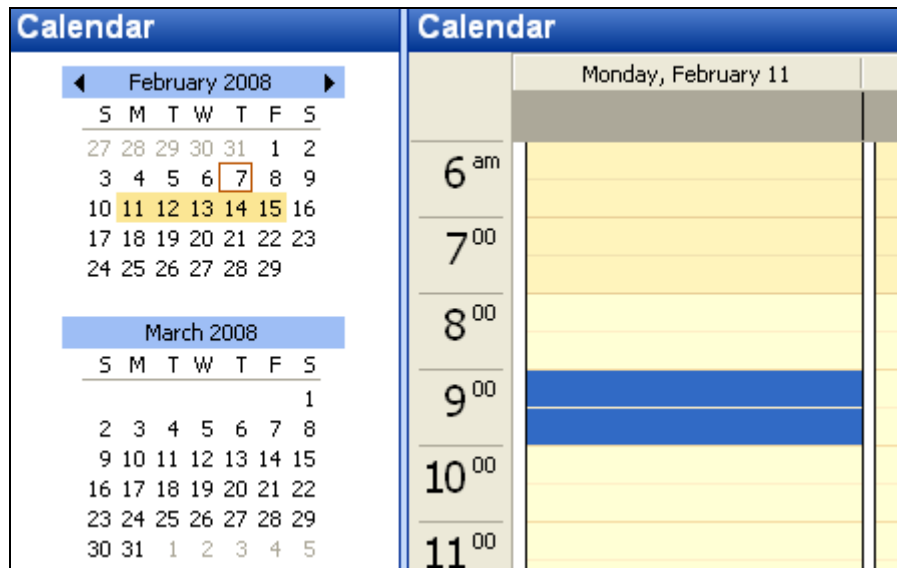



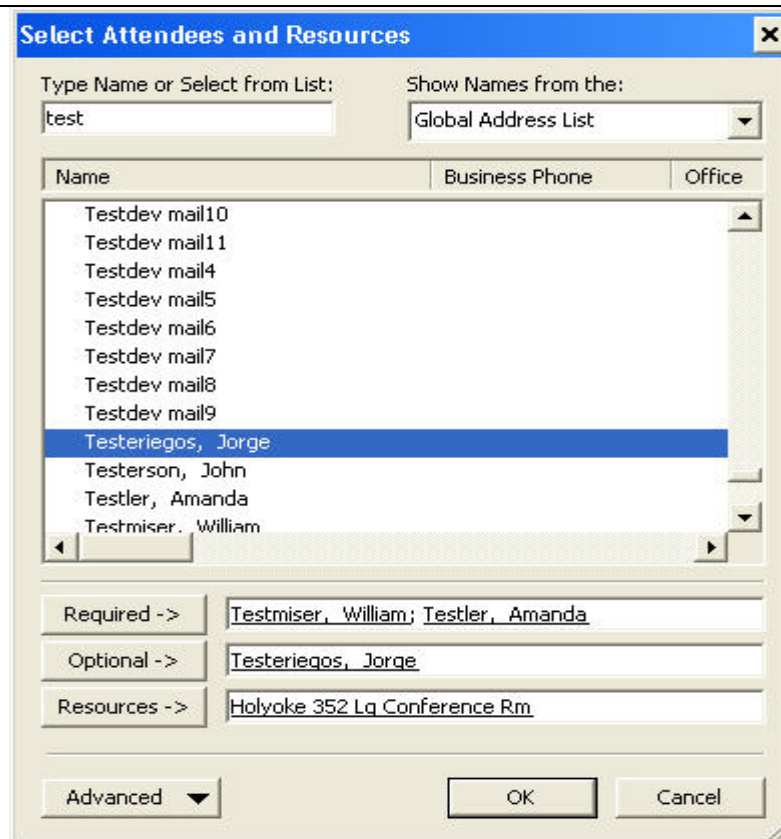
## Scheduling Meetings

Outlook's integrated email and calendar will help you seamlessly manage all of the communication and planning tasks involved in scheduling a meeting.

Scheduling a meeting is similar to scheduling an appointment, except that you'll also be inviting other people to attend and reserving any necessary resources (conference room, projectors, etc.).



1. Start by clicking on a tentative meeting date in the Navigation pane. If your Calendar is displayed in Day or Work Week style, you may want to select a tentative meeting time in the View pane as well.
2. Click the down-arrow on the  **New** button in the standard toolbar and select **Meeting Request** from the menu. (You can also select **Actions** → **New Meeting Request...** from the menu bar or right clicking on the tentative meeting date.)
3. Click the **To...** button to select meeting attendee(s) and resource(s) from the Global Address List. You can also make selections from your personal Contacts list, or type email address(es) directly into the **To...** box.  
  
