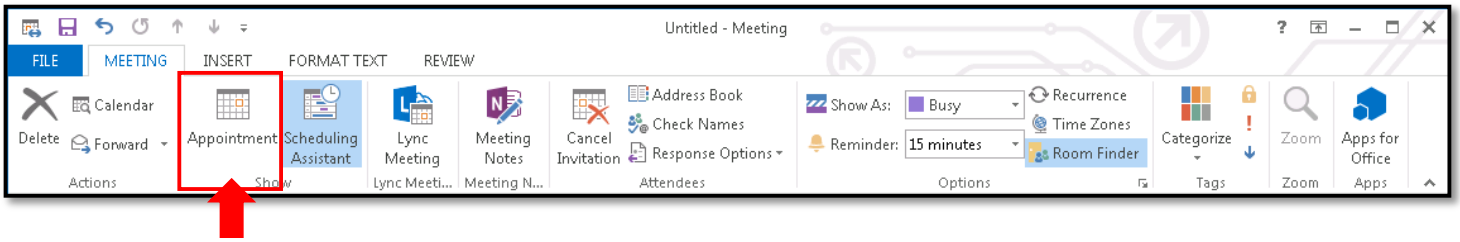
8. Click the **Scheduling Assistant** button.



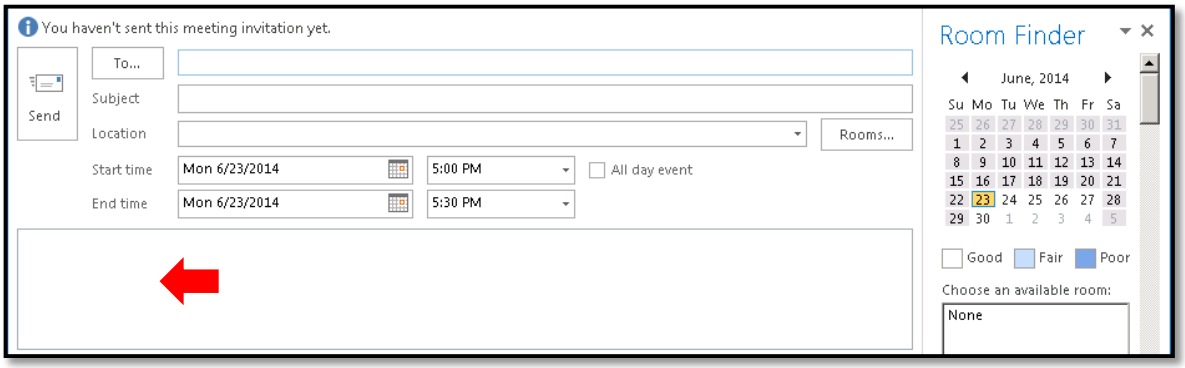
9. This opens the Scheduling Assistant view. Deep blue cells represent scheduling conflicts, and the All Attendees row at the top combines all calendars (including rooms). Click an available time in the open cells.



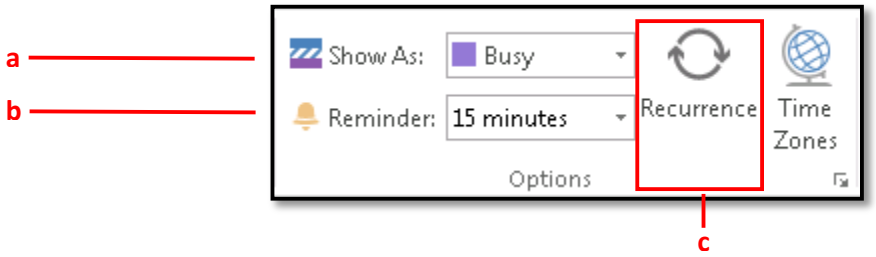
10. Click the **Appointment** button.



