

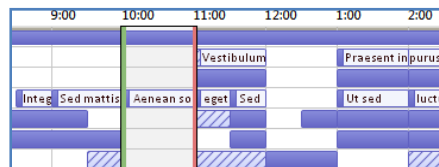
Schedule a meeting

A meeting is an appointment to which you invite people or reserve resources for. You can create and send meeting requests and reserve resources for face-to-face meetings or for online meetings. When you create a meeting, you identify the people to invite and the resources to reserve, and you pick a meeting time. Responses to your meeting request appear in your **Inbox**. You can also add people to an existing meeting or reschedule a meeting.

Schedule an in-person meeting

- On the **File** menu, point to **New**, and then click **Meeting Request**.
Keyboard shortcut To create a new meeting request, press CTRL+SHIFT+Q.
- In the **Subject** box, type a description.
- In the **Location** box, type a description or click **Rooms** to choose from rooms available for automatic scheduling by using Microsoft Exchange.
- In the **Start time** and **End time** lists, select the start and end time for the meeting. If this is an all day event, select the **All day event** check box.
An all day event is a full 24 hour event lasting from midnight to midnight.
NOTE By default, the current time zone setting on your computer system is used to schedule meetings. If you want to schedule meetings based upon an alternate time zone, on the **Meeting** tab, in the **Options** group, click **Time Zones**.
- Type any information that you want to share with the recipients, attach any files, or create a Meeting Workspace.
For more information about Meeting Workspaces, see the **See Also** section.
- On the **Meeting** tab, in the **Show** group, click **Scheduling**.
The **Scheduling Assistant** helps to find the best time for your meeting.
- Click **Add Others**, and then click **Add from Address Book**.
- In the **Select Attendees and Resources** dialog box, in the **Search** box, enter the name of a person or resource that you want to invite to the meeting. If you are searching with the **More Columns** option, then click **Go**.
- Select the name from the results list, and click **Required**, **Optional**, or **Resources**, and then click **OK**.
Required and **Optional** attendees appear in the **To** box on the **Meeting** tab, and **Resources** appear in the **Location** box.

The free/busy grid shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting.



The **Suggested Times** pane locates the best time for your meeting, which is defined as the time when most attendees are available. The best meeting time appears at the top of the pane. To select any of the suggested times, click the time suggestion in the **Suggested Times** pane. You can also manually pick a time on the free/busy grid.

- If you want to make the meeting recur, on the **Meeting** tab, in the **Options** group, click **Recurrence**, select the recurrence pattern, and then click **OK**.
When you add a recurrence pattern to a meeting request, the **Meeting** tab changes to **Recurring Meeting**.
- On the **Meeting** tab, in the **Show** group, click **Appointment**.
- Click **Send**.

Change a meeting

1. Open the meeting that you want to change.
 2. Do one of the following:
 - **Change options for a meeting that is not part of a series**
 1. Change the options, such as subject, location, and time, that you want to change.
 2. Click **Send Update**.
 - **Change options for all meetings in a series**
 1. Click **Open the series**.
 2. Change any options, such as subject, location, and time, that you want to change.
 3. To change recurrence options, on the **Recurring Meeting** tab, in the **Options** group, click **Recurrence**, change the options, such as time, recurrence pattern, or range of recurrence, and then click **OK**.
 4. Click **Send Update**.
 - **Change options for one meeting that is part of a series**
 1. Click **Open this occurrence**.
 2. On the **Recurring Meeting** tab, change the options, such as subject, location, and time, that you want.
 3. Click **Send Update**.
- TIP** In **Calendar**, you can drag the meeting to a different date and you can also edit the subject by clicking the description text, pressing F2, and then typing your changes.