

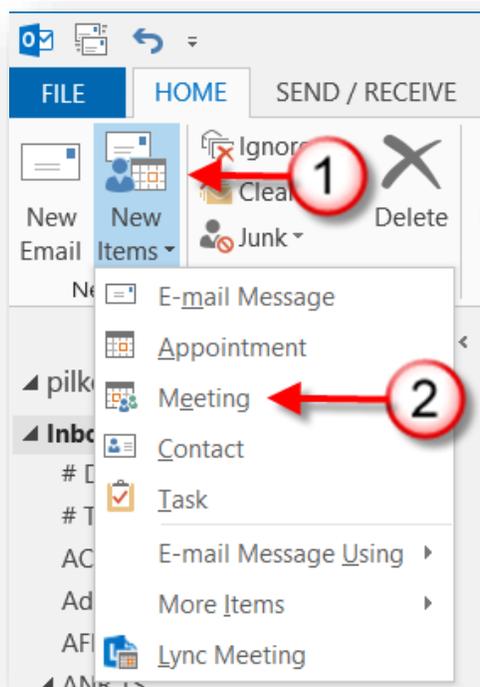
About Scheduling Assistant

Scheduling Assistant is a tool that can be used to help in scheduling meetings with others. In the assistant, you can see the free and busy information of those you are trying to schedule a meeting. The assistant helps in finding an open or free time where you can schedule a meeting.

