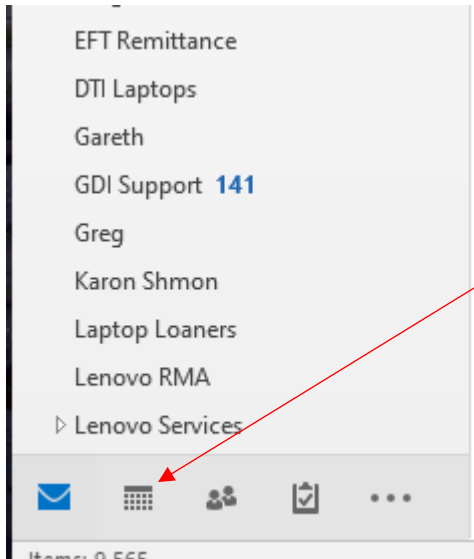


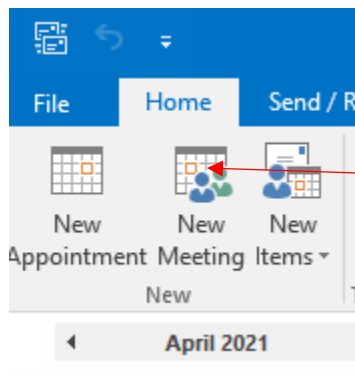
## Schedule a meeting in Outlook

1. Open outlook
2. Click on the Calendar Icon on the bottom Left.



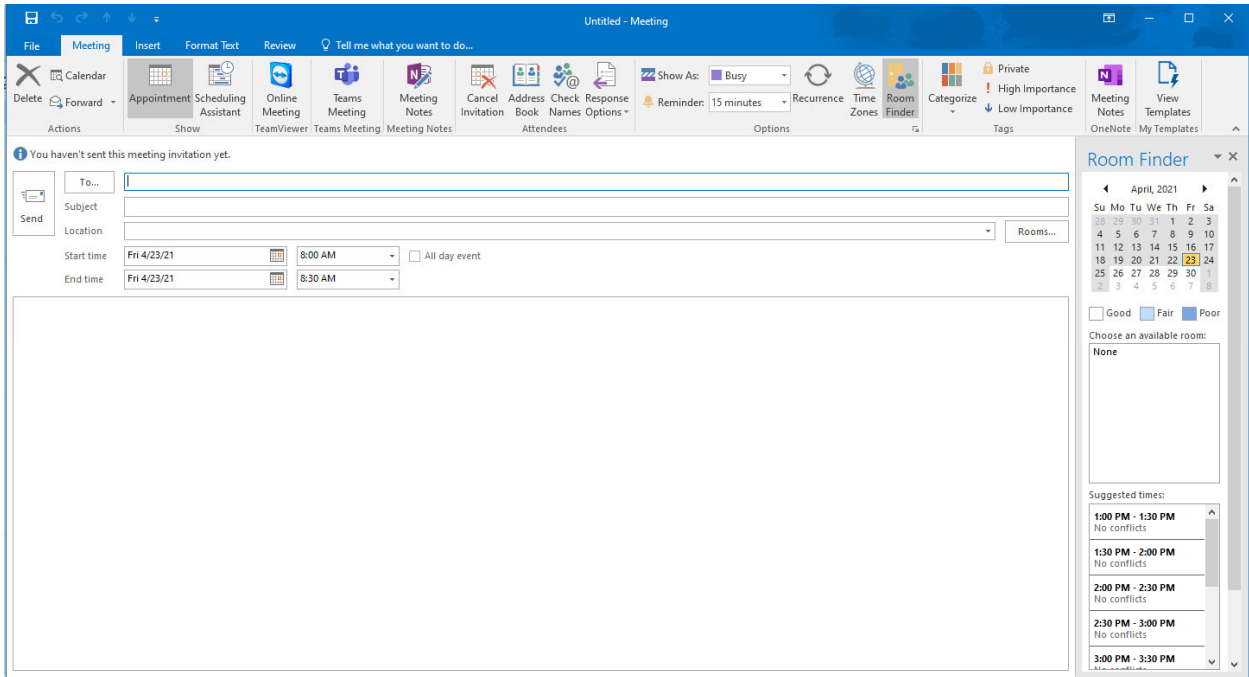
Click on the Calendar Icon

3. You will see your Calendar
4. Click on the new meeting Icon at the top right

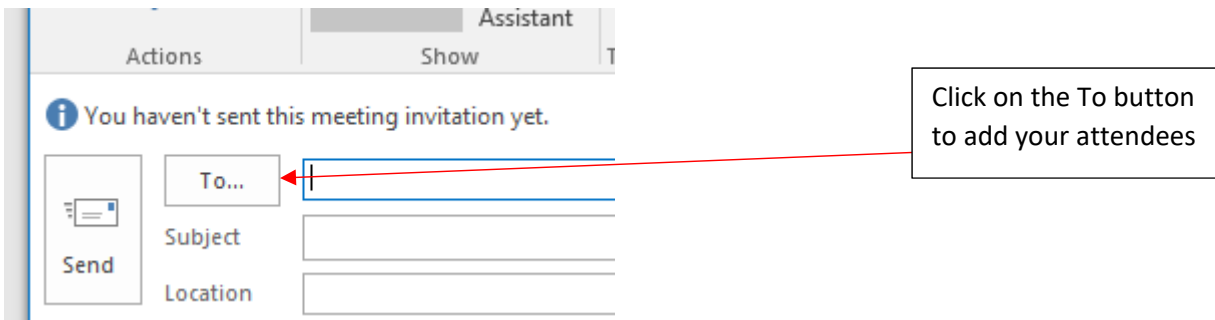


