

# Creating Calendar Events in Outlook Web App

## Objective

This document provides instructions on how to create appointments and meetings in the Outlook Web App (after your LAUSD mailbox has migrated to Office 365).

#### Part 1 - Create an Event

- 1. Sign in to your Office 365 account at <u>http://mailbox.lausd.net</u> with your email address and password.
- 2. Click **Calendar** on the blue navigation bar at the top.

| 🚑 Julian Isla - Outlook Web App - Interne | Explorer5   |
|---|---|
| 🕞 🕞 🗢 📴 https://outlook.office365.co      | owu/mealm=sadatrain.com/iorsoft.r 🖉 🔛 🎉 🔯 Julan Isla - Outlook Web App 🛛 👔  |
| Cffice 365                                | Outlook Calendar People Yammer OneDrive Sites Julian Isla 🗕 🚓 💡   |
| 🕀 new mail                                | Search Mail and People Alicia Thomber has shield 'Document'   |
|   | INBOX CONVERSATIONS BY DATE - |
| «   | all unread to me flagged mark as unread   |
| <ul> <li>Favorites</li> </ul>             | ↑ LAST WEEK Tue 7/1/2014 12:07 PM   |
| ▲ People * NEW Alicia Thomber             | <ul> <li>✓ Alicia Thomber</li> <li>Image: Alicia Thomber has shared 'Document'</li> <li>Here's the document that Alicia Thomber shared wit</li> <li>Tue 7/1</li> <li>Tue 7/1<!--</td--></li></ul>   |
| ⊿ Julian Isla                             | TWO WEEKS AGO • This message was sent with High importance.   |

3. This opens your Calendar view. Click the blue  $\oplus$  **new event** button in the top left corner.

| 1 Office 365  |                |   |   | (  | Outlook Calenda | ar People Y     | ammer Or           | eDrive Sit | es •••        | Julian Isla 🚽        | ◎ ?                |
|---|----------------|---|---|--|-----------------|-----------------|--------------------|------------|---------------|----------------------|--------------------|
| ⊕ new event   | July<br>∢jun29 | <mark>/ 20—26, 2014</mark><br>9-5 jul6-12 jul13-19 jul2 | 10-26 jul27-2 aug3-9 • go to to           | oday   |                 |                 |                    |            | day wor       | k week weel<br>SHARE | k month<br>🖶 print |
| «   |                | 21 MONDAY   | 22 TUESDAY                                | 23 WEDNESDAY                                     | 24 THURSDAY     |                 |                    | 25 FRIDAY  |               |                      |                    |
| ₽ search calendar   |                |   |   |  |                 |                 |                    |            |               |                      |                    |
| <ul> <li>JULY 2014</li> <li>S M T W T F S</li> <li>29 30 1 2 3 4 5</li> </ul>   | 8a<br>9a       |   |   |  |                 |                 |                    |            |               |                      | ^                  |
| 6 7 8 9 10 11 12<br>13 14 15 16 17 18 19  | -              |   |   |  |                 |                 |                    |            |               |                      |                    |
| 20         21         22         23         24         25         26           27         28         29         30         31         1         2 | 10a            |   |   |  |                 |                 |                    |            |               |                      |                    |
| MY CALENDARS  | 11a            | Daily Touch Point Meeting Karen Ber 💋                   | Daily Touch Point Meeting Karen Ber 😅     | Daily Touch Point Meeting Karen Ber 💋            | Daily Touch     | Point Meeting I | Karen Ber <i>ฮ</i> | Daily To   | ouch Point M  | eeting Karen B       | ier g              |
| ✓ Calendar  | 12p            |   | Time to Work Small Conference Roor 😅      |  | Time to Worl    | k Small Confere | ence Roor <i>ฮ</i> |            |               |                      |                    |
| OTHER CALENDARS Dan Jump  | 1p             |   |   |  |                 |                 |                    |            |               |                      |                    |
|   | 2p             |   | Team Meeting Small Conference Room        | Microsoft Project<br>Conference Room Julian Isla |                 |                 |                    |            |               |                      |                    |
|   | 3р             |   |   |  |                 |                 |                    | Sales O    | perations Str | ategy Meeting        | Ка                 |
|   |                |   |   |  |                 |                 |                    |            |               |                      |                    |
|   | 4p             |   | Weekly Manufacturing Review Karen 😅       |  | Cales Farage    | t Conference D  |                    |            |               |                      |                    |
|   | 5p             |   | Microsoft Update<br>Large Conference Room |  | Sales Forecas   | at conference R | oom g              |            |               |                      |                    |
|   | 6p             |   | JUIGU 1219                                |  |                 |                 |                    |            |               |                      |                    |
|   | 7p             |   |   |  |                 |                 |                    |            |               |                      | ~                  |

