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

i You haven't sent this meeting invitation yet.									
	То	Name 1	Name 2	Name 3	Name 4				
֥	Subject								
Send	Location								
	Start time	Tue 1/24/2023		3:00 PM 👻	All day event				
	End time	Tue 1/24/2023		4:00 PM 👻					

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



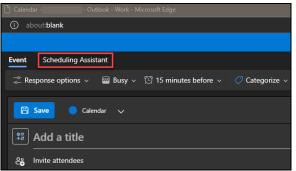
5. A schedule grid will display and you will be able to see the free/busy availability of all users on the To: field **NOTE:** You can view different days and times using the horizontal scroll bar

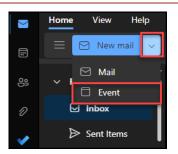
ा Send	Q 100% 🔻		Thursday, 7:00 AM	January 26, 8:00	2023 9:00	10:00	11:00	12:00 PM	1:00	2:00	3:00
Image: All Attendees Image: Open state I							h				
Add a name here											
Add a manie nere											
Add Attendees	Options 🔻	4									Þ
Add Rooms		Start time End time	Tue 1/24 Tue 1/24		3:00 I	_					

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

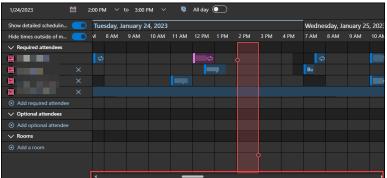




4. Here you can click the Add required attendees and Add optional attendees buttons to add staff names that should receive the meeting invite

Event Scheduling Assistant											
3:	00 PM	∨ to	3:30 PM		👰 All (
Show detailed schedulin					Tuesday, January 24, 2023						
	7 AM	8 AM	9 AM	10 AM	11 AM						
	¢										
 Add required attendee 											
	_	I 3:00 PM	■ 3:00 PM ∨ to Tuesday, Janua 7 AM 8 AM	 [™] 3:00 PM ∨ to 3:30 PM [™] Tuesday, January 24, 20 [™] 7 AM 8 AM 9 AM [™] 	 3:00 PM × to 3:30 PM × Tuesday, January 24, 2023 7 AM 8 AM 9 AM 10 AM 						

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