Note that if a member of the Harvard community has elected to have their identity blocked they would not appear in the GAL. In that case, you can still schedule a meeting with that person by entering their email address directly into the **To...** field.

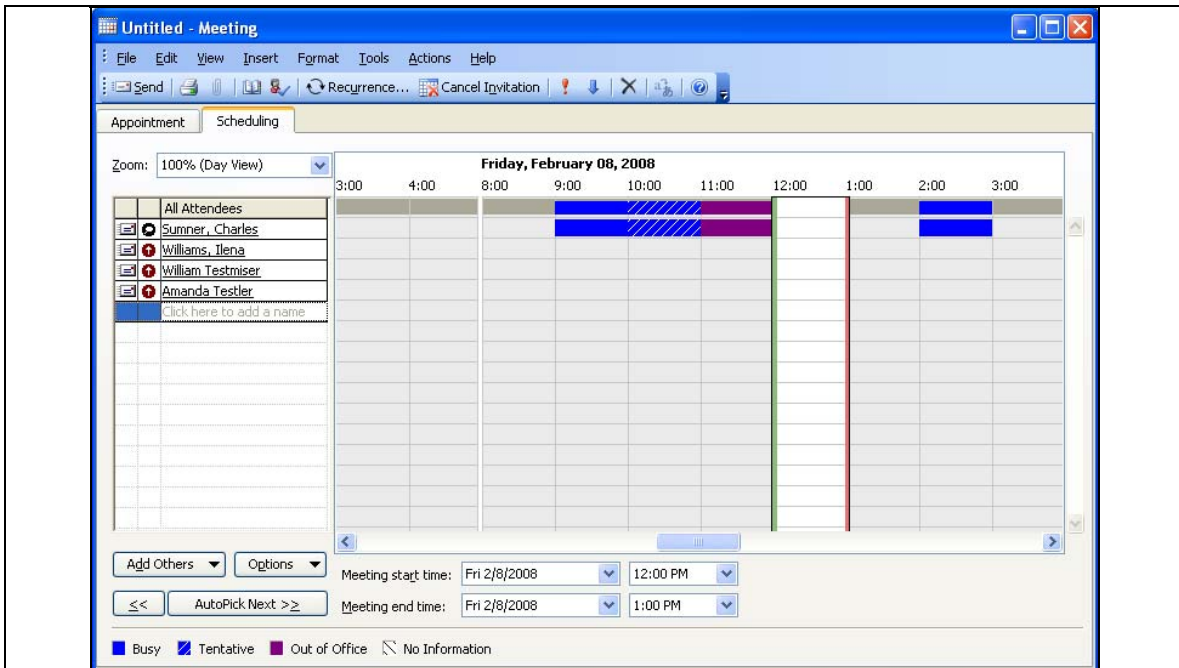


4. For each person whose attendance is required at the meeting, select that person's name and click the **Required ->** button.
5. For each individual whose attendance is optional, select his or her name and click the **Optional ->** button.
6. If any resources are required for the meeting (e.g., a meeting room or equipment), select each resource and click the **Resources ->** button.

**Tip:** When reserving a resource for a meeting, it is very important to click the **Resources ->** button (not the **Required ->** or **Optional ->** buttons). Please remember that the resource that you invite should be the calendar that ends with Cr (**not** with Del, Rev, or Pub).

To view additional information about a resource (e.g., the storage location of a projector): Right-click the resource name; then select **Properties** from the shortcut menu.

7. Click the **OK** button when you are finished making selections.
8. Complete the rest of the information on the **Appointment** tab.
9. Click the **Scheduling** tab to determine whether the selected attendee(s) and resource(s) will be available at the tentatively-selected date and time.



Times that meeting attendees have already blocked out on their calendars will appear as **solid blue for busy, blue with white stripes for a tentative block, purple for out of office, or white with black stripes when no information is available** (which will be the case for any attendees not on the Harvard ICE!Mail Server). A **solid grey** space means that the **time is free** on their Outlook calendar.

10. If you encounter a scheduling conflict, click the **AutoPick Next >>** button to find the next available block of time.

By default, AutoPick looks for the next time when all people and one resource are available. To change this behavior, click the arrow on the **Options** button. From the menu that appears, select **AutoPick**, then select what to search for (available choices are: **All People and Resources, All People and One Resource, Required People, and Required People and One Resource**).

**Tip:** If you have AutoPick search for **All People and One Resource** or **Required People and One Resource**, you can add multiple conference rooms to the meeting. AutoPick will then find the first available meeting room.

11. When you are finished, click the  **Send** button to send an email with the meeting request to all attendees.

The new meeting will be added to your Calendar as soon as you send the meeting request. The meeting will be added to the Calendar of attendees who accept or tentatively accept the meeting request when they send their responses.