

Schedule an Appointment with Another Person

- A. Double-click a time in your Outlook calendar to start an appointment.
- B. Put in a Subject (this will be the Subject of your e-mail to that person) and a Location. If you wish to write a message along with the appointment put it in the message area.
- C. From the Show group on the Ribbon click the Scheduling button.
- D. Under your name in the Attendee section at the left, add the name of the person you are inviting.
- E. In the calendar area check opposite the person's name to see if the person is free during the time you have scheduled. If not, go to the bottom and change the time to one that the person has free.
- F. Click the Send button to notify the person of the appointment.