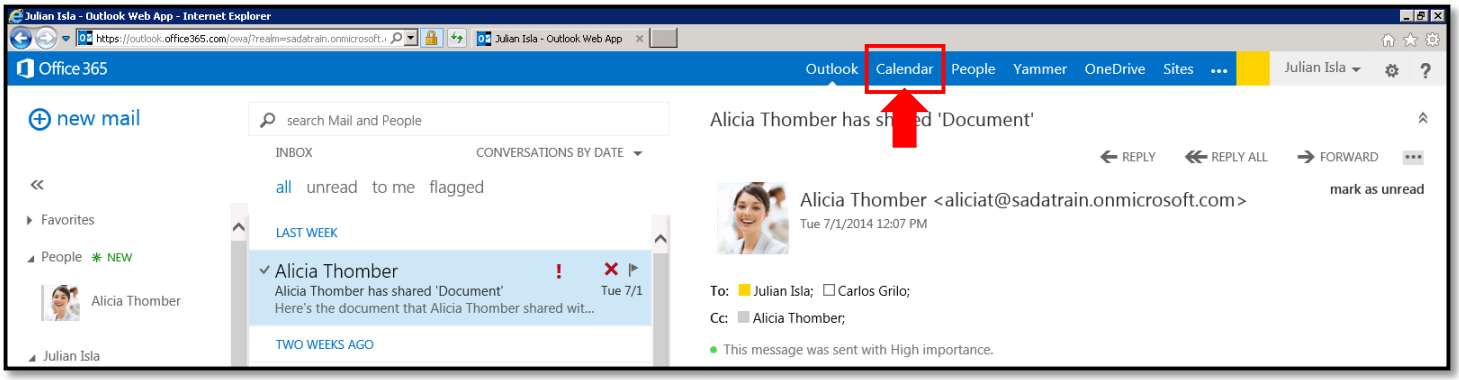
Creating Calendar Events in Outlook Web App

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).

