

Lesson 2

Creating Appointments and Meetings

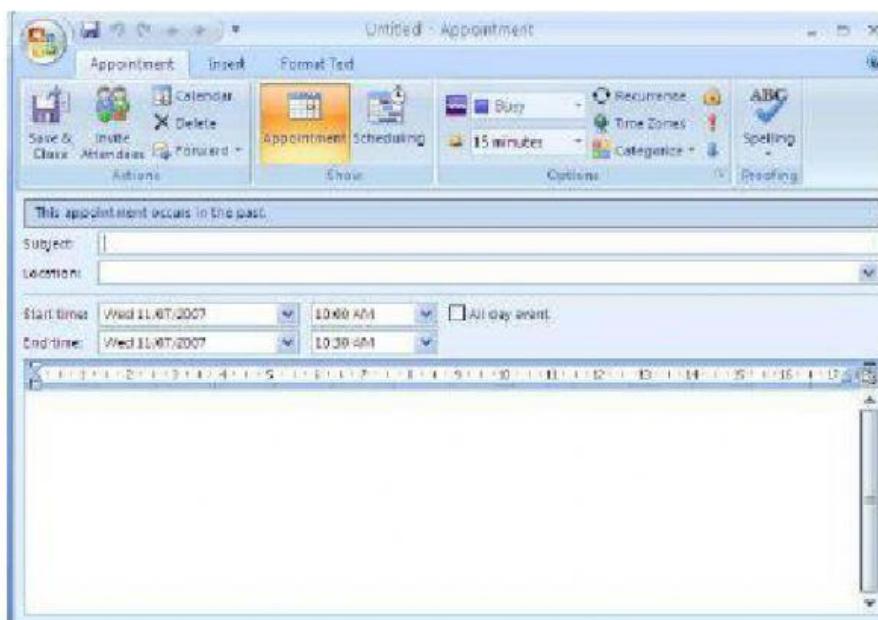
Creating a New Appointment

Create a new appointment by one of the following methods:

1. Click on the **CALENDAR** button on the Outlook **QUICK LINKS**, then select the **NEW** icon from the toolbar; or
2. While you are in Calendar view, double-click on desired time slot or the appointment slot, a new appointment window will open (the times can be adjusted once you are in the appointment window).

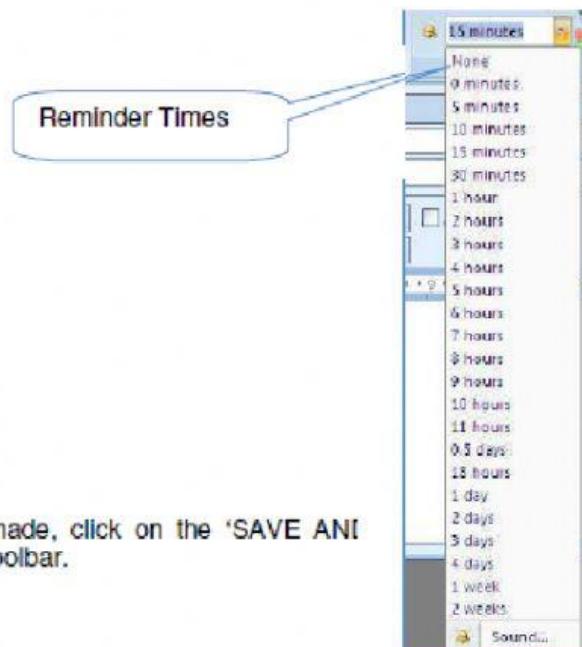


The following window appears:



Fill in the appropriate area of the window, setting the starting and ending times and dates as you go. Make sure the text in the subject dialog box is descriptive as this is what shows in your calendar.

The reminder is set by clicking on the drop down box and selecting a time.

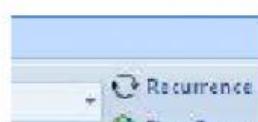


After all settings have been made, click on the 'SAVE AND CLOSE' icon on the Standard toolbar.

Recurring Appointments

To create a recurring appointment, click on the

RECURRANCE icon.



The **APPOINTMENT RECURRANCE** dialog box appears:

In this window you can choose the time for your meeting as well as how often you want it to happen, and when you want the recurrence to end.

Make the necessary changes and click on **OK** when you finish.



HINT: If you are setting a recurring appointment for a long period of time and one occurrence needs to be cancelled (*e.g. If you have Monday appointment for the next 12 weeks, and a public holiday falls due in this time*), it is quicker to set the whole range of dates and delete the one you don't require when you are back in the *Calendar* view, than if it is to set two ranges of dates, avoiding the unwanted day. You will be asked do you want to delete the whole series, or just the one. Make sure you select the correct option.



Meeting Requests.

Outlook gives you all the tools required to investigate the availability of staff who you would like to invite to a meeting. You can send an email invitation to a meeting upon which Outlook will add an entry to both yours and their calendar. This entry will be marked as **TENTATIVE** in the staff member's until they either accept or decline the meeting.

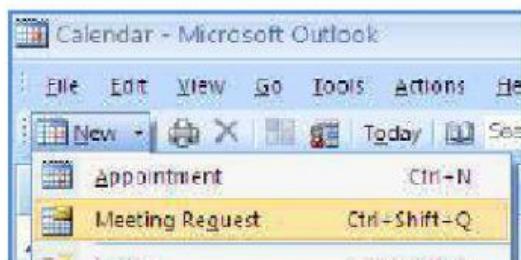
If you are the organiser of the meeting (the originator of the meeting), you will be able to track acceptance and non-acceptance by looking at your meeting appointment.

