

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>.
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.

The screenshot shows the Outlook Options page with the 'Regional' tab selected. The 'Current time zone' dropdown menu is set to '(UTC-06:00) Central Time (US & Canada)'. The 'save' button is visible at the bottom.

Office 365

options

- account
- organize email
- groups
- site mailboxes
- settings**
- phone
- block or allow
- apps

mail calendar **regional**

Choose your language, the date and time formats to use, and your time zone.

Language:
English (United States)

Rename default folders so their names match the specified language

The language you choose will determine the date and time formats that are available below.

Date format: (For example, September 1, 2013 is displayed as follows)
9/1/2013

Time format:
1:01 AM - 11:59 PM

Current time zone:
(UTC-06:00) Central Time (US & Canada)

save

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".

The screenshot shows the Outlook Calendar interface for September 22-28, 2013. The 'new event' button is highlighted. The calendar view shows a grid for the week of September 22-28, 2013, with a 'Work' calendar selected. The 'new event' button is circled in red.

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Outlook **Calendar** People ...

+ new event

September 22–28, 2013

sep1-7 sep8-14 sep15-21 **sep22-28** sep29-5 oct6-12 go to today

Work x

22 SUNDAY 23 MONDAY 24 TUESDAY 25 WEDNESDAY 26 THURSDAY 27 FRIDAY 28 SATURDAY

8a

9a

10a

6. Select Scheduling Assistant

SAVE DISCARD **SCHEDULING ASSISTANT** ...

Event:

Location:

add room

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"

...

Tuesday, November 05, 2013 day week

sun3 mon4 **tue5** wed6 thu7 fri8 sat9

Nisha Patel Renaë Chesnut

Election Day Election Day

9a DELTA Rx Student Meeting

10a

Duration: Custom

Attendees: Renaë Chesnut

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"

...

Event: Your Name Here

Location:

Attendees:

Start: Tue 11/5/2013 8:00 AM

End: Tue 11/5/2013 8:15 AM

Duration: Custom

Reminder: 15 minutes

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.