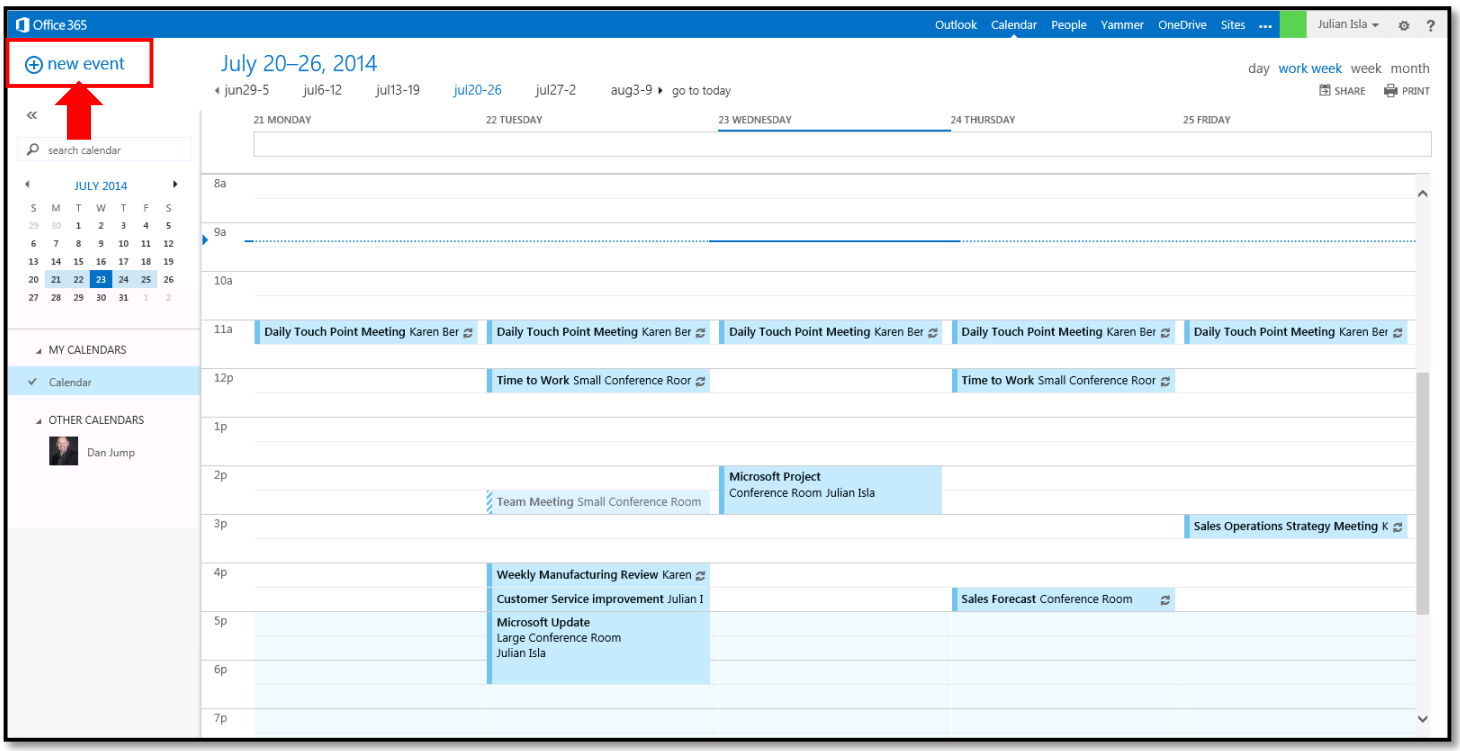
Part 1 – Create an Event

1. Sign in to your Office 365 account at http://mailbox.lausd.net with your email address and password.

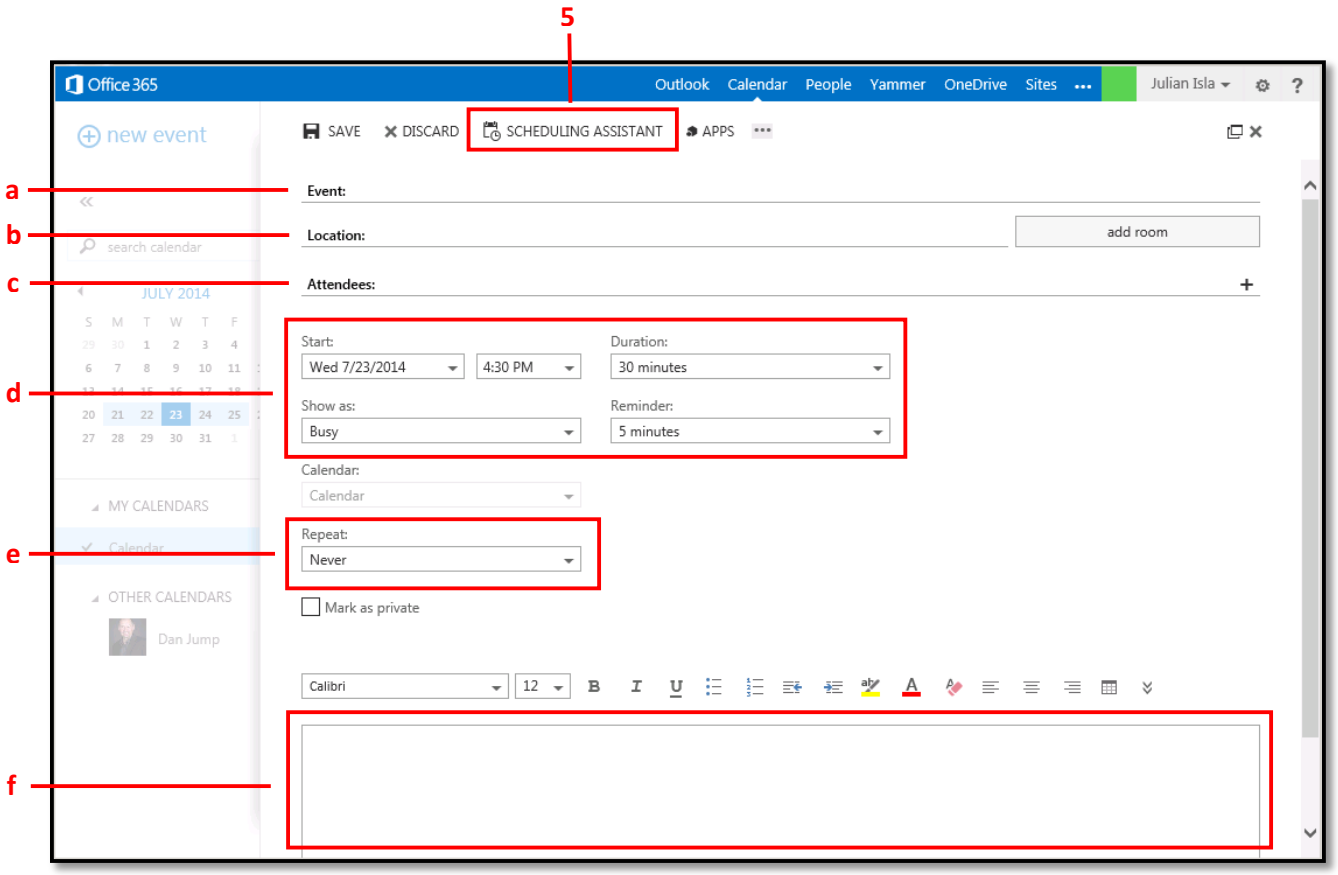
2. Click **Calendar** on the blue navigation bar at the top.



