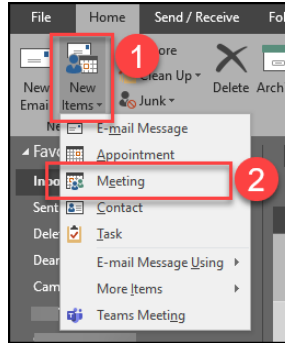


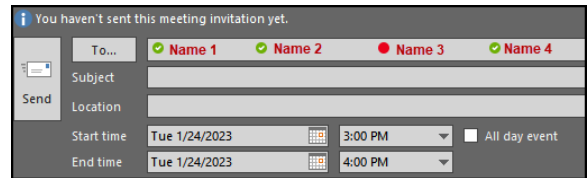
# OUTLOOK DESKTOP: VIEW OTHER STAFF CALENDARS TO FIND MEETING AVAILABILITY USING SCHEDULING ASSISTANT

1. Open the Outlook Desktop Program, on the ribbon, click **New Items**, then click **Meeting**

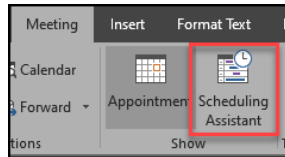


2. Add all staff names to the "To:" field
3. Pick a start date/time and end date/time  
(Just a temporary starting place)

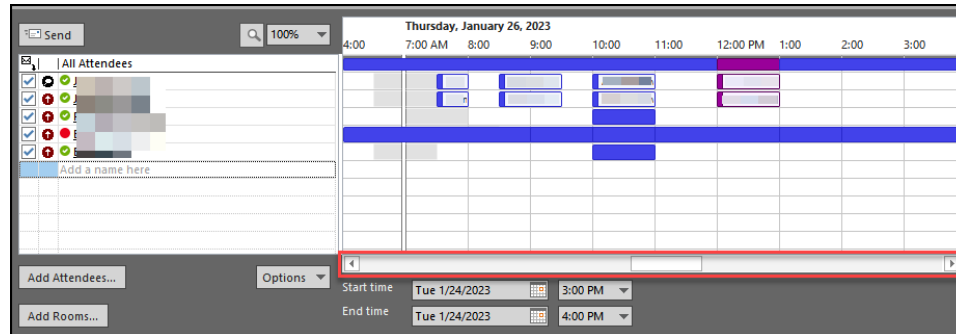
**NOTE:** If you want the meeting to be an hour, ensure your temporary start and end time cover an hour timeslot



4. Next, in the ribbon, click the **Scheduling Assistant** button



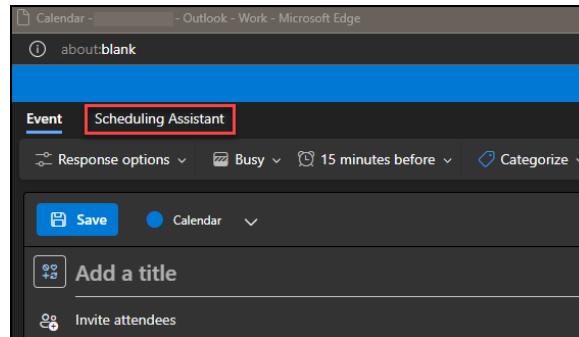
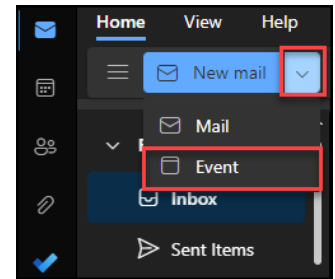
5. A schedule grid will display and you will be able to see the free/busy availability of all users on the To: field  
**NOTE:** You can view different days and times using the horizontal scroll bar



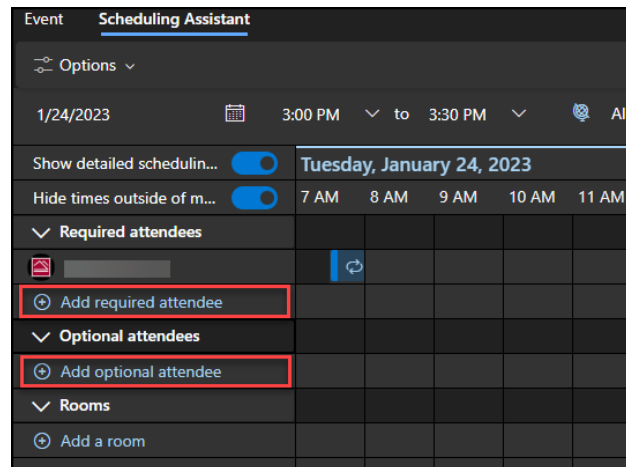
6. Find a date/time and click the **Appointment** button in the ribbon to finish out the meeting invite and send

# OUTLOOK.COM (WEB): VIEW OTHER STAFF CALENDARS TO FIND MEETING AVAILABILITY USING SCHEDULING ASSISTANT

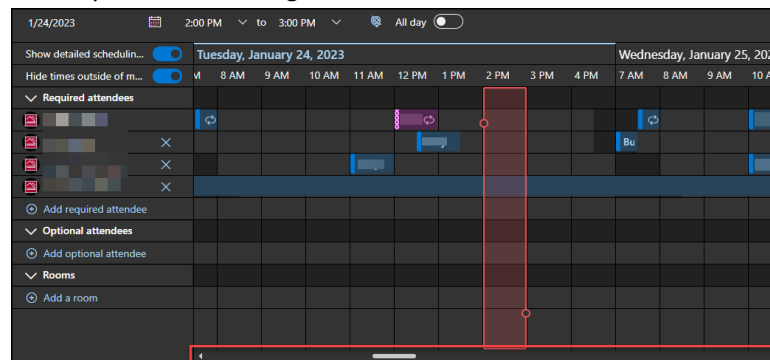
1. Access Outlook.com and log in with your Chaffey email and password
2. Click the dropdown arrow next to the New mail button, then click Event
3. On the new Event window, click the Scheduling Assistant tab



4. Here you can click the Add required attendees and Add optional attendees buttons to add staff names that should receive the meeting invite



5. The schedule grid will begin to display added attendee's free/busy availability  
NOTE: You can view different days and times using the horizontal scroll bar



6. Find a date/time and click the Event tab to finish out the meeting invite and send