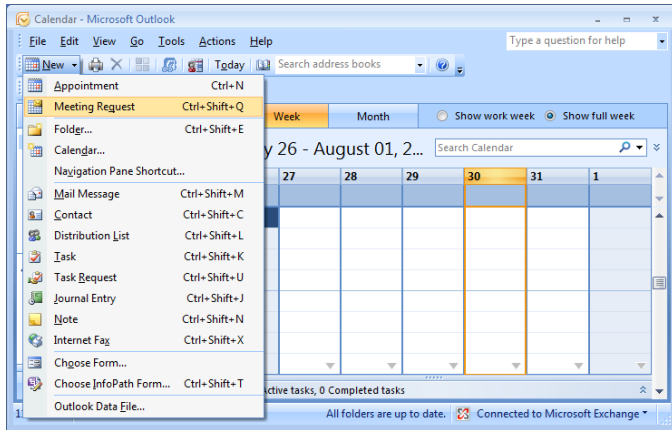
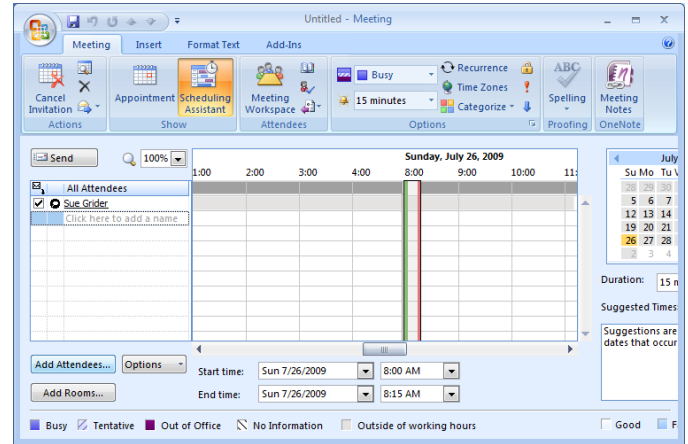


How to Plan a Meeting – Outlook 2007

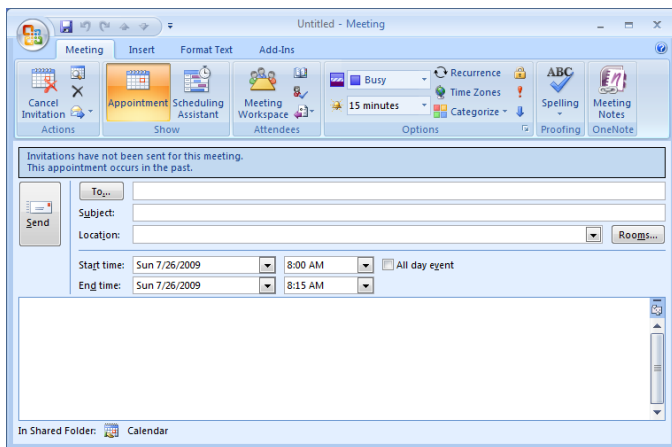
1. Open Microsoft Outlook.
2. Access your Outlook calendar.
3. Click on the little black arrow next to new and select **Meeting Request**.



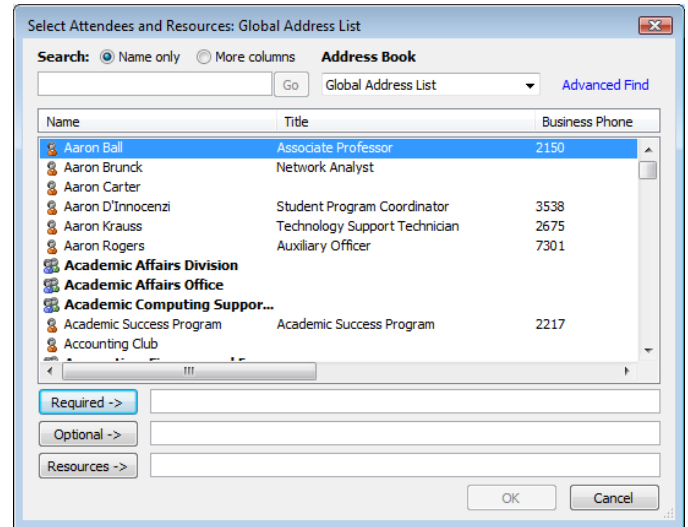
7. You will need to add the people who are required to attend the meeting as well as people whose attendance is optional.
8. To add the attendees, click once on the Add Attendees... button.