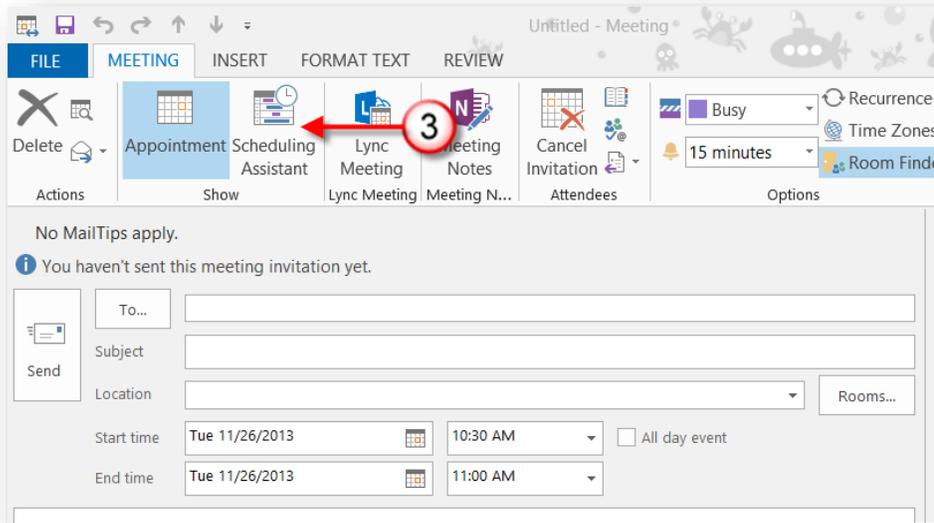
Opening Scheduling Assistant

In Outlook Mail

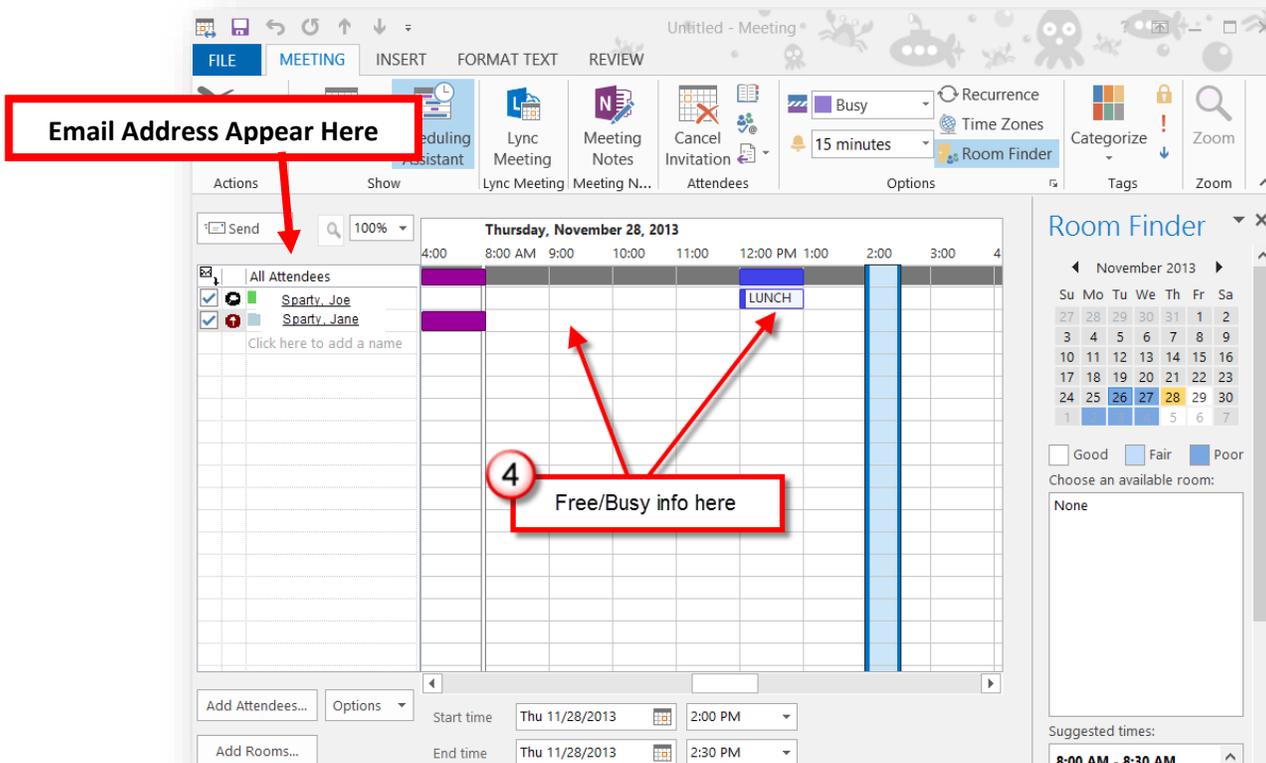
1. Click on the **New Items** button in the **Ribbon**.
2. In the **New Items** dropdown menu, choose **Meeting**.



3. An **Untitled Meeting** window will open. Type the email addresses of the people you would like to invite to the meeting in the **To...** field. Then click on **Scheduling Assistant**.