You can add further attendees at a later date and inform them of the meeting without having to send an email to everyone.

Creating a basic meeting request

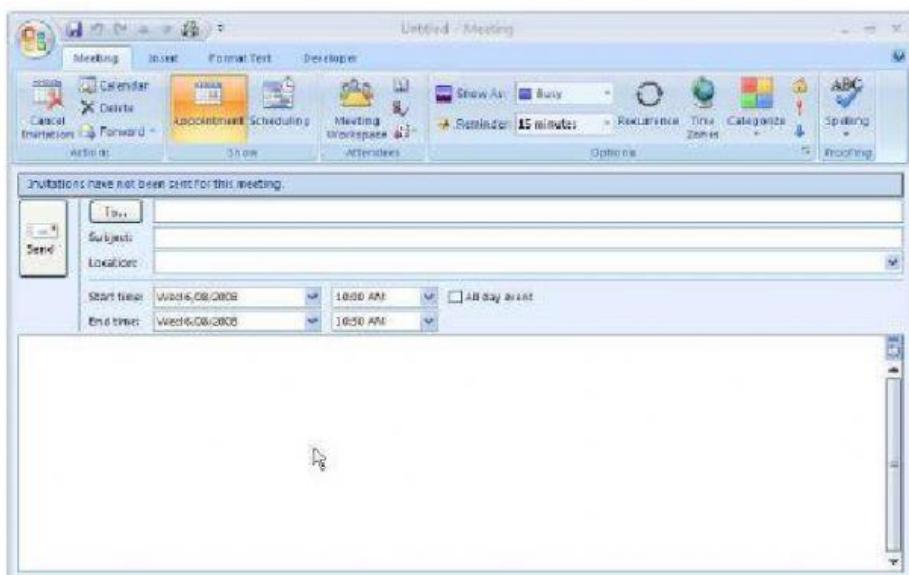
There are a few ways to create a new meeting request.

1. Select **CALENDAR** from the *Outlook QUICK LINKS*, ensure you are in the correct day. Select the desired appointment slot then click on the drop down arrow next to the **NEW** icon and select **MEETING REQUEST** from the list, or :

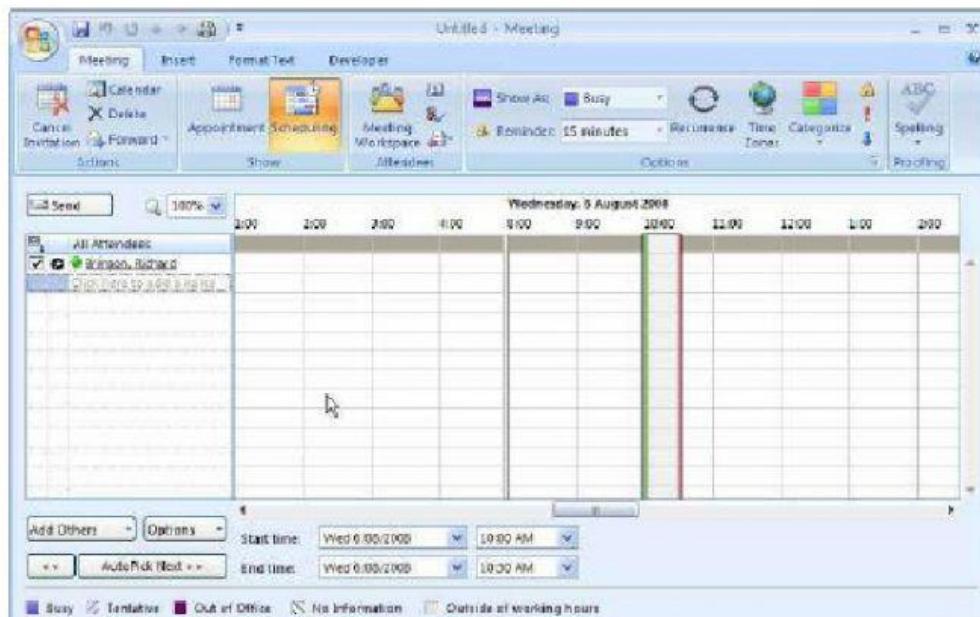


2. Use the keyboard shortcut – **CTRL+SHIFT+Q** ;or
3. Select **CALENDAR** from the *Outlook FOLDER LIST*, ensure you are in the correct day. Select the desired appointment slot and then click on the **NEW** icon.

Filling out the meeting details is very much the same as making an appointment for yourself except that you have an extra dialog box when you enter the email addresses of the invited. There is also an extra tab called **SCHEDULING** which is used to ascertain the availability of the attendees.



To invite people to your meeting choose the **Scheduling** option and then you will have the screen shown below and by clicking on “**Add Others**” you can invite whoever you would like to attend by selecting their email addresses from the *Global Address Book*. See below:



Each person who has been invited will receive an invitation. Once they have received the invitation they will have a few options. These are:

Accept – which will notify you that they can attend and put an entry into both your diary and their diary?

Decline - This will send a message back to you to tell you that they cannot attend the meeting.

Tentative - Which will send a message to you informing you that they are not yet sure they can attend but will tentatively accept your invitation.

Propose new time – Will tell you that the invites cannot attend at the time specified but would like to suggest an alternative time.

Questions

1. Explain the way to create an appointment with reoccurrence?

2. Explain how to create a meeting?

3. Give the detail explanation of the different acceptance or non - acceptance of a meeting