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



4. This opens the Event screen.



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.

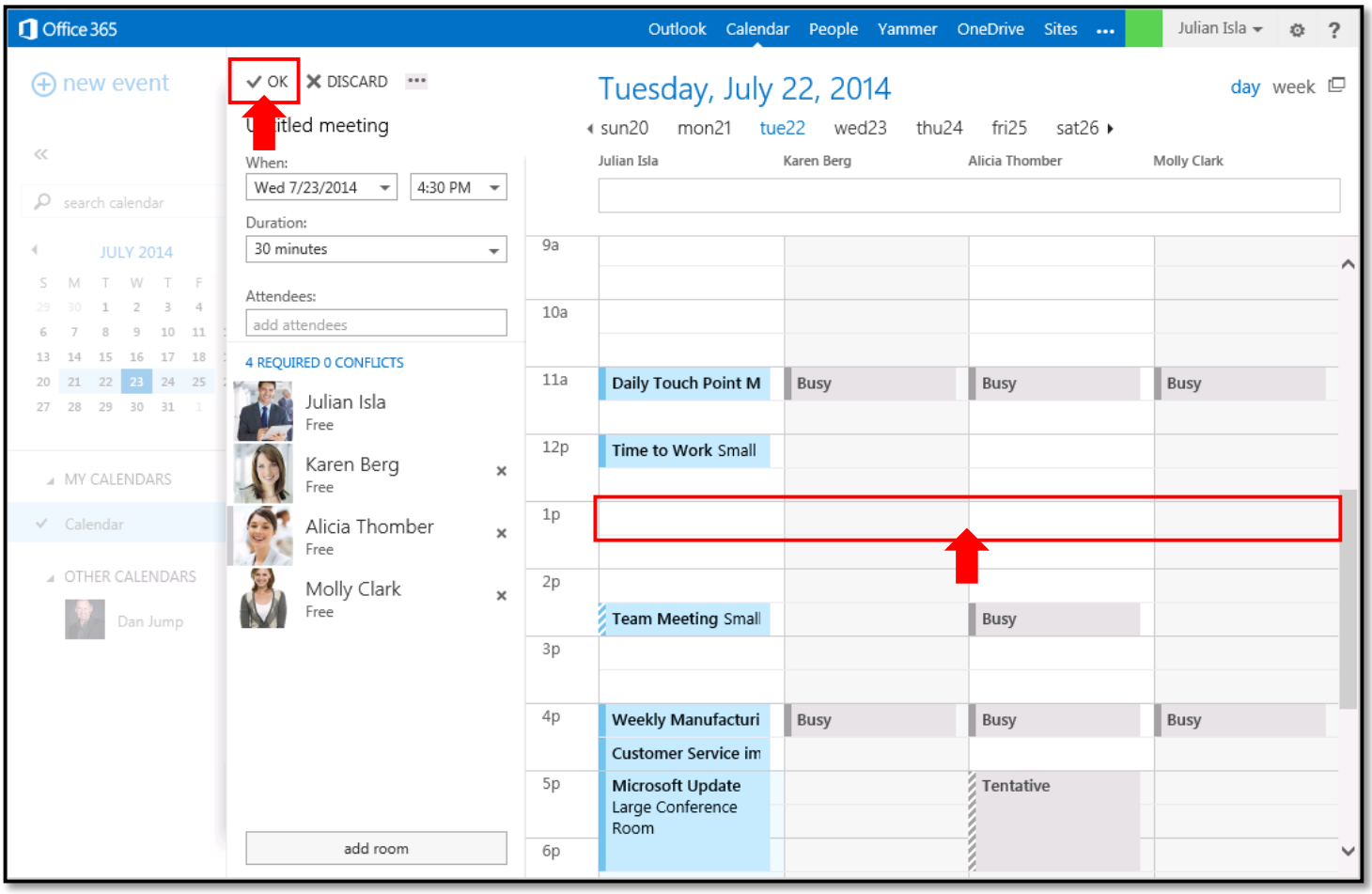
e. To repeat this event, select a pattern from the **Repeat** menu.