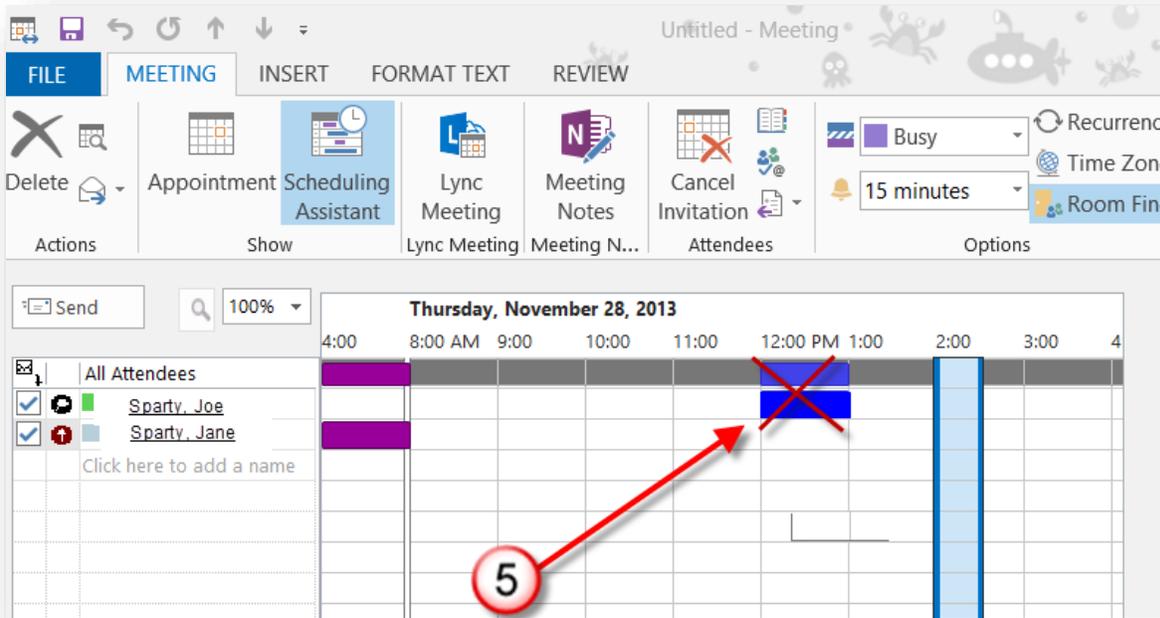


4. The email addresses you typed in the **To...** field in step 3 will be visible under the **All Attendees** list and you will see the attendees **Free Busy** information.