Click on the new meeting

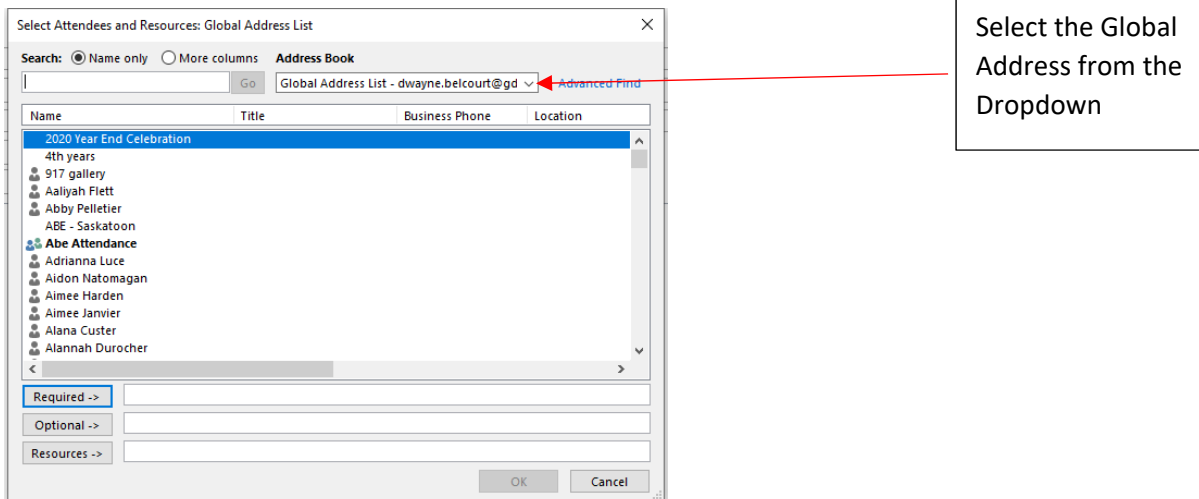
5. You will be presented with the New Meeting popup



6. Click on the two button to add your attendees



7. You will see the address book popup



8. Type in the persons that you want to add to the meeting and select whether they are required or optional. You can multiple people at the sametime.