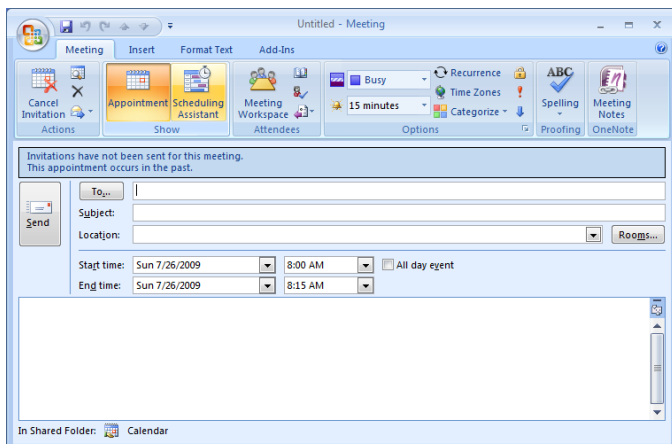
4. The following window will open.



9. The following window will open.



5. You will first need to select who will be attending your meeting.
6. Click once on the To... button or the scheduling Assistant button.



NOTE: There are different places from which you can choose your attendees.

Global Address List: All WCU groups and users maintained by the IT division.

Contacts: Your individual users and groups maintained by you.

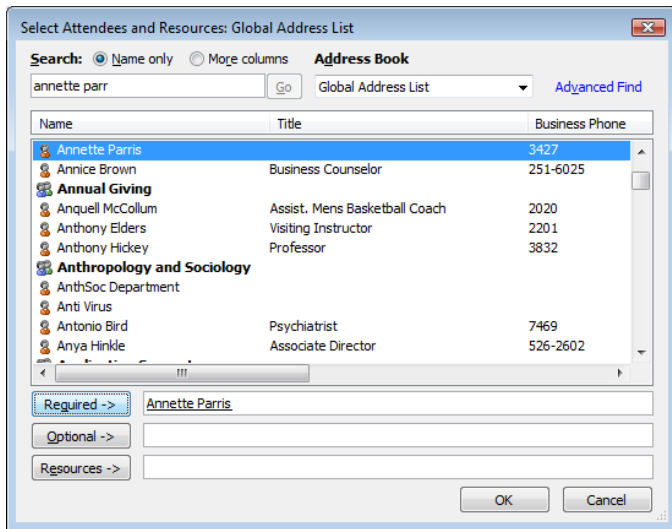
All Contacts: A list of all NCCAT users.

All Users: A list of all users from the Global Address List at WCU. There are no groups in this list.

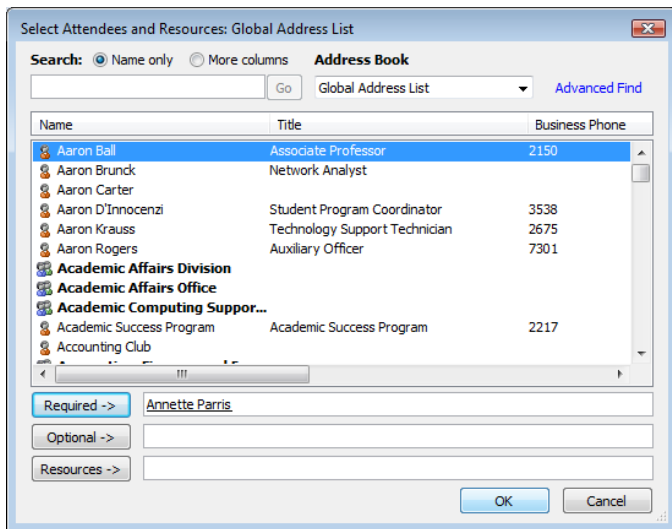
All Groups: A list of all groups from the Global Address List at WCU. There are no specific individuals in this list.