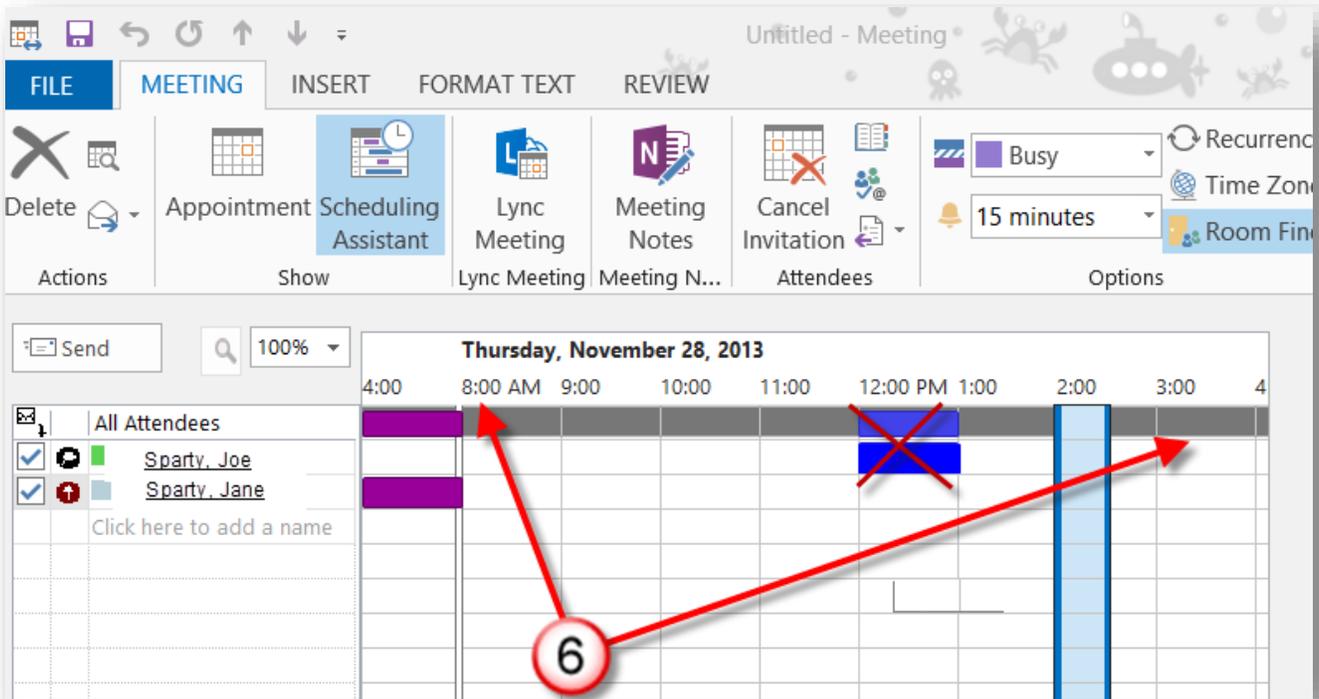


Choosing the Best Possible Time to Meet

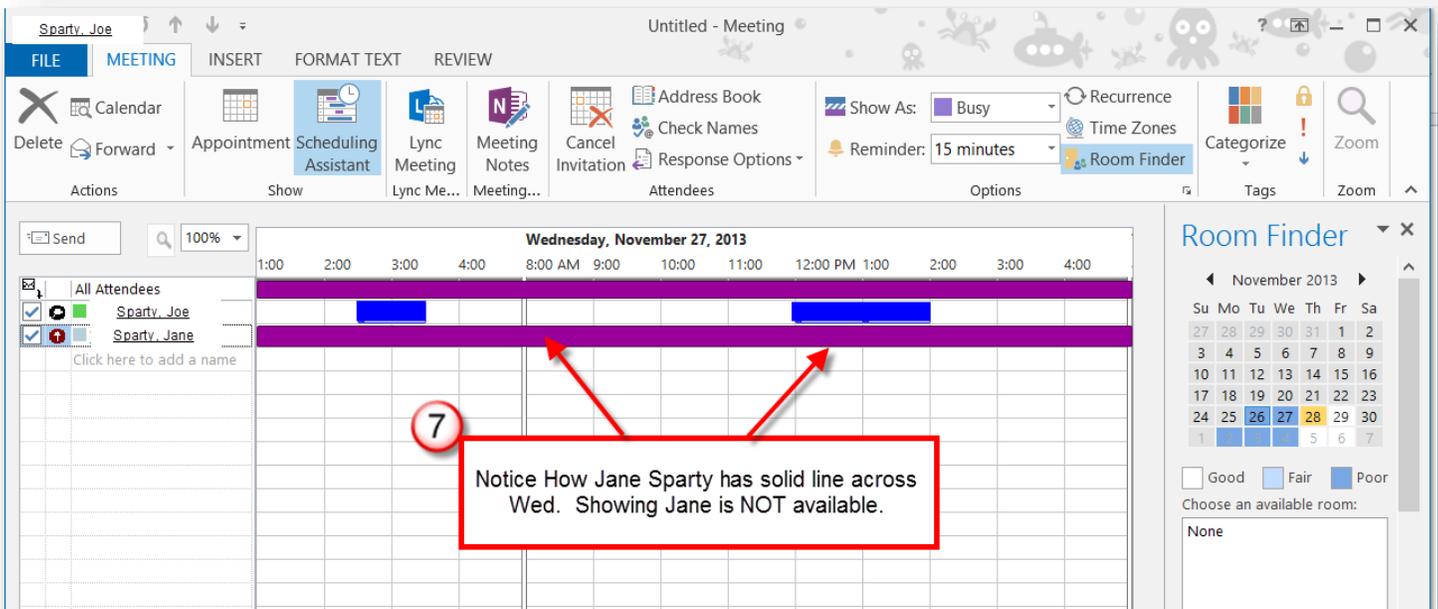
5. In the example below, Joe Sparty and Jane Sparty have been added under **All Attendees**. Let's say you want to schedule a meeting for Thursday November 28, 2013. In Scheduling Assistant you will see that:
- Joe Sparty has time blocked off from 12-1 pm, as indicated with blue bar. So scheduling a meeting with Joe at this time would have a conflict with his schedule.



6. Let us look at Jane's schedule. It appears that she has the entire day free. This is indicated by no blocks of color at any timeframe from 8 am -3 pm. Therefore, Joe and Jane could schedule a meeting anytime on Thursday November 28 except from 12 -1 pm (when Joe has time blocked off).