f. Add any agenda or notes in the text field below.

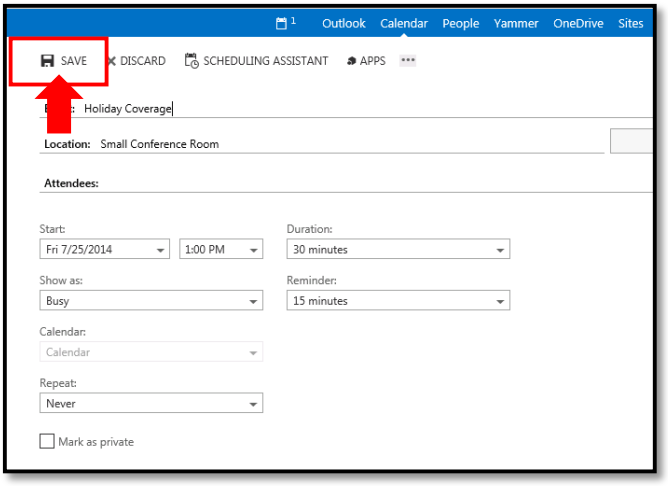
Tip: To attach a file to your invitation, click the ellipsis button ••• at the top of the screen, and select **insert > attachments**.

To apply a category color to your meeting, click the ellipsis button ••• at the top of the screen, and select **categorize**.

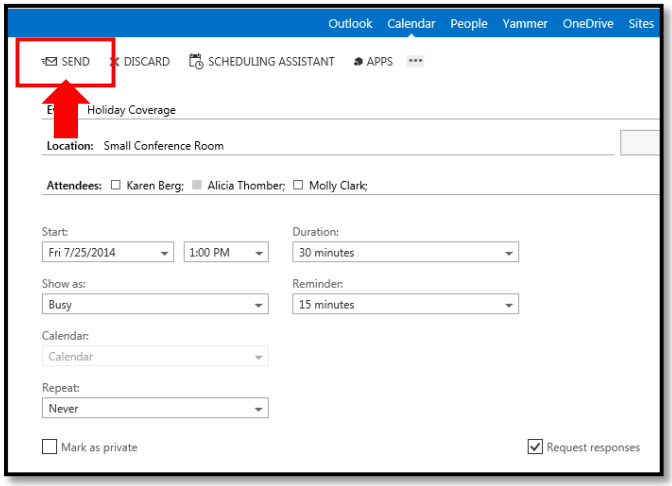
5. To compare calendars for a meeting, click the **Scheduling Assistant** button at the top of the Event screen. This opens the Scheduling Assistant view, where you can see the free and busy time of your attendees. Select an available time, and click **OK** in the top left corner.