4. This opens the Event screen.

| l   |  |                                  |            |                       |                |        |          |          |       |     |               |            |   |
|-----|--|----------------------------------|------------|-----------------------|----------------|--------|----------|----------|-------|-----|---------------|------------|---|
|     | Office 365   |                                  |            | Ou                    | tlook Calendar | People | Yammer   | OneDrive | Sites |     | Julian Isla 👻 | ø          | ? |
|     | ⊕ new event  | SAVE X DISCARD                   | 🛱 scheduli | NG ASSISTANT          | 🎝 APPS 🚥       |        |          |          |       |     | d             | <b>□</b> × |   |
| a — | «  | Event:                           |            |                       |                |        |          |          |       |     |               |            | ^ |
| b — | ${\cal P}$ search calendar   | Location:                        |            |                       |                |        |          |          |       | add | room          |            |   |
| с — | JULY 2014  | Attendees:                       |            |                       |                |        |          |          |       |     |               | +          |   |
|     | S M T W T F<br>29 30 <b>1 2 3 4</b><br>6 7 8 9 10 11 :   | Start:<br>Wed 7/23/2014 -        | 4:30 PM    | Duration:<br>30 minut | 25             |        | •        |          |       |     |               |            |   |
| d — | 13         14         15         16         17         18           20         21         22         23         24         25         2           27         28         29         30         31         1 | Show as:<br>Busy                 |            | Reminder:             | 5              |        | •        |          |       |     |               |            |   |
|     | MY CALENDARS   | Calendar:<br>Calendar<br>Repeat: |            | r                     |                |        |          |          |       |     |               |            |   |
| e — | Calendar     OTHER CALENDARS   | Never                            |            | r                     |                |        |          |          |       |     |               |            |   |
|     | Dan Jump   |                                  |            |                       |                |        |          |          |       |     |               |            |   |
|     |  | Calibri                          | ▼ 12 ▼     | BI                    | ! E ≣ ≣        | * *= * | <u>A</u> | ا ال     | = =   |     | ×             |            |   |
| f — |  |                                  |            |                       |                |        |          |          |       |     |               |            |   |
|     |  |                                  |            |                       |                |        |          |          |       |     |               |            | ~ |

- a. Type the name of your event in the **Event** field.
- b. To set a location for your event, type it into the **Location** field, or click the **add room** button on the right of this field to open the resource directory.
- c. To invite attendees, type their names in the **Attendees** field, or click the **+** symbol on the right of this field to open the District employee directory.
- d. To adjust the scheduling details, use the menus in the center of the Event screen to set the start date and time, duration, and reminder.
- e. To repeat this event, select a pattern from the **Repeat** menu.
- f. Add any agenda or notes in the text field below.



**Tip**: To attach a file to your invitation, click the ellipsis button at the top of the screen, and select **insert > attachments**.

To apply a category color to your meeting, click the ellipsis button <sup>\*\*\*</sup> at the top of the screen, and select **categorize**.