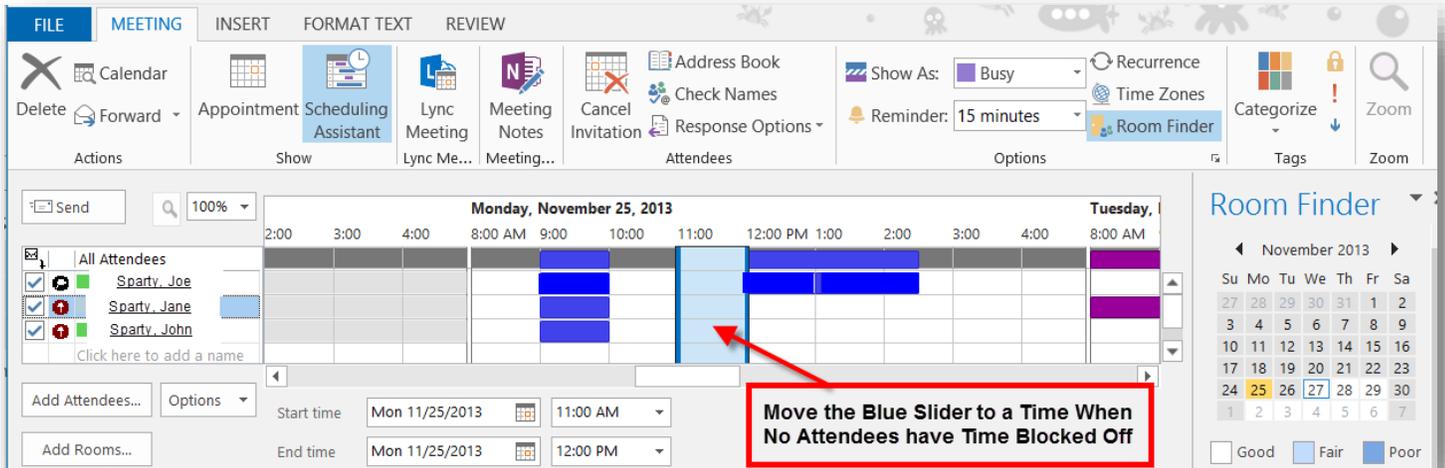


7. In the example below, Jane Sparty has a solid line of color blocking all the times on Wednesday November 27. This solid color block shows Jane is **NOT available** anytime on Wednesday for a meeting.

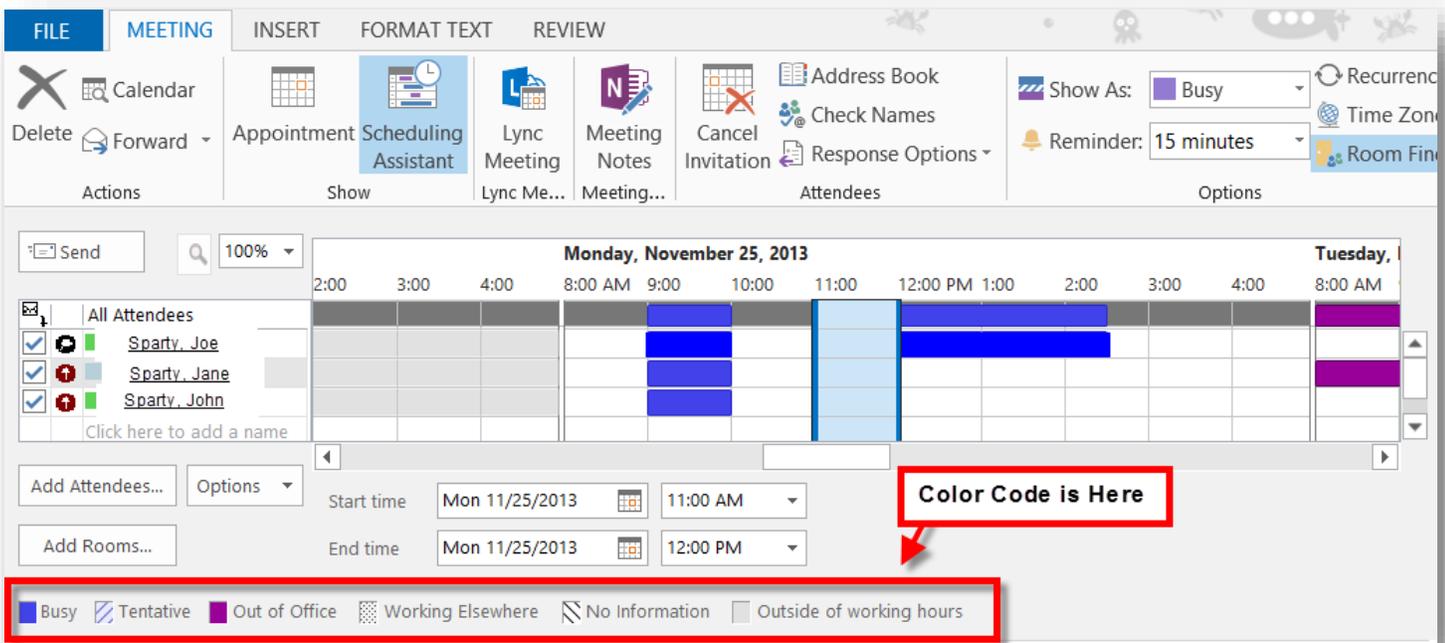


8. Moving the blue slider across the time line will set the meeting in the time slot that fits all the attendees (a time when **no attendees** have any time blocked off).