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



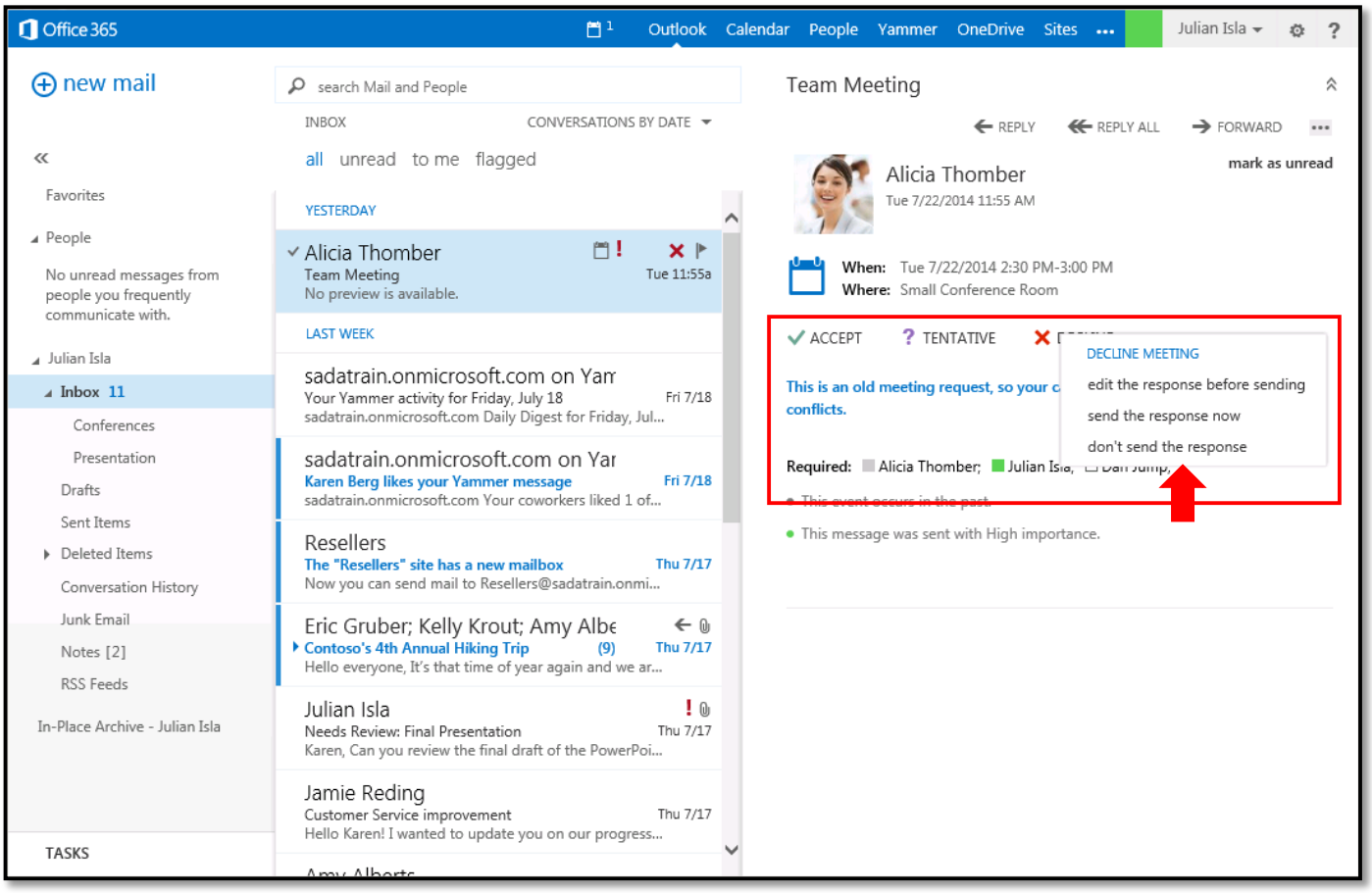
Save Button for Appointments



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:

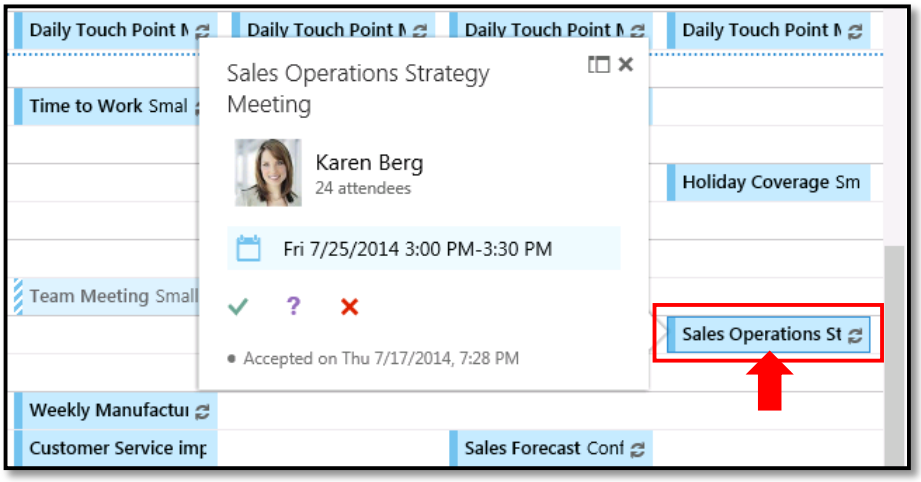
   - If you select **Accept**, the meeting time appears on your calendar as Busy, and a reminder is set.
   - If you select **Tentative**, the meeting time appears on your calendar as Tentative, and a reminder is set.
   - If you select **Decline**, the meeting does not appear on your calendar.