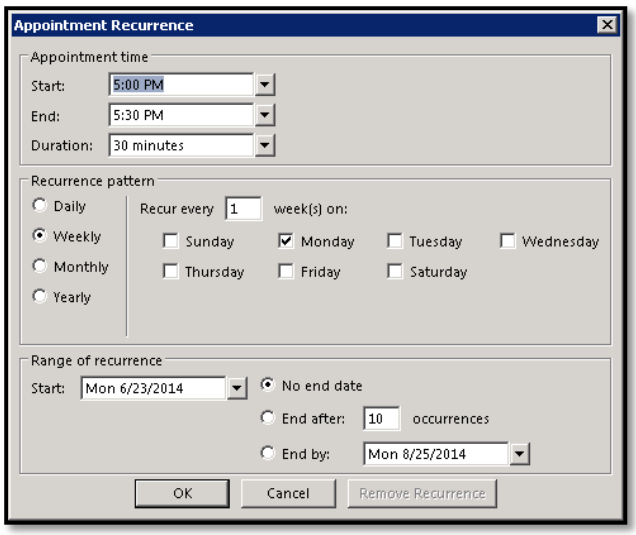
11. Type any event details or agenda into the text field at the bottom.



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



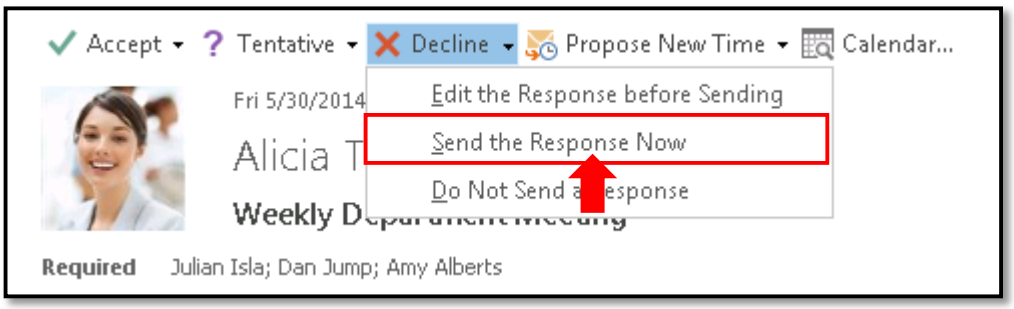
a. Click the **Show As** menu to choose how to display this time on your calendar. The default is Busy.
b. Click the **Reminder** menu to set a reminder in advance of your meeting. The default is 15 minutes.
c. Click the **Recurrence** button to repeat your meeting. This opens the Appointment Recurrence window, where you can set the time, pattern, and date range for the meeting to repeat.



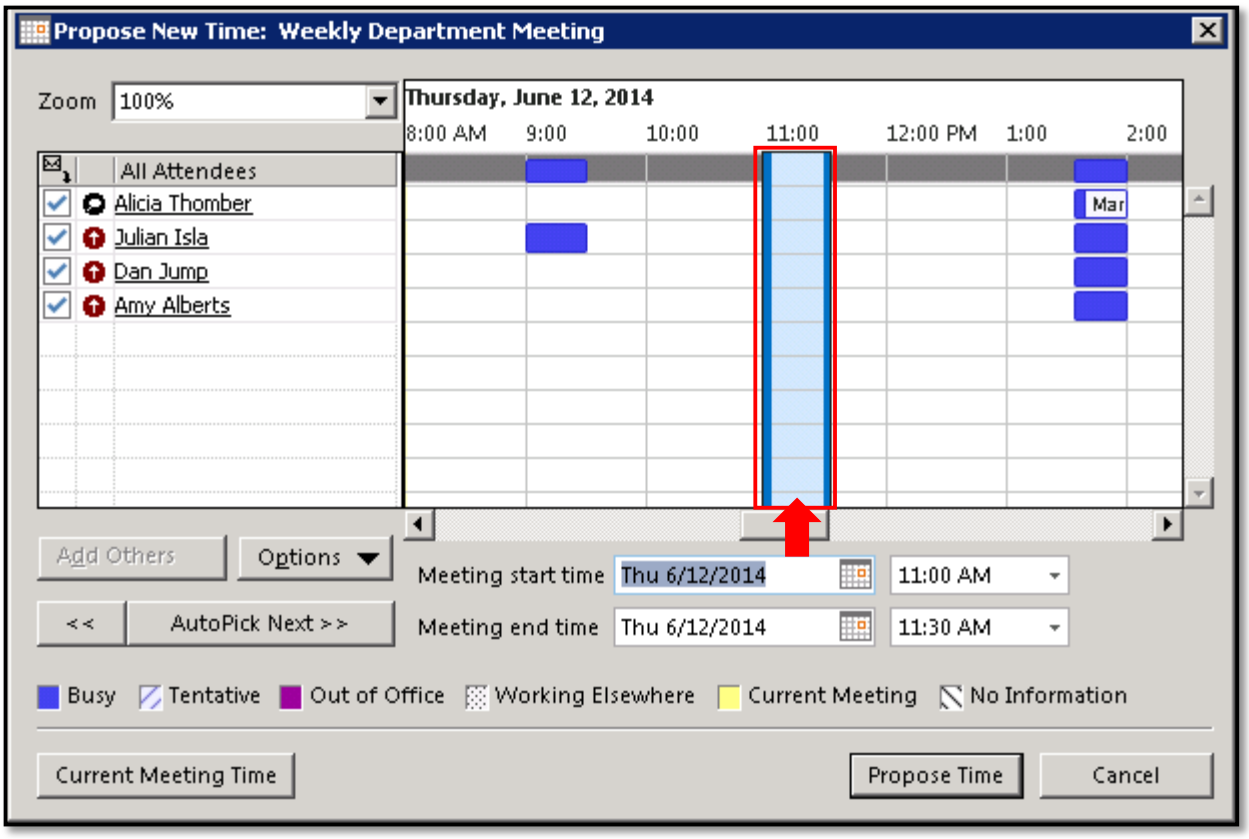
13. Click **Send** to send your meeting invitation to your attendees.