In the example below, 11:0-12:00 noon was picked by moving the slider, because neither Joe, Jane nor John Sparty had time blocked off here. Therefore, they were all available at this time for the meeting.



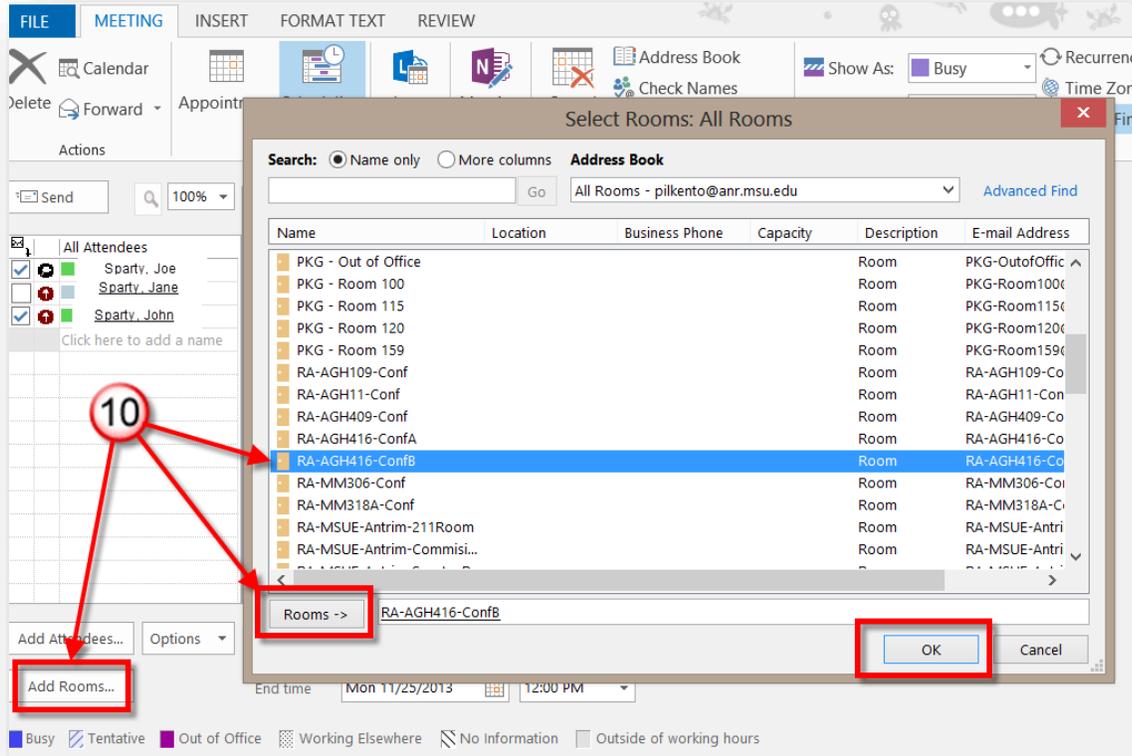
9. The different colors of the blocks refer to what the attendee has scheduled. There is a handy color code reference area in the Scheduling Assistant. See screenshot below for the location of the reference area.



