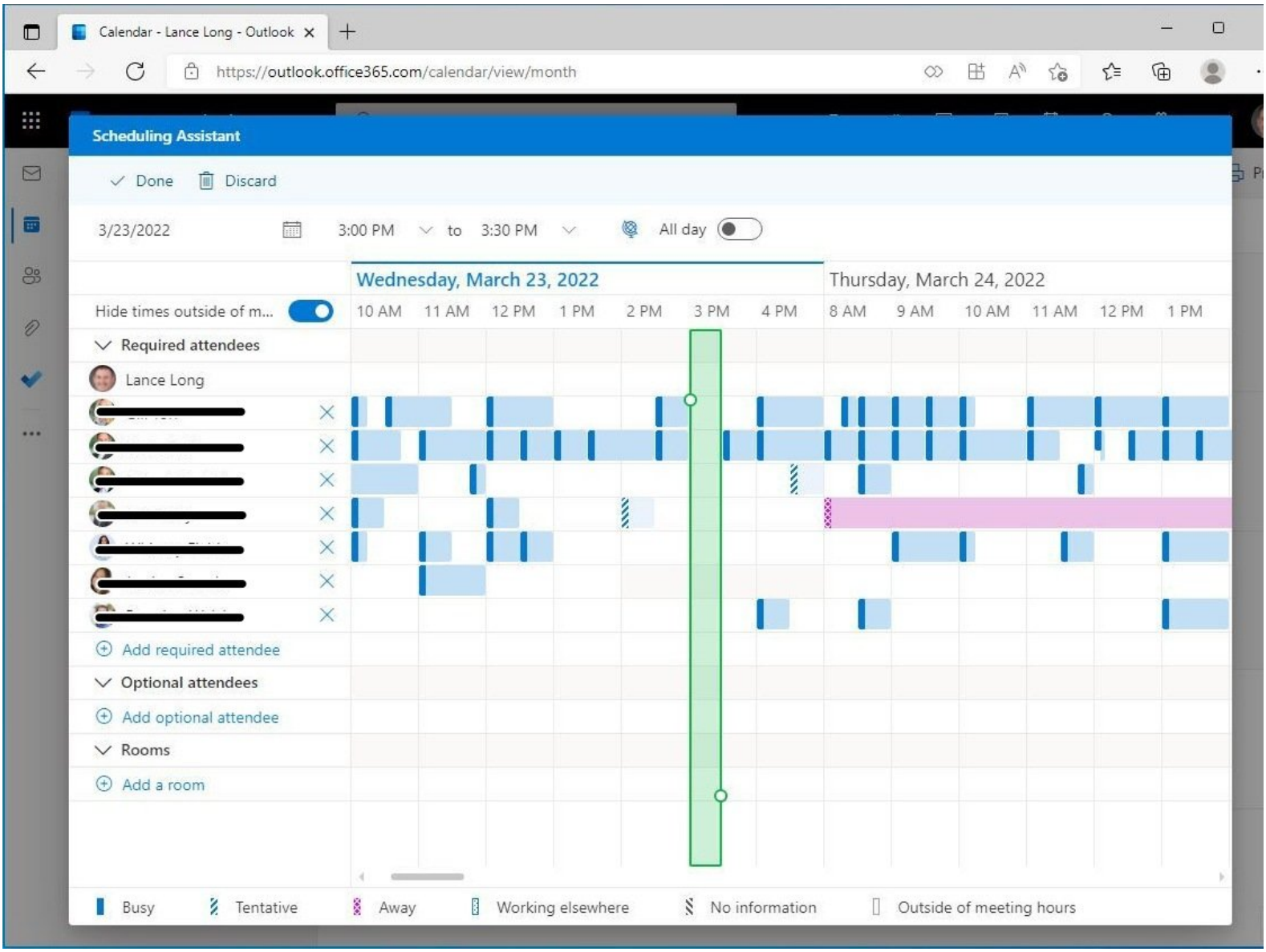
Best Practice: Outlook Web - Organizing a Meeting

