


Scheduling a Meeting in Outlook

MUSC's Exchange email and calendar system makes it easy and convenient to check your colleagues' availability and to schedule a meeting with them via email invitation.

*) To start open your Outlook mail program (Entourage for Mac users also works but the steps will look a bit different).

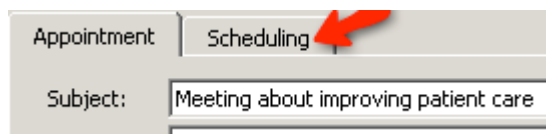


*) Open you calendar and either double-click on the time you would like to create the meeting or click the New Calendar item button 

*) Choose an ideal start day/time and end day/time for the meeting and give the meeting a descriptive subject and location.

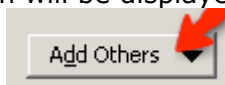
The image shows the Outlook Appointment Scheduling dialog box. It has two tabs: "Appointment" and "Scheduling". The "Scheduling" tab is selected. The "Subject:" field contains "Meeting about improving patient care" and the "Location:" field contains "CSB 803". The "Start time:" field shows "Thu 2/19/2009" and "10:30 AM", and the "End time:" field shows "Thu 2/19/2009" and "11:00 AM". There is an "All day event" checkbox which is unchecked.

*) Click on the Scheduling tab

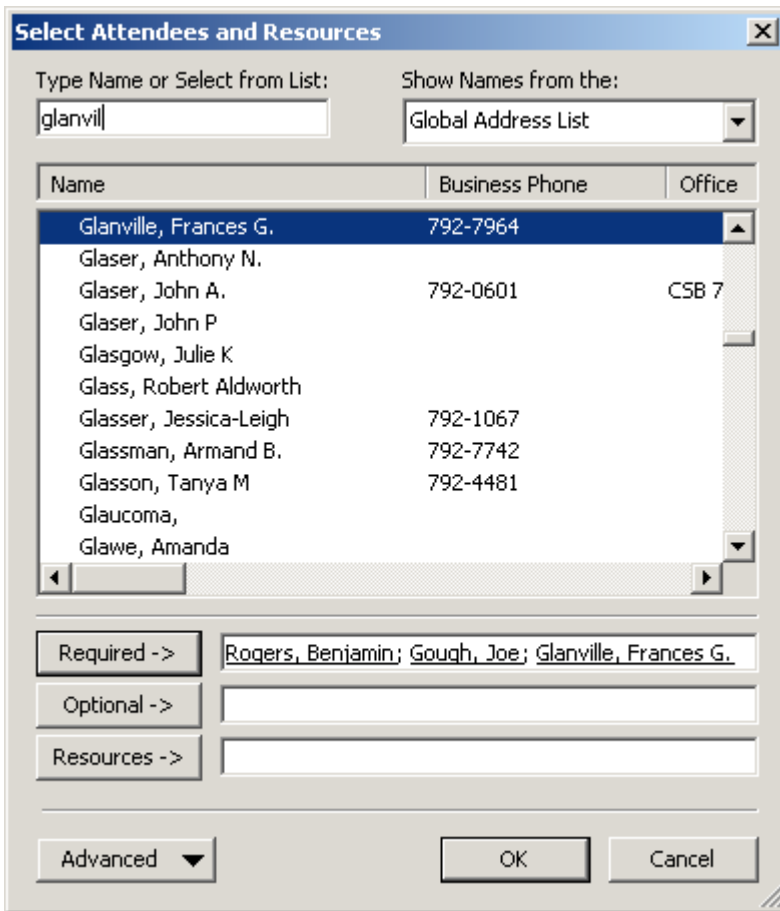


*) The scheduling screen will be displayed, to invite other meeting participants, click the Add Others

button in the lower left.

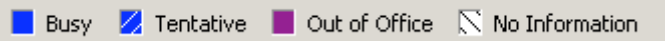


*) The Select Attendees window will pop up. Make sure that the dropdown menu "Show Names from the:" has Global Address List selected. Type in the last name of the attendee you'd like to add. When you find them in the list either double-click their name or click the "Required" button to add them to the list of attendees.

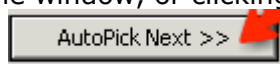


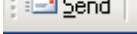
Click OK when you are finished adding participants.

*) The participants will now be listed and after a short delay their availability will be represented by colored bars, according to this key:



*) You may now choose a free time by clicking on the block of time you desire, adjusting the meeting start/end times at the bottom of the window, or clicking the AutoPick Next button to automatically pick the next free time of the right length.



*) When you have selected a time, click the Send button  in the upper left. This will automatically add the meeting to your calendar and notify your participants of the meeting via email.

*) If your attendees accept the meeting it will automatically be added to their calendars and you can always re-open the meeting and use the Tracking tab to check their responses.

