

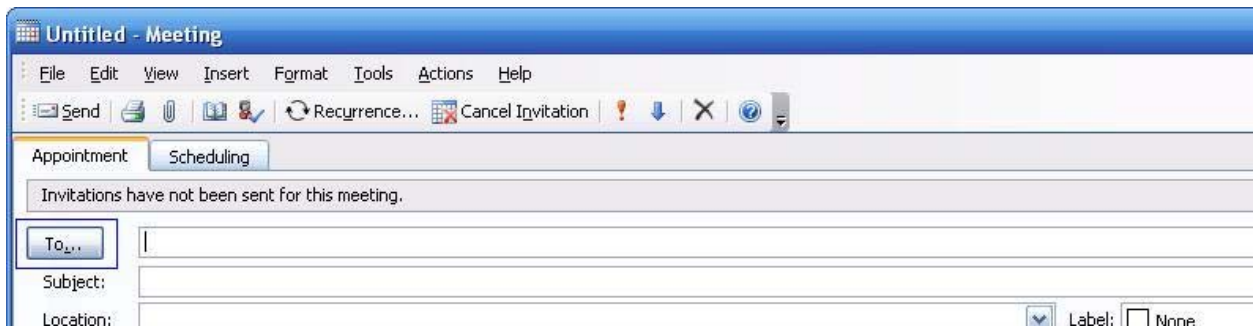
Scheduling Meetings in Outlook 2003

Through Outlook, you can send meeting requests to other users in your organization. Once a meeting request is accepted by a recipient, it will be added to that user's calendar.

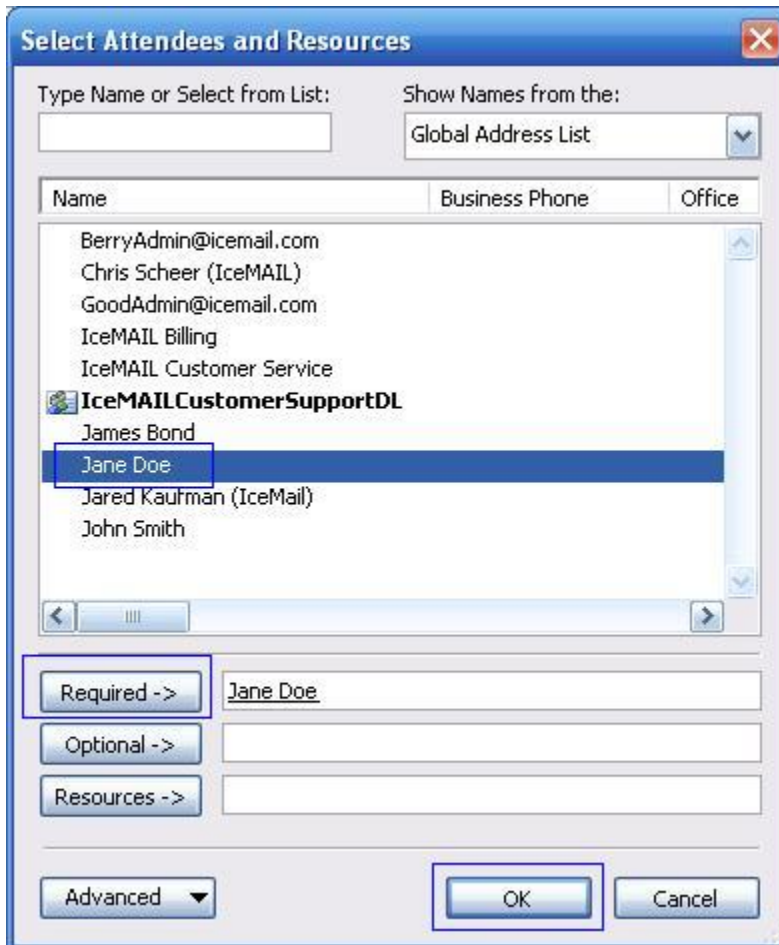
- 1) In Outlook, click on **New** and select **Meeting Request**.




- 2) In the new meeting request, click on the Add button to add user's who you would like to invite to the meeting.



- 3) In the Select Attendees and Resources window, select the user(s) that you would like to attend the meeting and click on **Required** or **Optional** to add them to the invitation. Click **OK**.



