Creating a Meeting in Outlook

1. Open Outlook

2. Go to the calendar tap

3. On the left hand column, under the small calendar, there is a button that says "Add calendar" click on that

4. A window should pop up that asks you to add a calendar. I would suggest adding from the directory.

5. Once you click add from directory you will select your account

6. After selecting your account there will be a search bar that will pop up where you can enter the name of the person who you want to meet with.

7. Enter in their name and search.

8. You should now be able to add them to your calendar.

9. Now go back to the main calendar screen. On the left hand side there will be a section with names under it for you to select from. Choose the person who you want to meet with.

10. You should now be able to see their availability on your calendar. Select a time that works for both of you. You should be able to tell a time that works for both of you as it will be a black spot on the calendar.

11. Once you select a time a box will pop up. Add the person who you want to meet with, the location where you want to meet, and any other important details of the meeting.