10. Once you have found your attendees, you will need to decide if they are **Required** to attend or if the meeting is **Optional** for them.

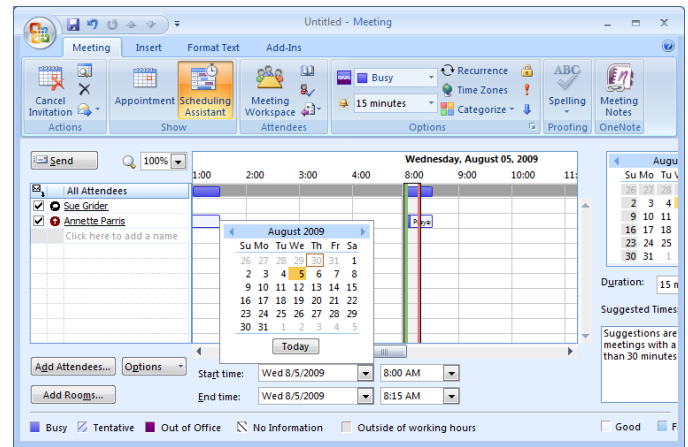
11. Select each attendee and click once on either the **Required** button or the **Optional** button.



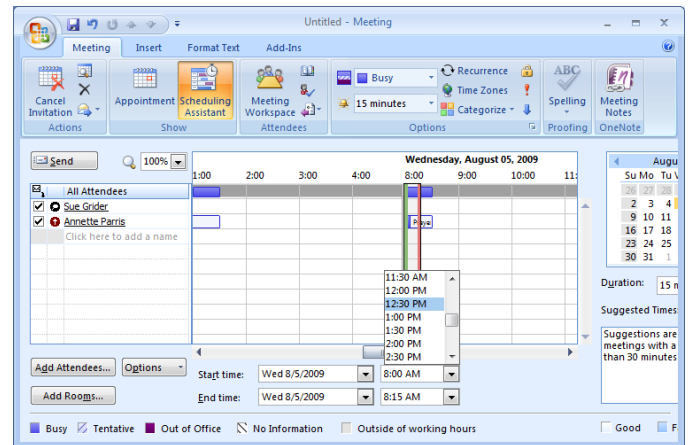
12. To schedule a location for your meeting, please refer to Resource 25 at the following URL: <http://r25web.wcu.edu/wv3>.
13. When all the people and/or, groups have been selected, click once on the **“OK”** button.



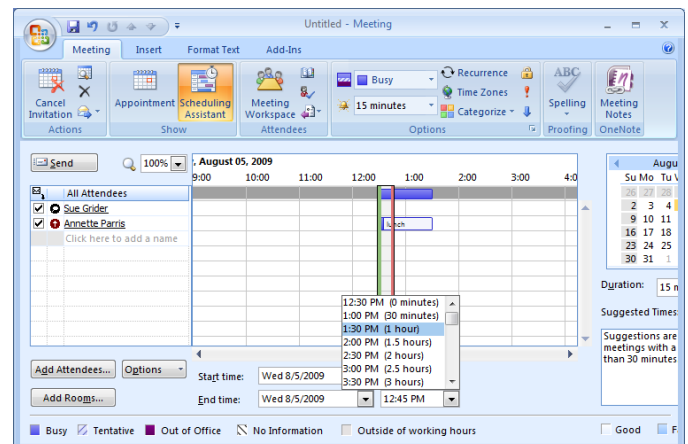
14. You now need to select the date and time of your meeting.
15. Select the date of your meeting from the **“Start time:”** drop down calendar.