Type Name or Select from List: Show Names from the: Global Address List

Name	Business Phone	Office
BerryAdmin@icemail.com		
Chris Scheer (IceMAIL)		
GoodAdmin@icemail.com		
IceMAIL Billing		
IceMAIL Customer Service		
 IceMAILCustomerSupportDL		
James Bond		
Jane Doe		
Jared Kaurman (IceMail)		
John Smith		

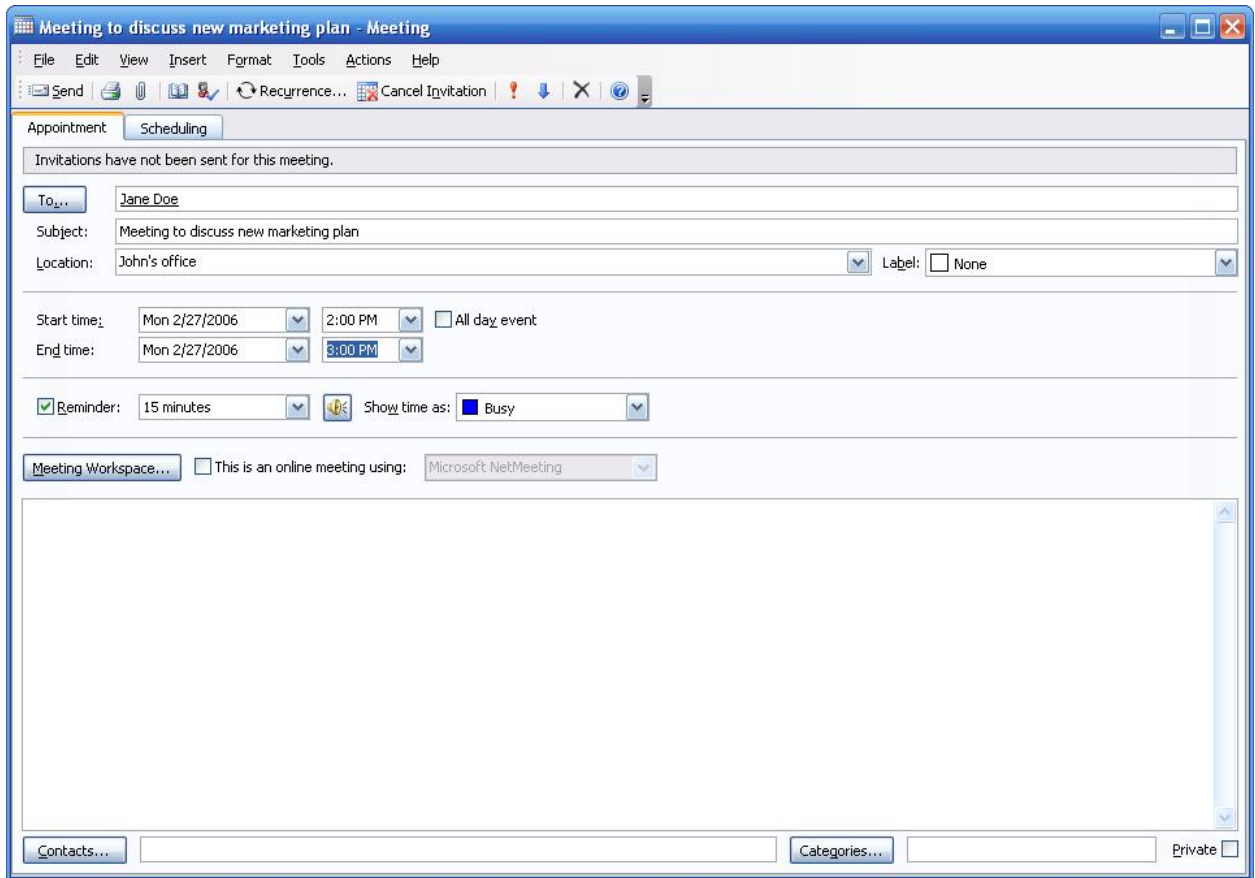
Required ->

Optional ->

Resources ->

Advanced ▼

- 4) You will now be back at the Meeting creation window. You can now fill in a subject, location, and the date and time for the meeting. You can also use the body field to put in an outline of the agenda or any other detailed information.



Meeting to discuss new marketing plan - Meeting

File Edit View Insert Format Tools Actions Help

Send Send Attachment Recurrence... Cancel Invitation

Appointment **Scheduling**

Invitations have not been sent for this meeting.