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.



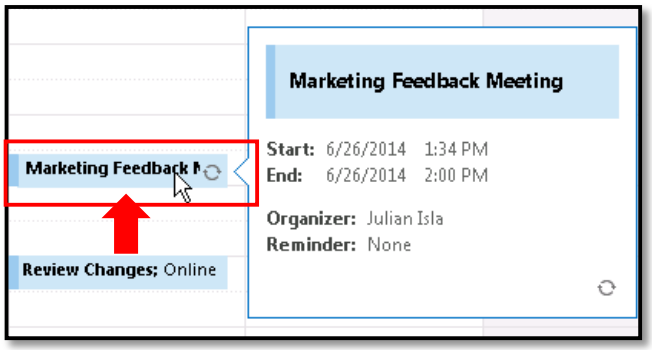
3. By default, the meeting organizer receives your response via email. You have the option to change how that notification is sent.

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.

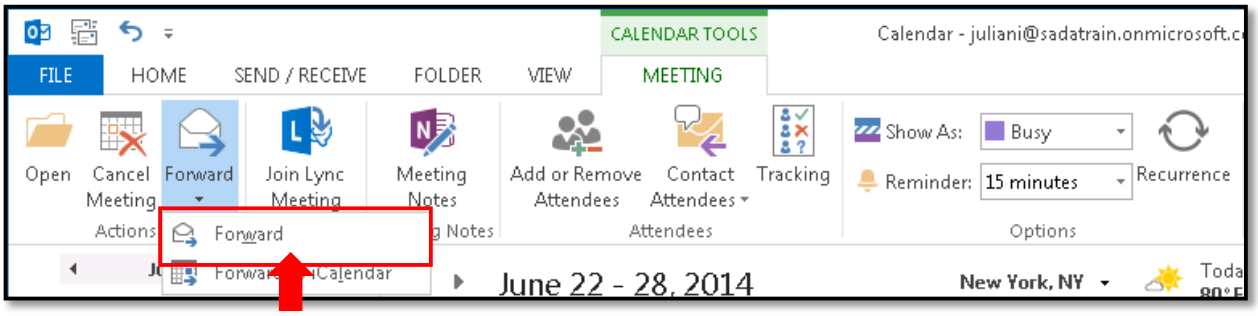
Part 4 – Forward a Meeting Invitation

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

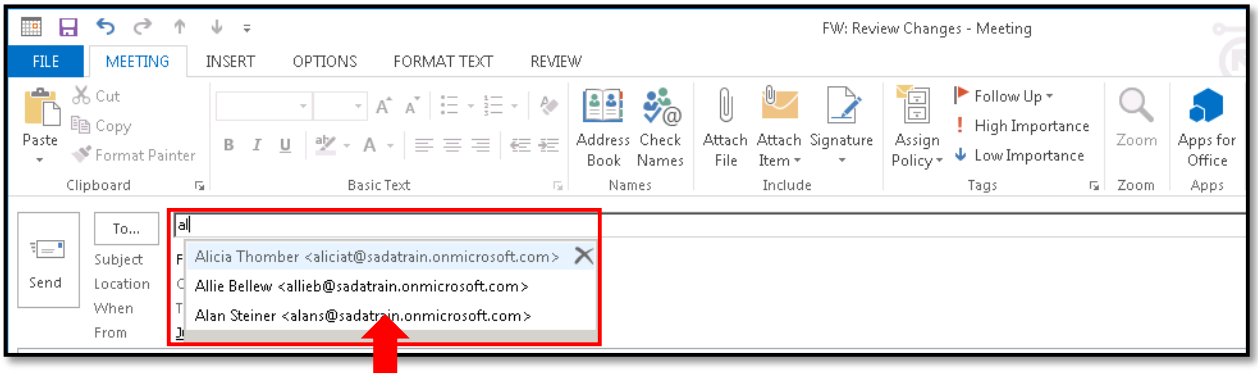