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

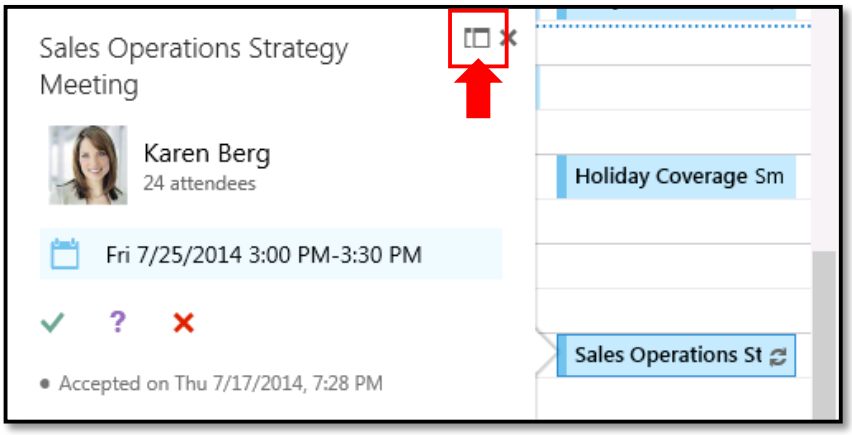
Option	Result
edit the response before sending	A Meeting Response window opens. Compose additional text in your response, then click **Send**.
send the response now	Your response is sent to the meeting organizer with no additional text.
don't send the response	No response is sent to the meeting organizer, 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.

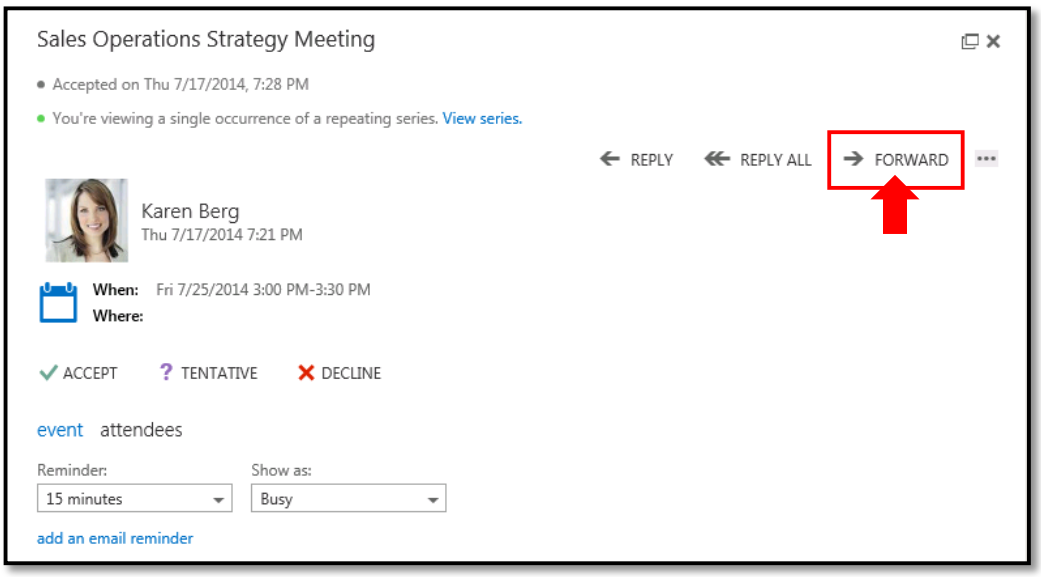
1. In your Calendar view, select the meeting you intend to forward. This displays the details of the meeting.