Written By: Brendon Welch



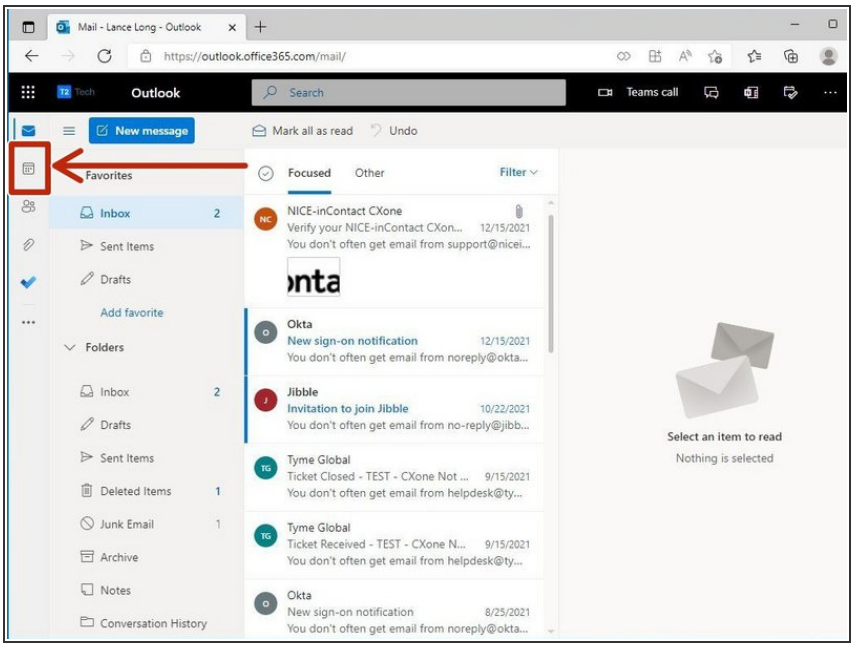
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INTRODUCTION

This is meant to serve as a best practice guide to schedule a meeting, ensuring all parties are available before sending the meeting invite.

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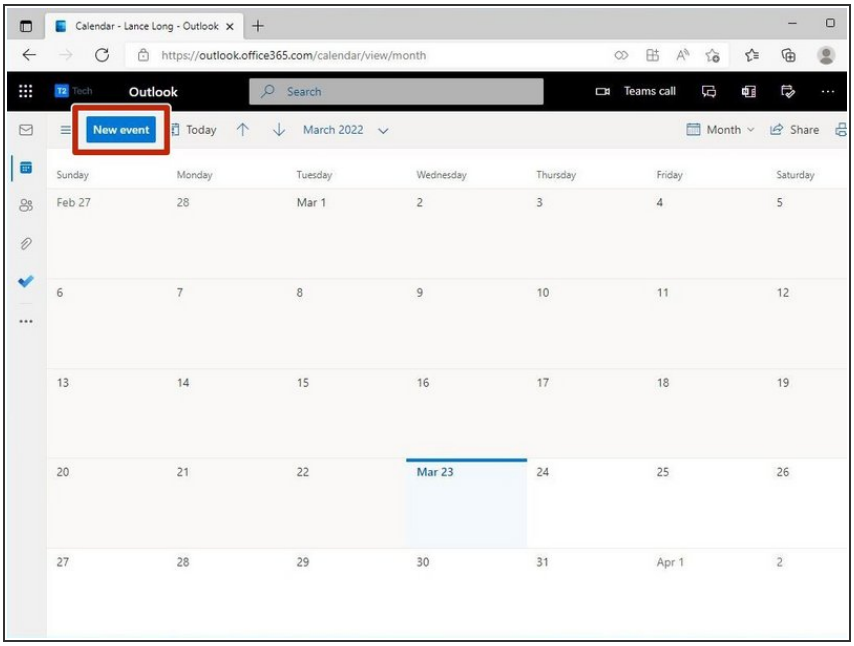
Step 1 — Best Practice: Outlook Web - Organizing a Meeting



While viewing your inbox from a web browser:

- Click the **Calendar** icon

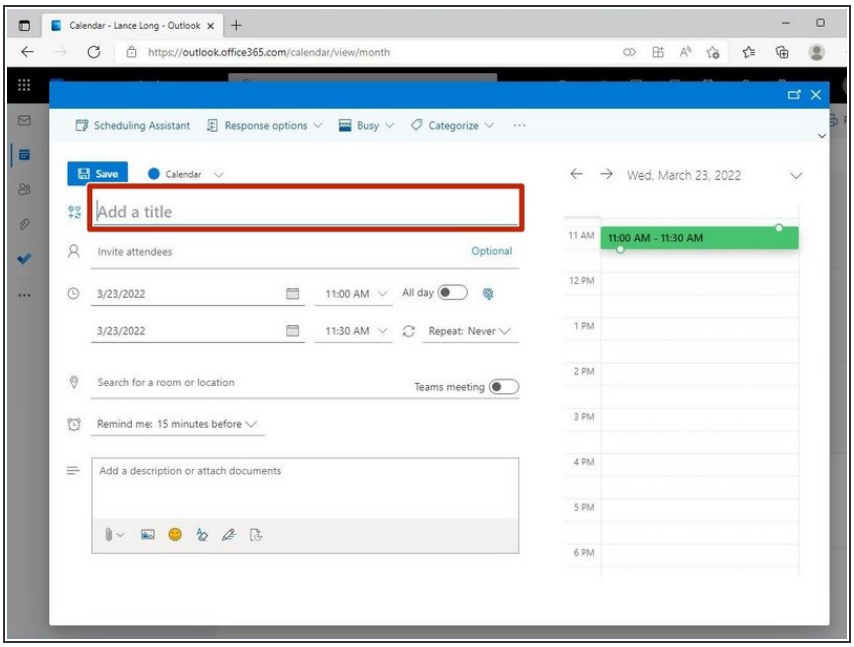
Step 2



- Click **New Event**

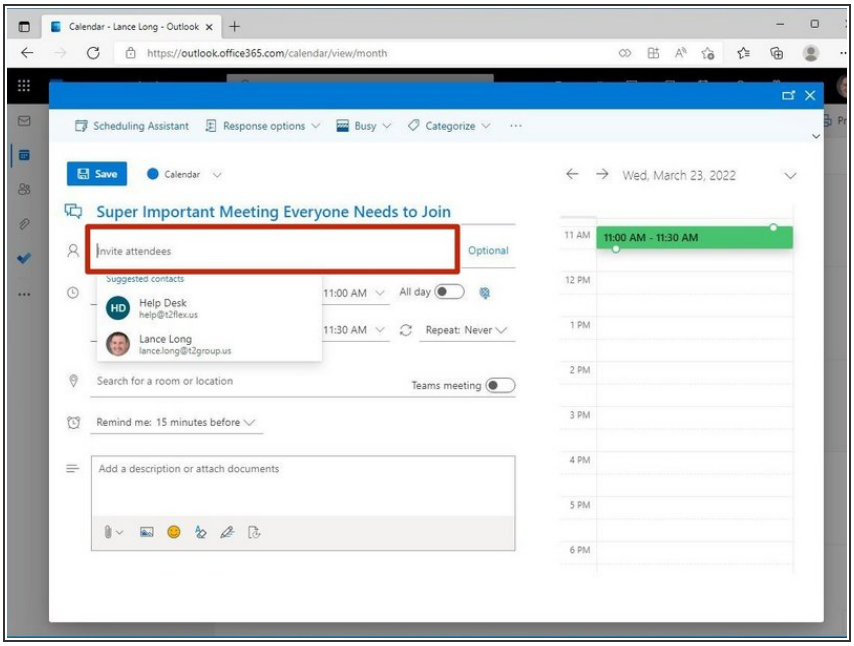
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Step 3