Select Attendees and Resources: Global Address List

Search:  Name only  More columns **Address Book**

ed  Global Address List - dwayne.belcourt@gd

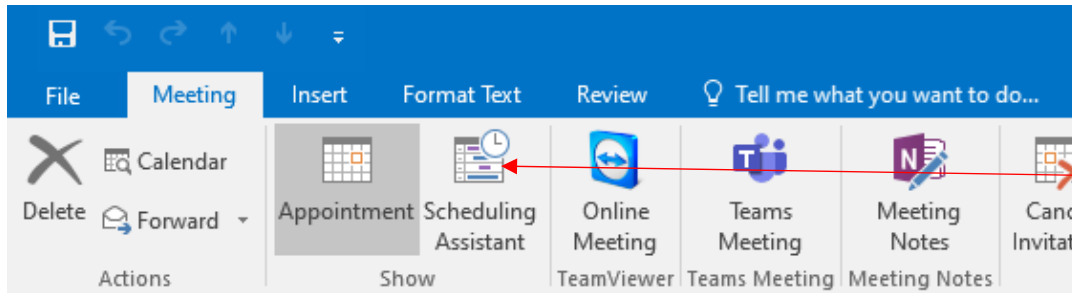
Name	Title	Business Phone	Location
Ed Van Der Koot			
Edith Kadachuk			
Edward Thomas			
elaine sukava			
elie fleury			
ELISHA TWEIDT			
Emma Manson			
Emma Pobran			
<b>Entrepreneurship</b>			
Enya revoy			
Eric Gardiner			
Erica Janvier			
Erin Aubichon			

Required ->

**Optional ->**




Resources ->

9. Once you have added all your attendees and selected whether they are required or optional. Now it is time to check the availability of the room that would like to have the meeting in. Click on the Scheduling Assistant on the top toolbar



Click on the scheduling assistant to see the availability of the room

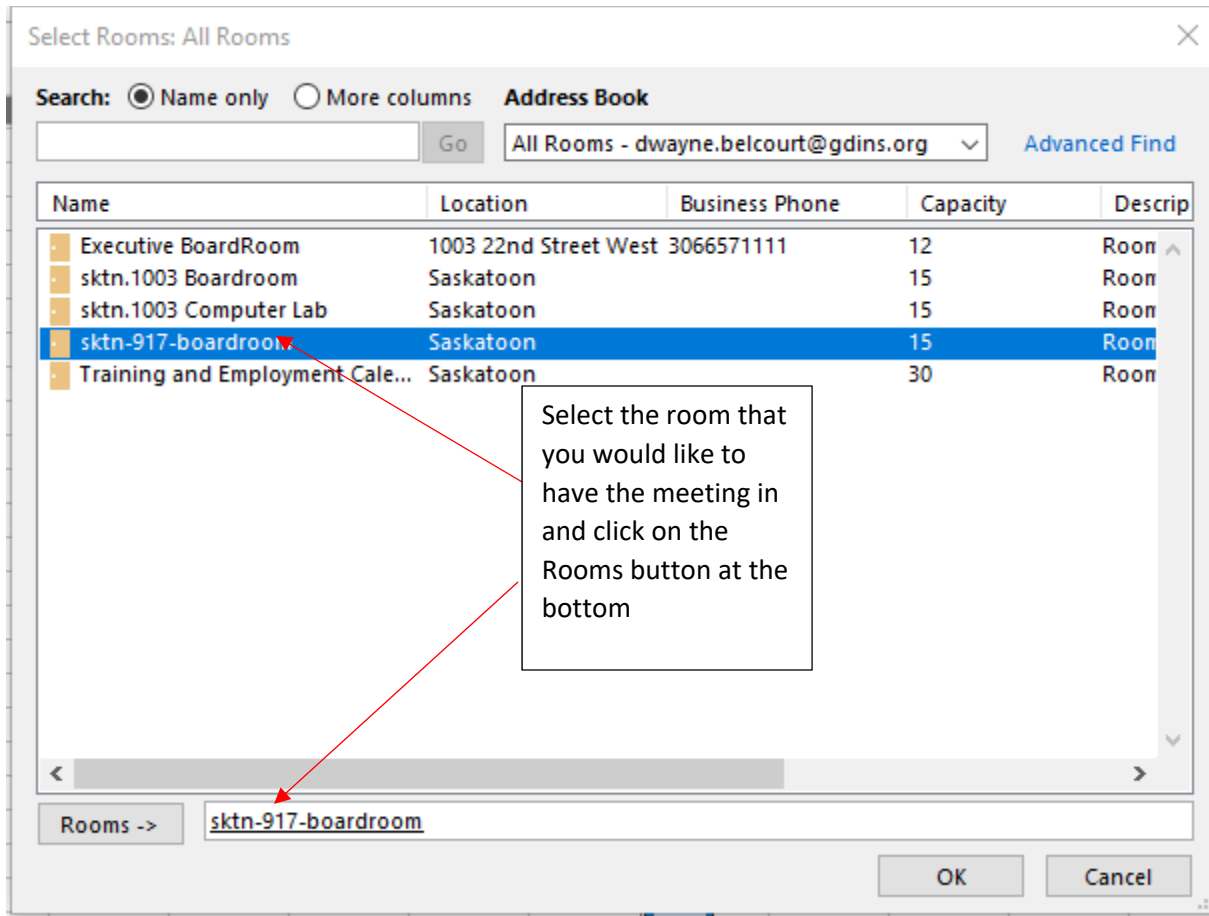
**i** You haven't sent this meeting invitation yet.