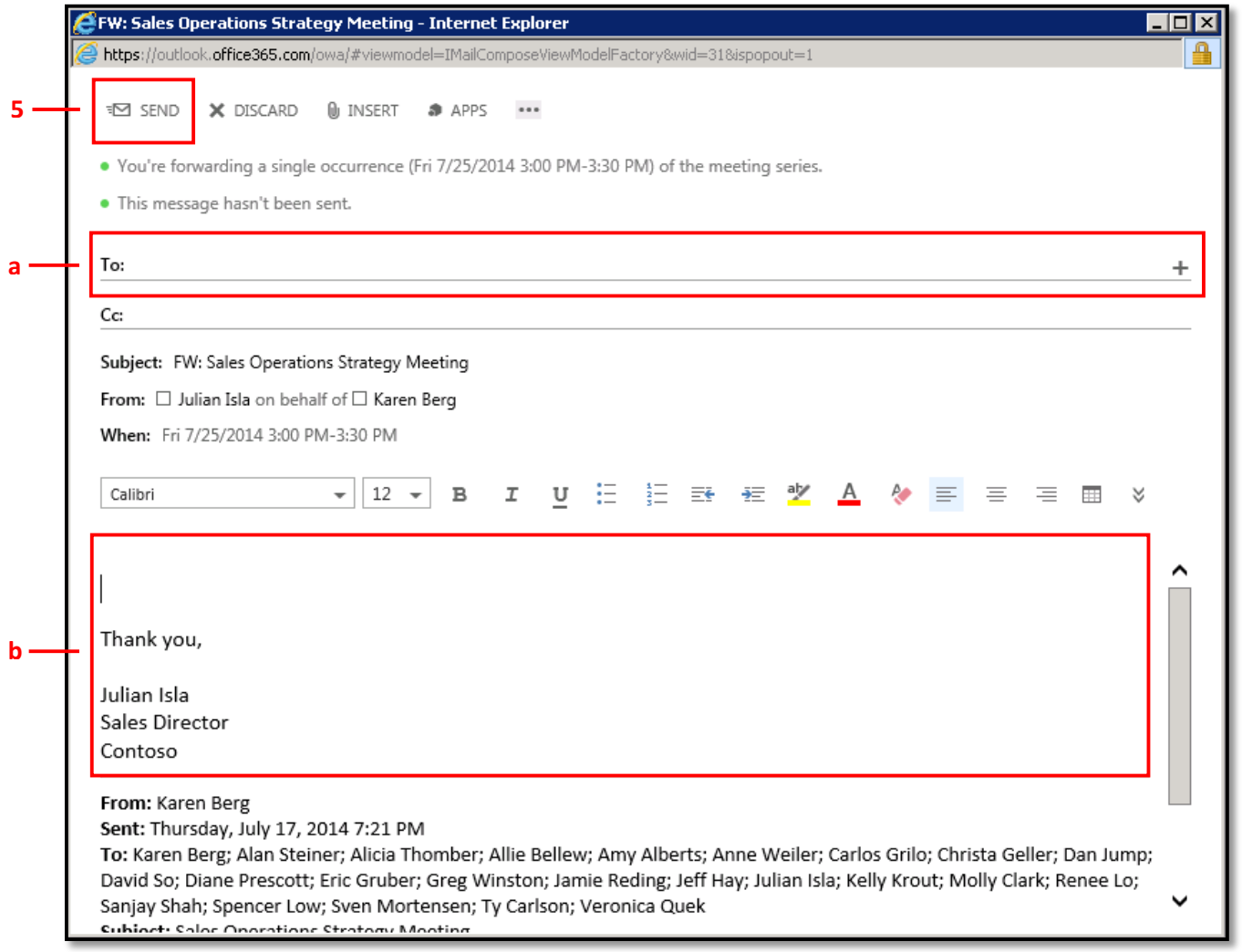
2. Click the **Open Event** button.



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



4. This opens the Meeting Forward window.



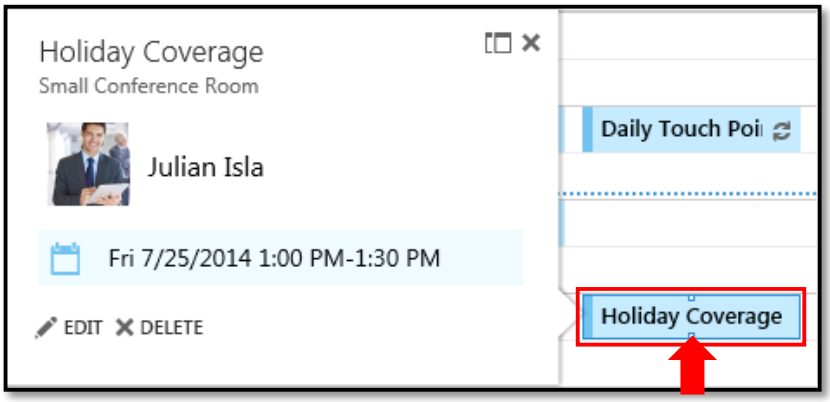
   a. In the **To** field, type the email addresses of the additional invitees, or click the **+** symbol on the right of this field to open the District employee directory.

   b. Type any notes as to why you are extending this invitation.