5. To compare calendars for a meeting, click the **Scheduling Assistant** button at the top of the Event screen. This opens the Scheduling Assistant view, where you can see the free and busy time of your attendees. Select an available time, and click **OK** in the top left corner.

| 1 Office 365   |   |     | Outlook Calend  | lar People Yammer                   | OneDrive Sites ••• | Julian Isla 👻 🔅 📍 |
|--|---|-----|---|-------------------------------------|--------------------|-------------------|
| ⊕ new event  | ✓ OK ★ DISCARD ····                           | 4   | Tuesday, July   | <b>22, 2014</b><br>1e22 wed23 thu24 | 4 fri25 sat26 ►    | day week 🖾        |
| ≪<br>♀ search calendar   | When:<br>Wed 7/23/2014                        |     | Julian Isla   | Karen Berg                          | Alicia Thomber     | Molly Clark       |
|  | 30 minutes                                    | 9a  |   |                                     |                    | ^                 |
| S M T W T F<br>29 30 1 2 3 4<br>6 7 8 9 10 11  | Attendees: add attendees                      | 10a |   |                                     |                    |                   |
| 13     14     15     16     17     18       20     21     22     23     24     25       27     28     29     30     31     1 | 4 REQUIRED 0 CONFLICTS<br>Julian Isla<br>Free | 11a | Daily Touch Point M   | Busy                                | Busy               | Busy              |
| MY CALENDARS   | Karen Berg ×                                  | 12p | Time to Work Small  |                                     |                    |                   |
| ✓ Calendar   | Alicia Thomber 🗙                              | 1p  |   |                                     |                    |                   |
| OTHER CALENDARS     Dan Jump   | Molly Clark ×                                 | 2p  | Team Meeting Small  |                                     | Busy               |                   |
|  |   | Зр  |   |                                     |                    |                   |
|  |   | 4p  | Weekly Manufacturi  | Busy                                | Busy               | Busy              |
|  |   | 5p  | Customer Service im<br>Microsoft Update<br>Large Conference |                                     | Tentative          |                   |
|  | add room                                      | бр  | KOOM  |                                     |                    | ~                 |

6. Click **Save** to save an appointment, or click **Send** to send a meeting invitation to your attendees.

| 1 Outdook Calendar People Yammer OneDrive  | es Outlook Calendar People Yammer                         | r OneDrive   |
|--|---|--------------|
| R SAVE K DISCARD C SCHEDULING ASSISTANT () APPS  | 12 SEND X DISCARD 🛱 SCHEDULING ASSISTANT ● APPS …         |              |
| Location: Small Conference Room  | Location: Small Conference Room                           |              |
| Attendees:   | Attendees: 🗆 Karen Berg; 🔳 Alicia Thomber; 🗖 Molly Clark; |              |
| Start:         Duration:           Fri 7/25/2014 <ul> <li>1.00 PM</li> <li>30 minutes</li> <li> </li></ul> | Start: Duration:<br>Fri 7/25/2014                         |              |
| show as: Reminder:   | Show as: Reminder:  |              |
| Jusy 🔹 15 minutes 👻  | Busy 👻 15 minutes 👻                                       |              |
| alendar:   | Calendar:   |              |
| Calendar 👻   | Calendar 👻  |              |
| epeat:   | Repeat  |              |
| Never 👻  | Never   |              |
| Mark as private  | Mark as private   | Request resp |

Save Button for Appointments

Send Button for Meetings

## Part 2 - Respond to a Meeting Invitation

1. When you receive a meeting invitation in your Mail, 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.
- 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 <b>Send</b> .                         |
| send the response now            | Your response is sent to the meeting organizer with no additional text.   |
| don't send the response          | No response is sent to the meeting organizer, but the meeting appears on your calendar according to your choice in 2 above. |

#### Part 3 - 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. In your Calendar view, select the meeting you intend to forward. This displays the details of the meeting.



