How to Request a Meeting in Outlook

1. Open Outlook E-mail online and login – within blueView or by going to [http://www.outlook.com/drake.edu](http://www.outlook.com/drake.edu).

2. IMPORTANT!! - If you have not done so previously, set your time zone to Central Standard Time. To do so, click on the ‘gear’ icon next to your name in the upper right hand corner and select ‘Options’. On the options menu, click on “Settings” and then the “Regional” tab.

3. Click on the arrow icon in the upper left hand corner when finished with the setting of the time zone.

4. Click on the “Calendar” tab in the top right hand corner.

5. Click “New Event”.

6. Select Scheduling Assistant
7. Type the person’s name that you are wishing to request a meeting with into the Attendees field and select it when it appears.

8. Find a time frame when you and the requested person are both available to meet (note: normal business hours for the University are Monday - Friday between the hours of 8:00AM and 4:15PM). For Issues I and CAPS courses, please schedule meetings between the time frames of 9:30AM-4:15PM.

9. Select the desired meeting time frame or “Custom” from the Duration drop-down menu. For Issues I and CAPS courses, schedule 15 minute time frames.

10. Enter in the proposed meeting time by typing in the time on the pull-down menu.

11. Click “OK”

12. Enter your name in the event field

13. Enter a reason for the meeting in the dialog box further down the page.

14. Confirm the meeting details

15. Click “Save”
16. An e-mail will be sent to the requested party to confirm the meeting.
17. Once confirmed, the meeting will appear on your calendar.
18. If the appt. will not work, the sender will decline the invitation and you will receive a ‘decline’ email. At that point, you can try another time (make sure that you review the days and times of your request as well as their availability) before submitting.