1. Click the meeting you intend to forward.



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**.



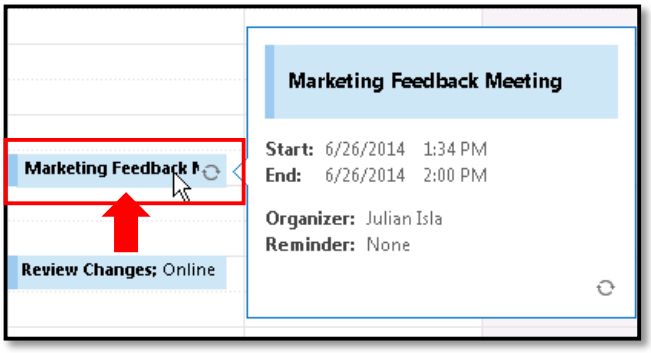
3. The Meeting window opens. In the **To** field, type the email addresses of the additional invitees.



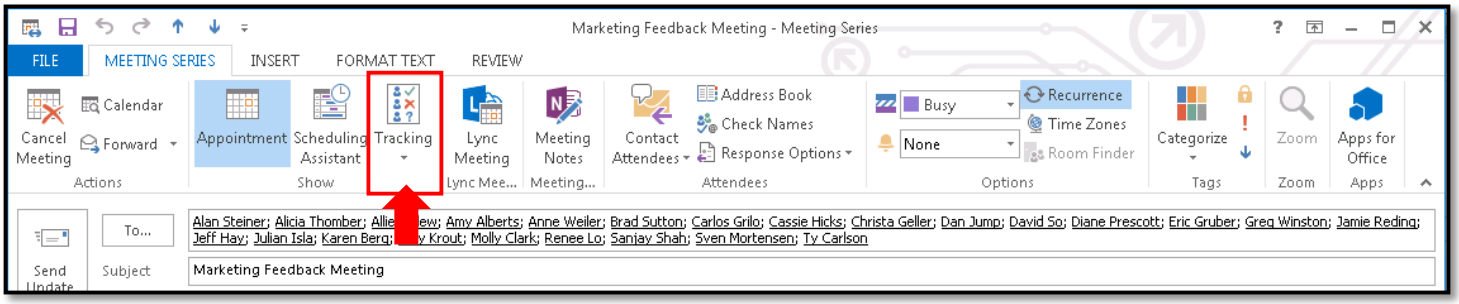
4. Click **Send**. By default, the meeting organizer is notified via email that the invitation has been forwarded, and he or she will receive responses from the additional invitees.