### 2. Click the **Open Event** button.



#### 3. This opens the Event screen. Click Forward.

| Sales Operations Strategy Meeting   |         |             | © ×       |
|---|---------|-------------|-----------|
| • Accepted on Thu 7/17/2014, 7:28 PM  |         |             |           |
| • You're viewing a single occurrence of a repeating series. View series.                          |         | _           |           |
| When:         Fri 7/25/2014 3:00 PM-3:30 PM           When:         Fri 7/25/2014 3:00 PM-3:30 PM | ← REPLY | ← REPLY ALL | → FORWARD |
| ✓ ACCEPT ? TENTATIVE ★ DECLINE event attendees  |         |             |           |
| Reminder:  Show as:    15 minutes  Busy    add an email reminder                                  |         |             |           |

4. This opens the Meeting Forward window.

|     | EFW: Sales Operations Strategy Meeting - Internet Explorer  | _ 🗆 🗵          |
|-----|---|----------------|
|     | https://outlook.office365.com/owa/#viewmodel=IMailComposeViewModelFactory&wid=31&ispopout=1   |                |
| 5 — | ■ SEND X DISCARD () INSERT () APPS ····   |                |
|     | <ul> <li>You reforwarding a single occurrence (Fri 7/25/2014 3:00 PM-3:50 PM) of the meeting series.</li> <li>This message hasn't been sent.</li> </ul>   |                |
| a — | - <u>To:</u>  | +              |
|     | Ca  |                |
|     | Subject: FW: Sales Operations Strategy Meeting<br>From:  Julian Isla on behalf of  Karen Berg<br>When: Fri 7/25/2014 3:00 PM-3:30 PM<br>Calibri $ earrow I2 e B I U III III IIII IIIIIIIIIIIIIIIIII$  | *              |
| b — | Thank you,<br>Julian Isla<br>Sales Director<br>Contoso  |                |
|     | From: Karen Berg<br>Sent: Thursday, July 17, 2014 7:21 PM<br>To: Karen Berg; Alan Steiner; Alicia Thomber; Allie Bellew; Amy Alberts; Anne Weiler; Carlos Grilo; Christa Geller; Dan Jur<br>David So; Diane Prescott; Eric Gruber; Greg Winston; Jamie Reding; Jeff Hay; Julian Isla; Kelly Krout; Molly Clark; Renee Lo<br>Sanjay Shah; Spencer Low; Sven Mortensen; Ty Carlson; Veronica Quek | mp;<br>o;<br>V |

- a. In the **To** field, type the email addresses of the additional invitees, or click the **+** symbol on the right of this field to open the District employee directory.
- b. Type any notes as to why you are extending this invitation.
- 5. Click **Send** to send the invitation to your attendees. By default, the meeting organizer is notified via email that the invitation has been forwarded, and he or she will receive responses from your attendees.

## Part 5 - Edit Your Meeting

1. To update a meeting that you organized, click the meeting on your calendar. This displays the meeting details.



## 2. Click the Edit button.

| Holiday Coverage<br>Small Conference Room | [ <b>□</b> × |                   |
|---|--------------|-------------------|
| Julian Isla                               |              | Daily Touch Poi 💋 |
| Fri 7/25/2014 1:00 PM-1:30 PM             |              |                   |
| 💉 EDIT 🗙 DELETE                           |              | Holiday Coverage  |

3. This opens the Event screen. Make any necessary changes, then click **Save** or **Send**.

| 🖬 SAVE 🗶 DISCARD 🔀 SCHEDULING ASSISTANT 🏾 APPS 🚥   | SEND CONCARD L SCHEDULING ASSISTANT ● APPS ····  |
|--|--|
| Location: Small Conference Room  | E Holiday Coverage<br>Location: Small Conference Room  |
| Attendees:   | Attendees: 🗌 Karen Berg; 📕 Alicia Thomber; 🗋 Molly Clark;  |
| Start:         Duration:           Fri 7/25/2014         I 100 PM         30 minutes         •           Show as:         Beminder         •         • | Start:         Duration:           Fri 7/25/2014 <ul> <li>I.00 PM</li> <li>30 minutes</li> <li> </li></ul> |
| Busy   Is minutes  | Show as:     Reminder:       Busy     15 minutes   |
| alendar:<br>Calendar 👻   | Calendar:  |
| Never  | Repeat:<br>Never *   |
| Mark as private  | Mark as private  |

Save Button for Appointments

Send Button for Meetings