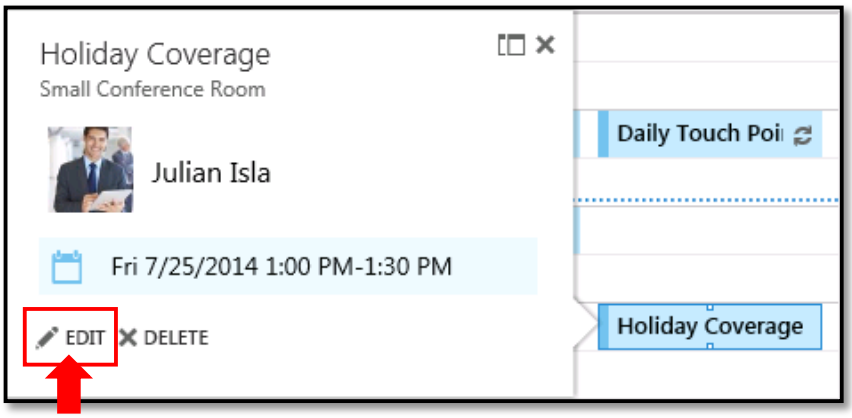
5. Click **Send** to send the invitation to your attendees. By default, the meeting organizer is notified via email that the invitation has been forwarded, and he or she will receive responses from your attendees.

Part 5 – Edit Your Meeting

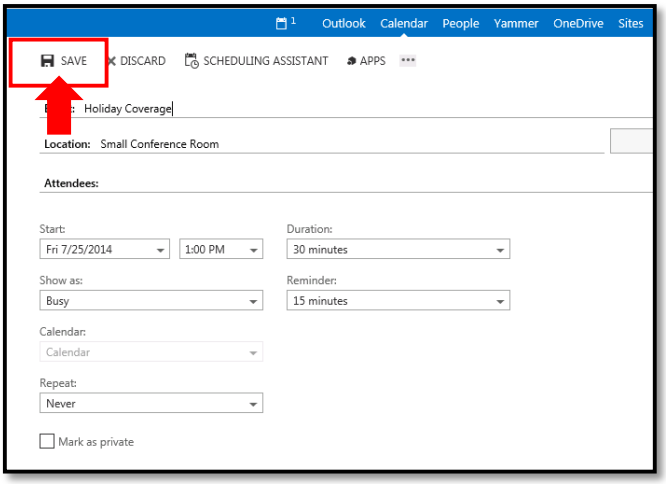
1. To update a meeting that you organized, click the meeting on your calendar. This displays the meeting details.



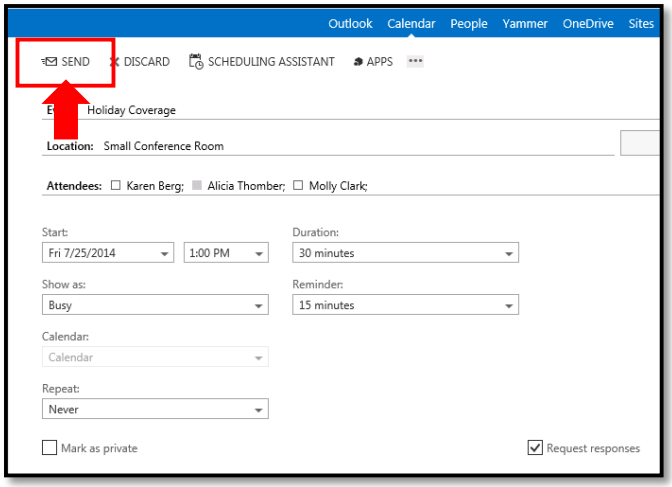
2. Click the **Edit** button.



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



Save Button for Appointments



Send Button for Meetings