 Send	To...	■ Gareth Griffiths; ■ Ed Van Der Koot		
	Subject			
	Location			
	Start time	Fri 4/23/21 	8:00 AM ▾	<input type="checkbox"/> All day event
	End time	Fri 4/23/21 	8:30 AM ▾	

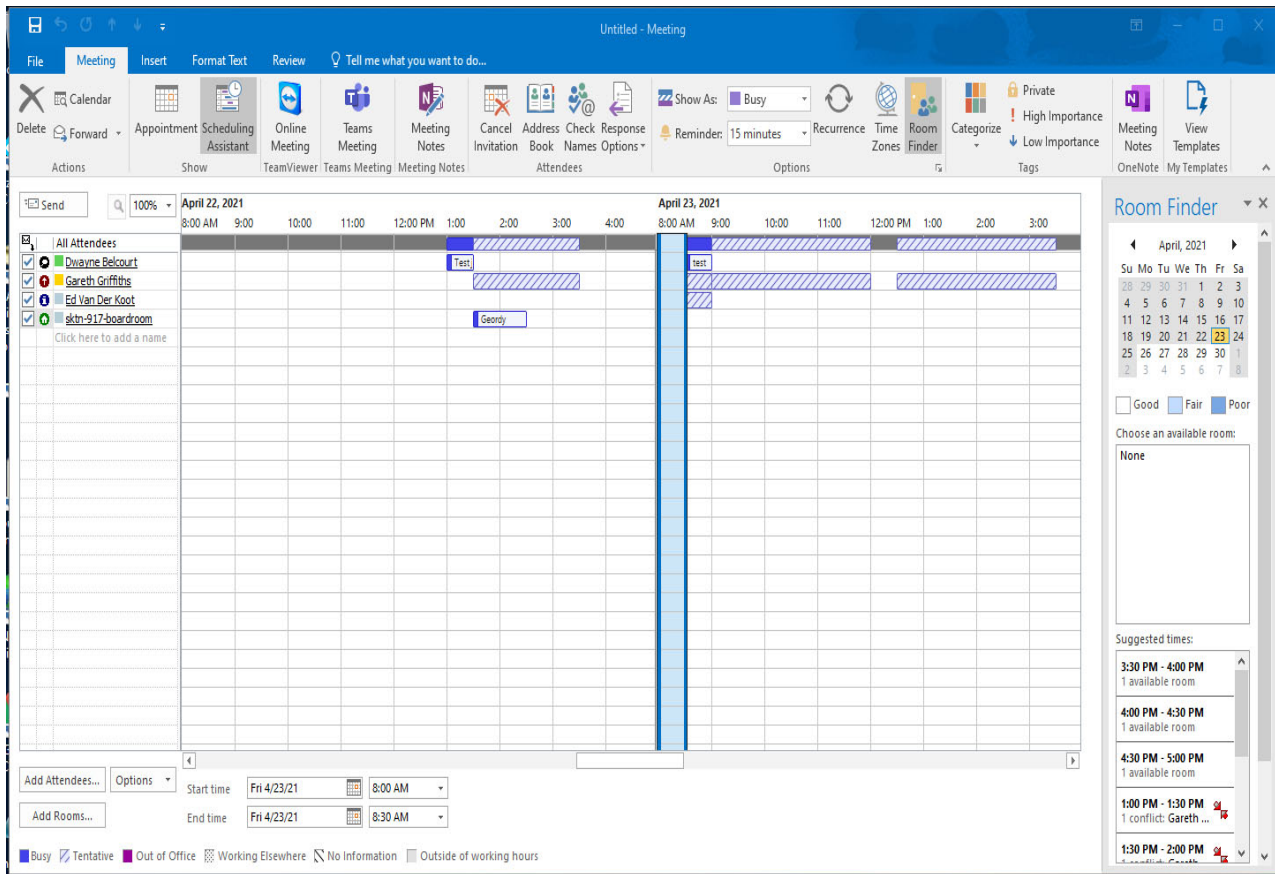
10. Once you have click on the scheduling assistant you will be presented with the screen