16. Select the starting time of your meeting from the drop down time lists.



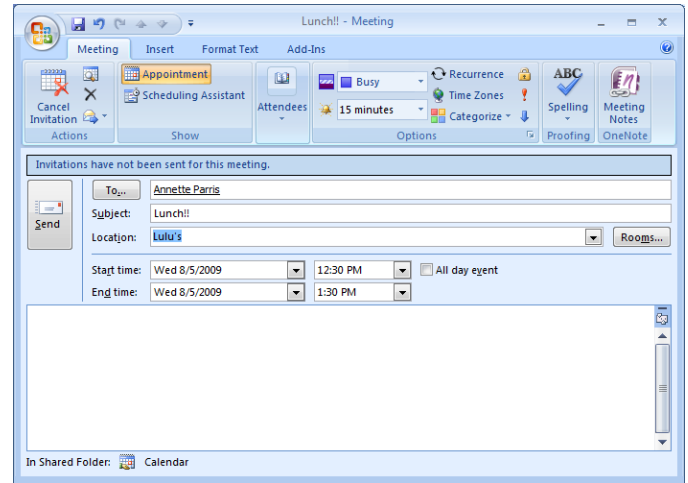
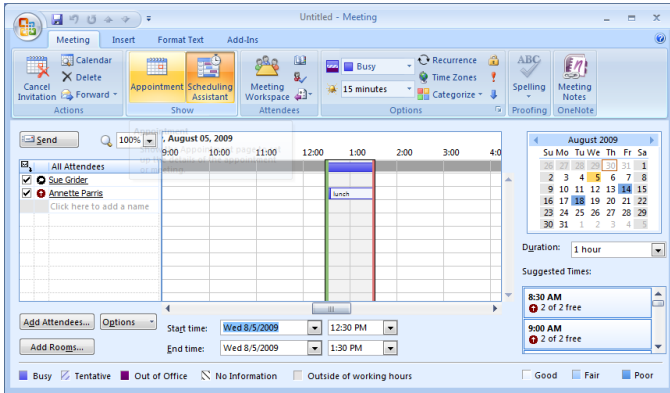
17. Select the end date of your meeting from the drop down calendar if it is different than the same day as the Start Date.
18. Select the ending time of your meeting from the drop down time lists.



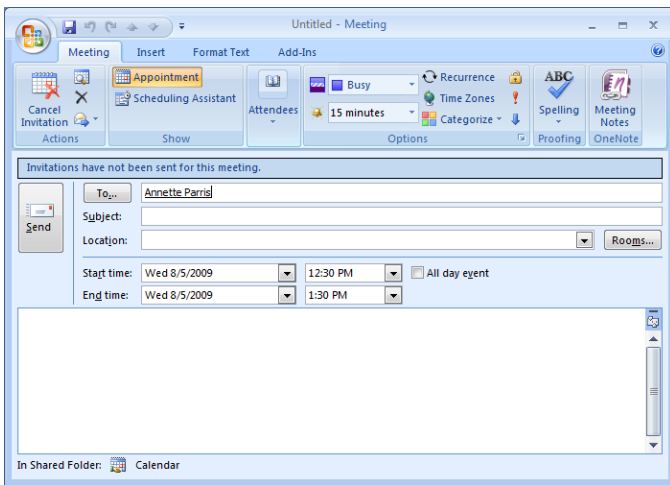
Note: You will see if anyone has a conflict on their calendars by looking at the busy and free time noted in the calendar grid.

19. You can move the green and red bars respectively to the beginning and end of your meetings.

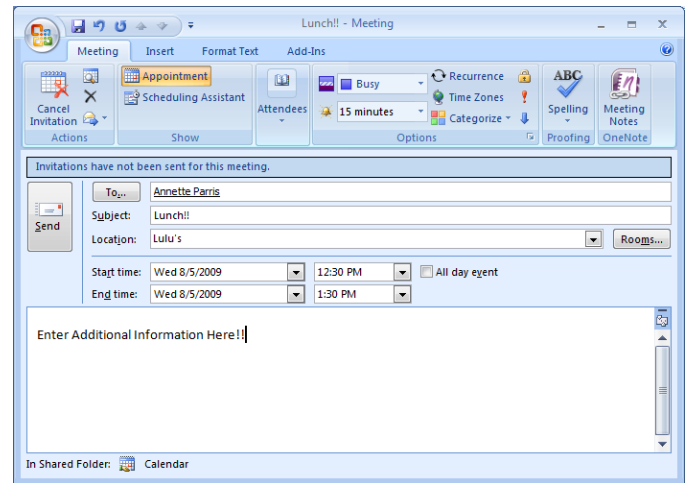
20. When you have found a date and time that is good for all your attendees, click once on the **“Appointment”** button on the Show group.