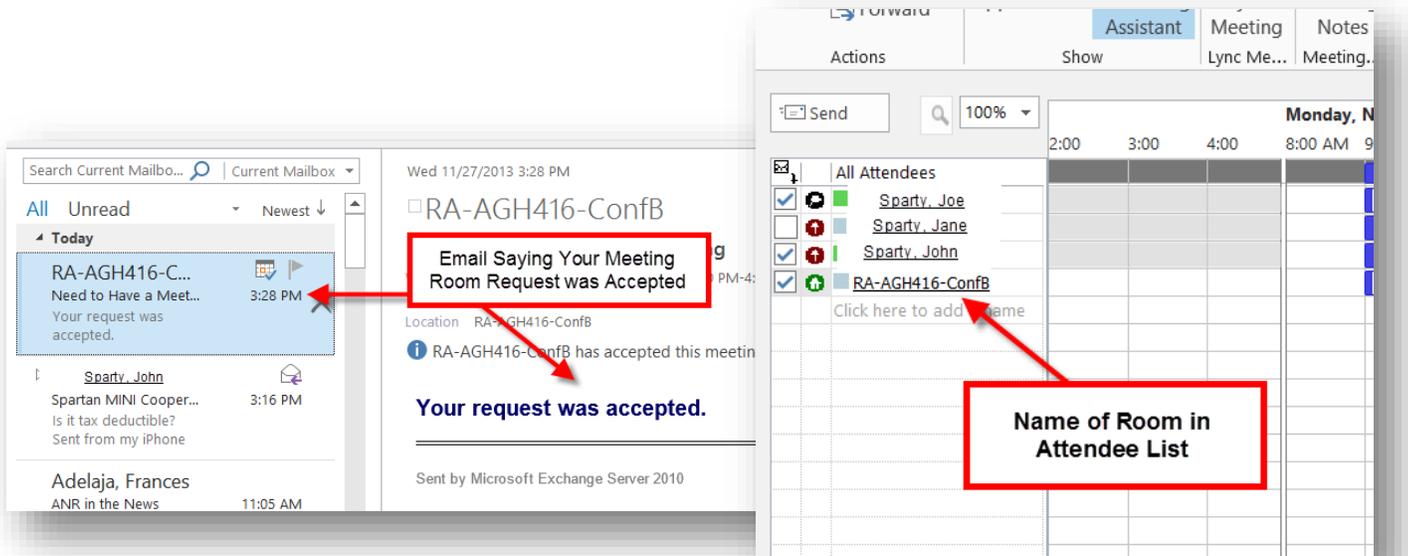
Adding a Room

10. You can add a room to the meeting and list of attendees. To do so:

- Click on the **Add Room...** button
- A **Select Rooms : All Rooms** window will open
- Scroll through the list of available rooms
- Click on the room name and click on the **Rooms->** button
- Click **OK** to add the room to the list of attendees



11. The room will now show under the attendees list. You may receive an email confirmation from the room saying that your request to schedule the room was accepted.



Sending the Meeting Request to Attendees

12. Before sending the request, click on the **Appointment** button in the **Ribbon**. Here you will see:

- **To...** -The names of the attendees will be entered in the **To..**field.
- **Subject** - The Subject for the meeting (enter this here if you did not before).
- **Location** - The location of the meeting, if you scheduled a room, this will be populated for you. If you did not schedule a room, you can type in the room location, if needed.
- **Start and End Time** – You will see the start date/time and end date/time populated for you from work you did in the Scheduling Assistant.
- **Message Box** – You can type a message to attendees if needed.

13. Click the **Send** button to send the meeting request to attendees you entered.

The attendees you added will be sent an email asking them to accept the meeting request. They also may decline or suggest another time. When the attendees respond to this email, you will be notified as well to their choice.

The screenshot shows the Microsoft Office Scheduling Assistant interface. The ribbon at the top has the 'MEETING' tab selected, with the 'Appointment' button circled in red and labeled '12'. Below the ribbon, the 'Send' button is circled in red. The meeting details form is filled out with 'Sparty, Joe' and 'Sparty, Jane' in the 'To...' field, 'Need to Have A Meeting' as the subject, 'Room 1234 AGH' as the location, and 'Mon 11/25/2013' as the start and end dates. A red circle labeled '13' is positioned over the 'Send' button, with red arrows pointing from it to the 'To...' field, the subject line, the location dropdown, the start time field, and the end time field. A message box at the bottom contains the text 'You can type a message to attendees, if needed, here.'

More Resources

Microsoft Office Videos – Using the scheduling assistant - <http://youtu.be/wSKbvpYL7IE>