The screenshot displays the Microsoft Teams Meeting Scheduling Assistant interface. The main window is titled "Untitled - Meeting" and features a ribbon with tabs for File, Meeting, Insert, Format Text, and Review. The Meeting tab is active, showing options for Calendar, Appointment, Scheduling Assistant, Online Meeting, Teams Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, and Response Options. The Scheduling Assistant view shows a calendar grid for April 22, 2021, and April 23, 2021. The grid is divided into columns for each hour from 8:00 AM to 3:00 PM. The "All Attendees" list on the left includes Dwayne Belcourt, Gareth Griffiths, and Ed Van Der Kooij. The "Room Finder" pane on the right shows a calendar for April 2021 and a list of suggested meeting times: 3:30 PM - 4:00 PM (No conflicts), 4:00 PM - 4:30 PM (No conflicts), 4:30 PM - 5:00 PM (No conflicts), 1:00 PM - 1:30 PM (1 conflict: Gareth ...), and 1:30 PM - 2:00 PM. The bottom of the interface includes controls for Start time (Fri 4/23/21, 8:00 AM) and End time (Fri 4/23/21, 8:30 AM), along with a legend for status indicators: Busy, Tentative, Out of Office, Working Elsewhere, No Information, and Outside of working hours.

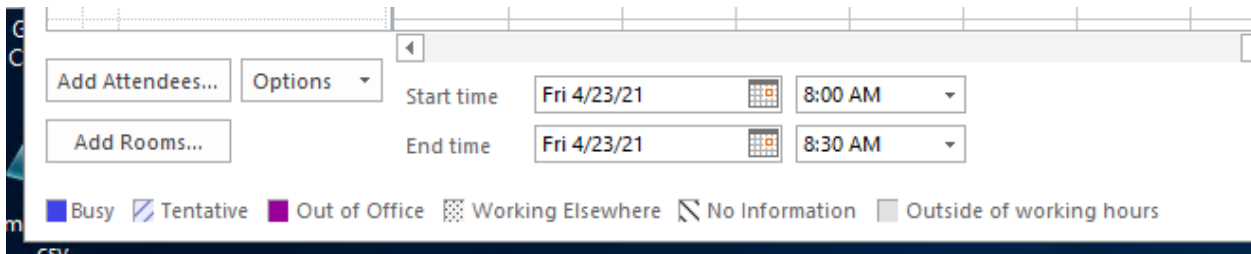
11. You then click on the add rooms button the left hand side and you will see this screen