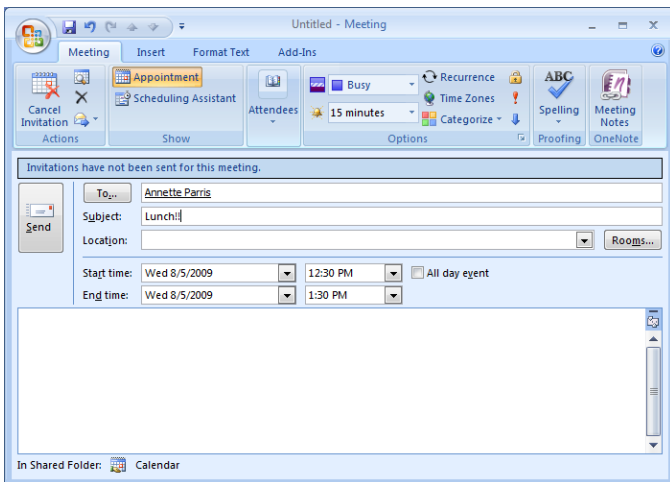
21. The follow screen will appear.



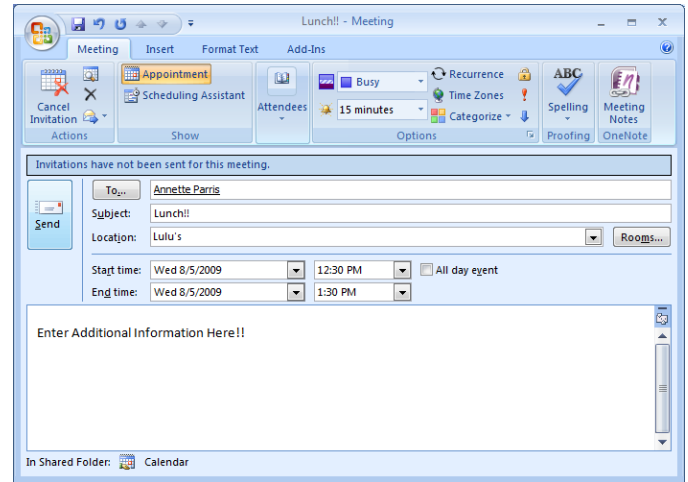
24. You may enter additional information in the white space provided.



22. Enter the **“Subject:”** of the meeting.



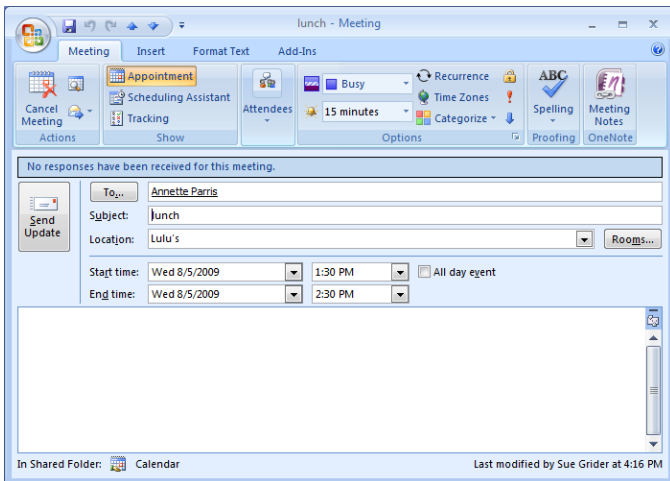
25. Click once on the **“Send”** button.



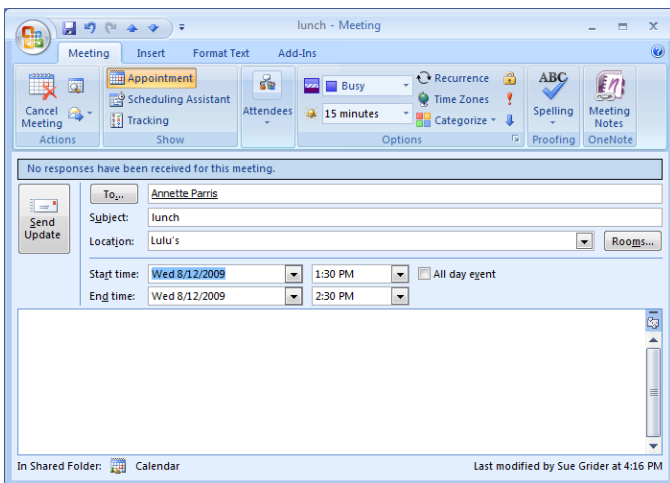
23. Enter the **“Location:”** of the meeting even if it is TBD.