To... Jane Doe

Subject: Meeting to discuss new marketing plan

Location: John's office Label: None

Start time: Mon 2/27/2006 2:00 PM All day event

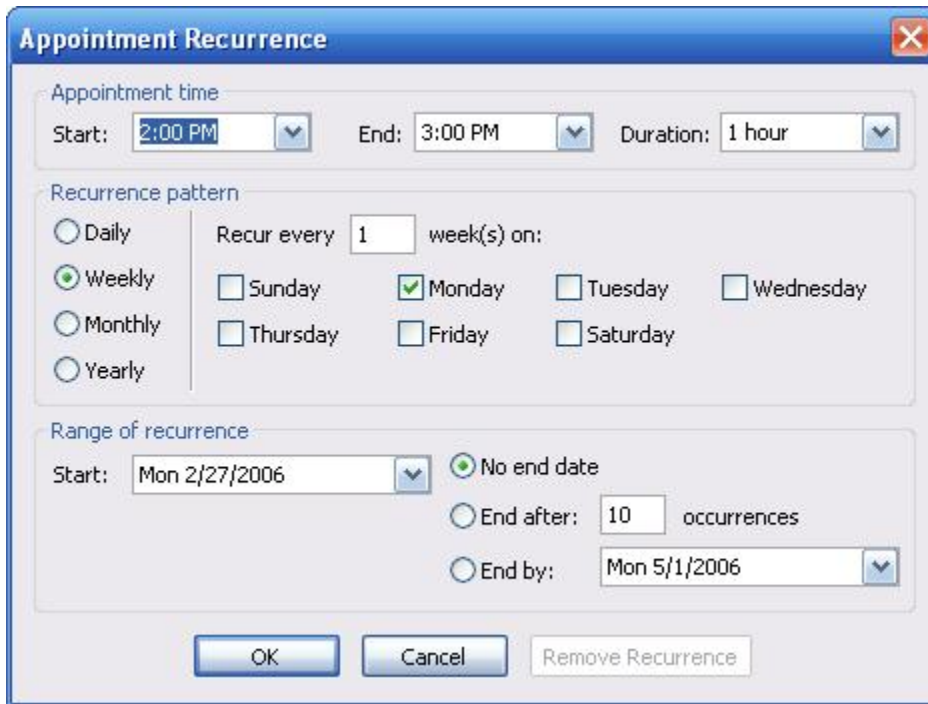
End time: Mon 2/27/2006 3:00 PM

Reminder: 15 minutes Show time as: Busy

Meeting Workspace... This is an online meeting using: Microsoft NetMeeting

Contacts... Categories... Private

- 5) If you want to make the appointment recurring (for example, a meeting that takes place every week), you can click on the **Recurrence** button and make the necessary changes.

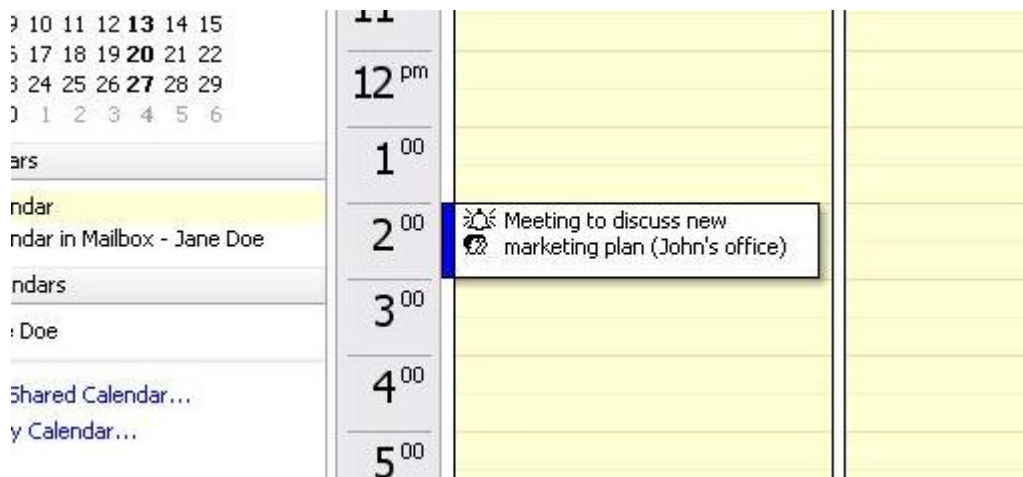


The dialog box is titled "Appointment Recurrence" and contains the following sections:

- Appointment time:** Start: 2:00 PM, End: 3:00 PM, Duration: 1 hour.
- Recurrence pattern:**
 - Radio buttons for Daily, Weekly (selected), Monthly, and Yearly.
 - Text: "Recur every 1 week(s) on:"
 - Checkboxes for days of the week: Sunday, Monday (checked), Tuesday, Wednesday, Thursday, Friday, Saturday.
- Range of recurrence:**
 - Start: Mon 2/27/2006
 - Radio buttons for: No end date (selected), End after: 10 occurrences, End by: Mon 5/1/2006.

Buttons at the bottom: OK, Cancel, Remove Recurrence.

- 6) Since you are the creator of the meeting request, the meeting will automatically be added to your Calendar. The other invitees will not see the meeting in their Calendar until they have accepted the meeting request.



- 7) In our example, we will look at Jane Doe's email and open the meeting request message. Jane would have to select **Accept** in order to have the meeting added to her Calendar.