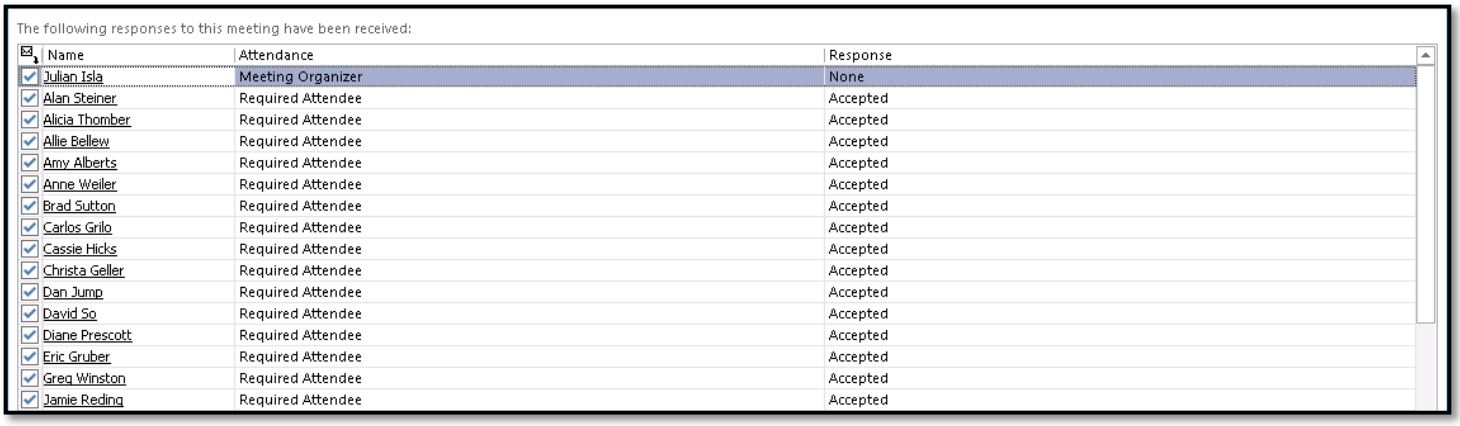
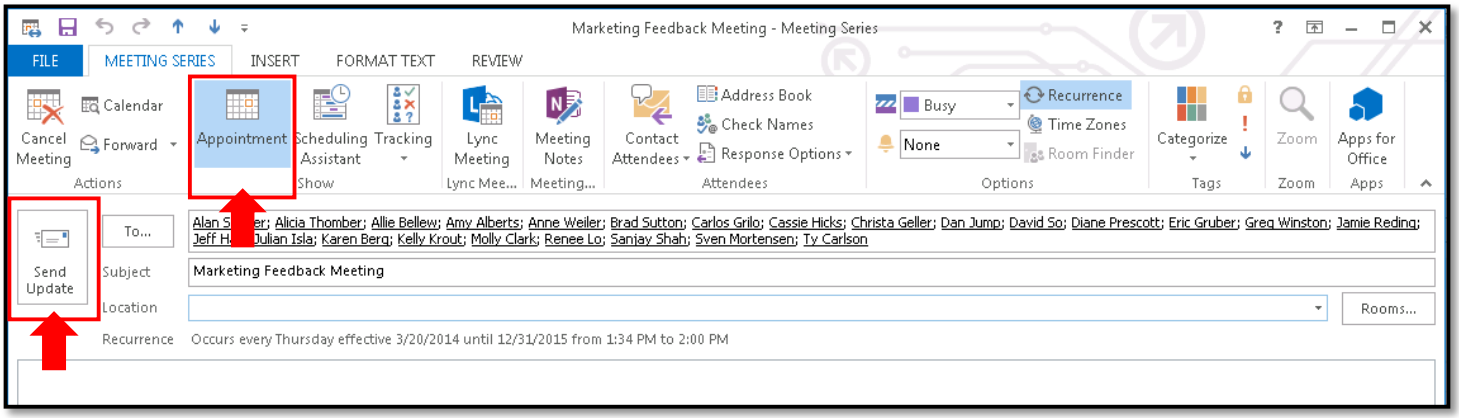
Part 5 – Edit Your Meeting

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.





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