To Change/Update a Meeting

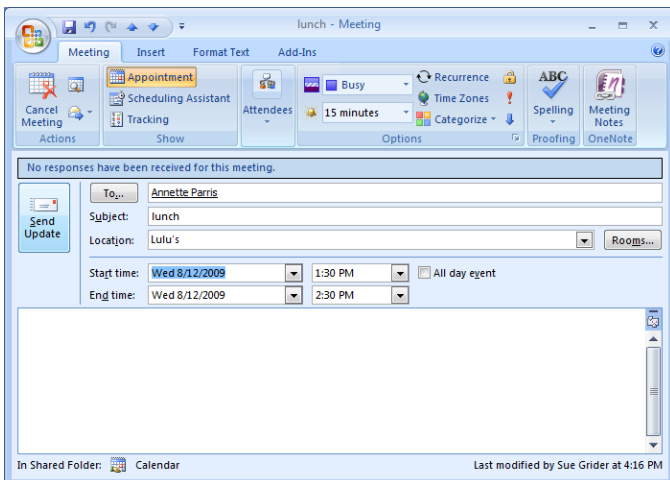
1. Open the meeting on the appropriate calendar by double clicking on the appointment or right clicking on the appointment and select Open from the menu.



2. Change the information, date/time/location etc.

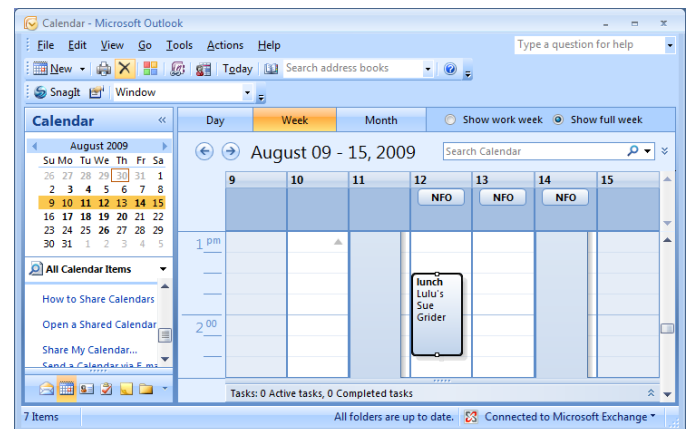
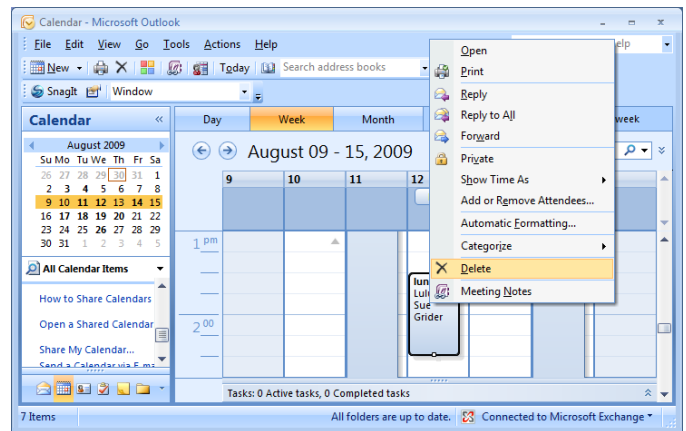


3. Click once on the "Send Update" button.



To Cancel a Meeting

1. On the appropriate calendar, select the meeting and delete it by either right clicking then selecting Delete from the menu or by clicking on the big black "X" on the toolbar.



2. Click once on the Send Cancellation button.

