Scheduling Meetings and Conference Rooms in Outlook 2010

Overview of Scheduling Meetings in Outlook 2010
A meeting is an appointment in which you invite people or reserve resources for conference rooms, conference phones, projectors, and many other things. You can create and send meeting requests and reserve resources for face-to-face meetings or for online meetings. When you create a meeting, you identify the people to invite and the resources to reserve and you pick a meeting time. Responses to your meeting invitation appear in your Inbox. You can also add people to an existing meeting or reschedule a meeting.

There are two types of ways to schedule a meeting; first, when you have predetermined the time you want to set the meeting time, and second, when the predetermined time has not been scheduled and you need to search for available meeting times.

Scheduling a Meeting for a Predetermined Time

1. Under the Home tab, click the New Items button, then select Meeting from the drop down list.
2. Next, we will identify the meeting specifics.
   a) In the **To** box, select the email(s) by clicking **To** or entering them manually. In the **Subject** box, type a description of the meeting.
   b) In the **Location** box, type the location of the meeting or, if meeting rooms have been defined in advance to Outlook, click **Rooms** to choose from rooms available for automatic scheduling by using Microsoft Exchange (See the Conference Room Scheduling section).
   c) In the **Start time** and **End time** lists, select the start and end date(s) and time for the meeting. If this is an “all day” event, select the **All day event** check box.
   d) Type any information about the meeting that you want to share with the recipient(s) in the white space below the meeting logistics information.

3. You can also attach files related to your meeting to the meeting invitation. Go to **insert tab**, click on **attach file**, find the files you want to attach and click insert. Click **send** to send the meeting invitation to the recipients you indicated.
4. When you click on Calendar the meeting now appears on your Calendar and will appear on the recipient’s calendar when they accept the meeting invitation.
Scheduling a Meeting and Finding the Best Time

1. Under the **Home** tab, click the **New Items** button, then select **Meeting** from the drop down list.

2. Next, we will identify the meeting specifics.
   a) In the **To** box, select the email(s) by clicking **To** or entering them manually. In the **Subject** box, type a description of the meeting.
   b) In the **Location** box, type the location of the meeting or, if meeting rooms have been defined in advance to Outlook, click **Rooms** to choose from rooms available for automatic scheduling by using Microsoft Exchange (See the Conference Room Scheduling section).
   c) Note that Outlook will provide a default start date and time for the meeting; however in the next steps we will determine the actual start dates and times.
3. On the **Meeting** tab, in the **Show** group, click **Scheduling Assistant**. The Scheduling Assistant helps to find the best time for your meeting. Click **Add Attendees** and then select the address book of choice.

4. Select each name you want to invite to the meeting and click **Required**, **Optional**, or **Resources**. Required and Optional attendees appear in the TO box in the meeting tab, and Resources appear in the Location box. Click **OK** when you are done selecting all of your attendees.
5. The free/busy grid shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting. Blue horizontal bars indicate when attendees are busy. Purple horizontal bars indicate when attendees are out of the office.

The Suggested Times pane locates the best time for your meeting, which is defined as the time when most attendees are available. It will also show who has a scheduling conflict. The pane is located in the Room Finder section at the bottom right of the screen. The best meeting time appears at the top of the pane. To select any of the suggested times, click the time suggestion in the pane. You can also manually pick a time on the free/busy grid.

6. If you want to make the meeting occur on a regular basis, on the Meeting tab, in the Options group, click Recurrence, select the recurrence pattern, and then click OK. When you add a recurrence pattern to a meeting request, the Meeting tab changes to Recurring Meeting.
7. Within the **Meeting** tab, click **Appointment** located in the Show group. Click **send** to send the meeting invitation to the recipients you indicated.

8. When you click on Calendar, the meeting now appears on your calendar and will appear on the recipient’s calendar when they accept the meeting invitation.
Conference Room Scheduling

Overview of Conference Room Scheduling in Outlook
You can reserve conference rooms as you are scheduling meetings. In order to reserve these conference rooms they must have been set up in advance by your system administrator.

How to Schedule a Conference Room for a Meeting

1. Schedule your meeting as indicated in the previous sections. Before sending the meeting invitation, click the Rooms button to select the room desired for your meeting.

2. Click to highlight your desired conference room from the list, and then click the Rooms button to select that conference room. Click OK.
3. Click **Send** to send the meeting invitation including the reserved room.

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