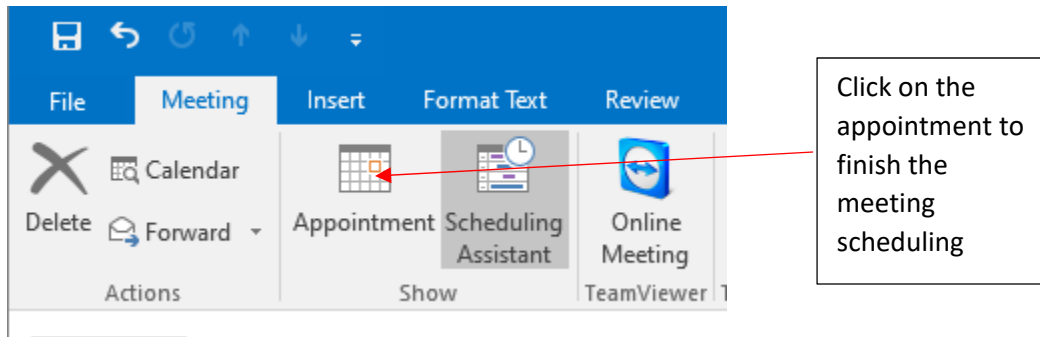
12. Click on the OK button and you will be presented with the scheduling screen



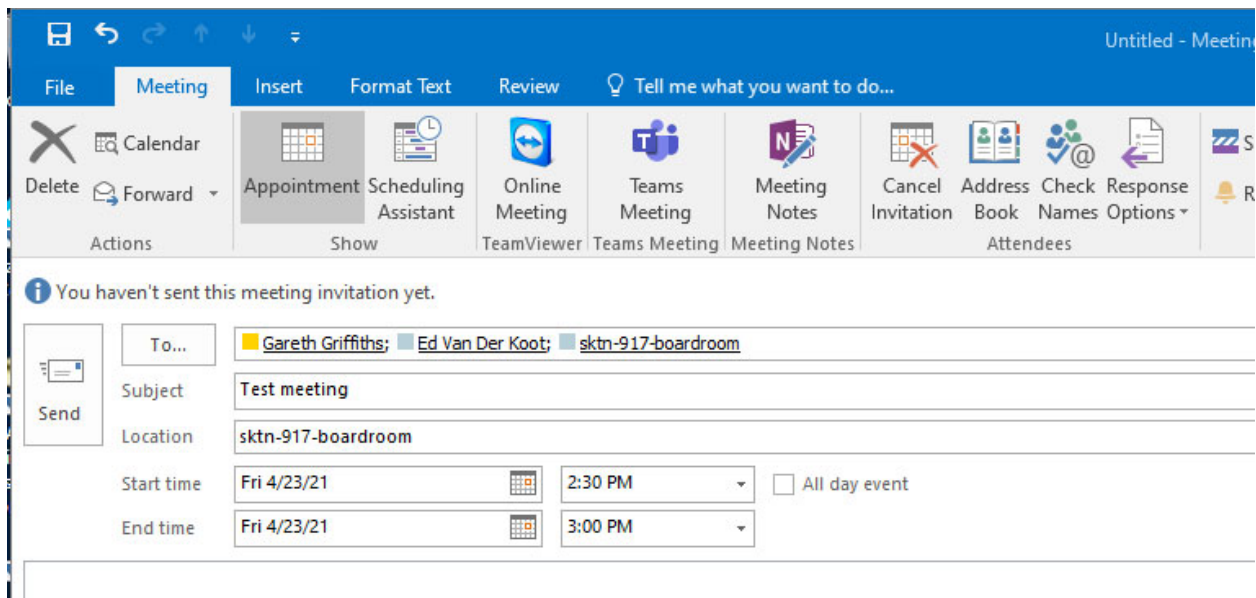
13. At the bottom of the scheduling Assistant, a legend shows you the status of the people and the room.



14. Once you have selected your Date and time for the Meeting you will need to click on the Appointment Button on the top toolbar



15. Once you have click on the Appointment button you can then send the invitation out by clicking on the send button



16. The meeting rooms are setup to accept your meeting request automatically, if there is a conflict the system will send you an e-mail letting you know that someone has that spot already booked.