- **Add a Title**

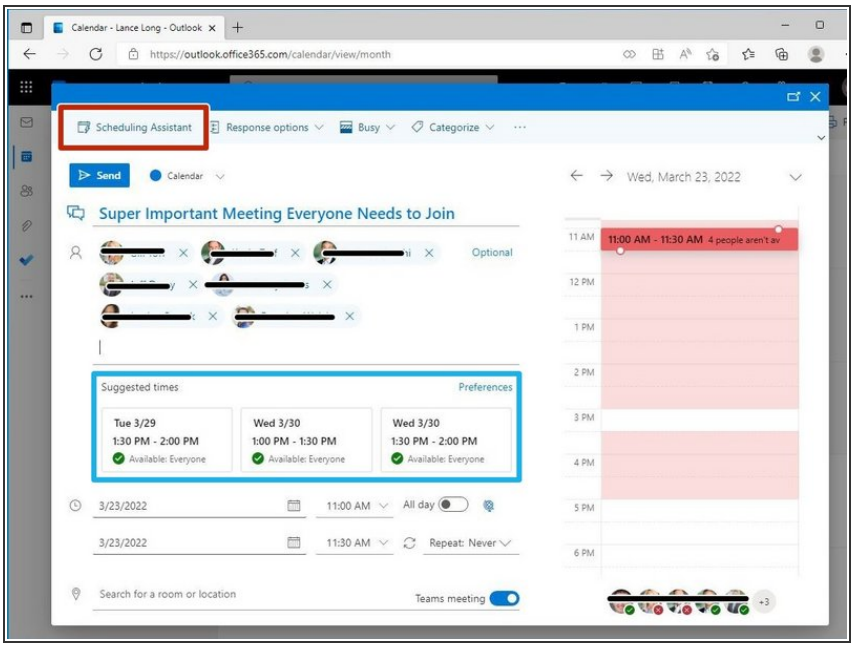
Step 4



- **Invite Attendees**

This document was generated on 2024-06-13 03:20:21 PM (MST).

Step 5



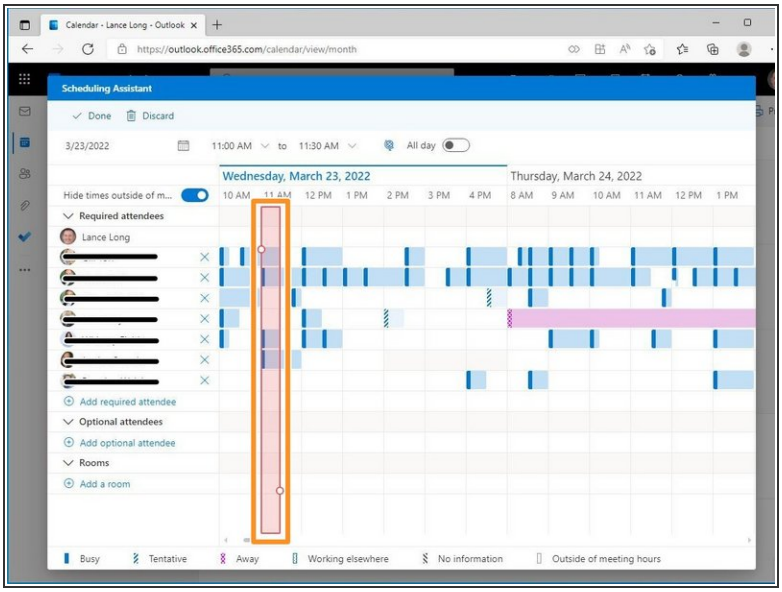
Outlook will suggest dates and times that all attendees are available.

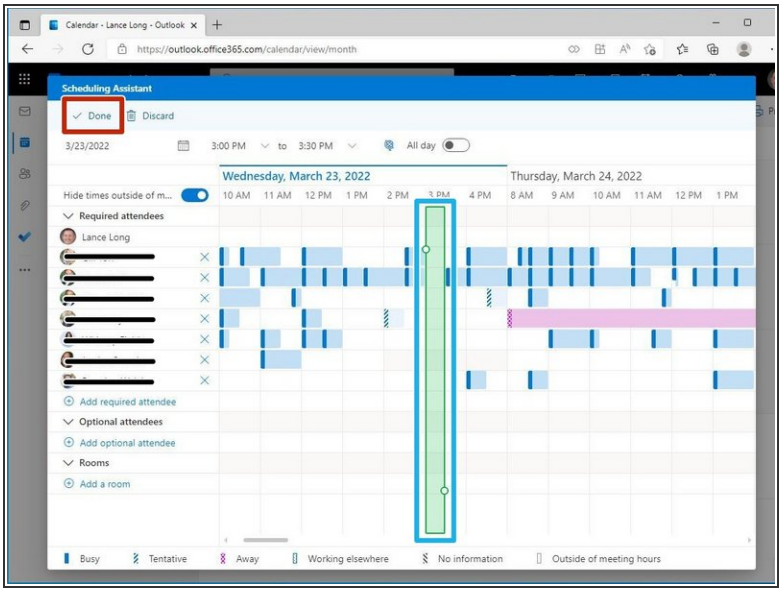
- Select a **Suggested time**

To search all schedules and manually select a time:

- Click **Scheduling Assistant**

Step 6





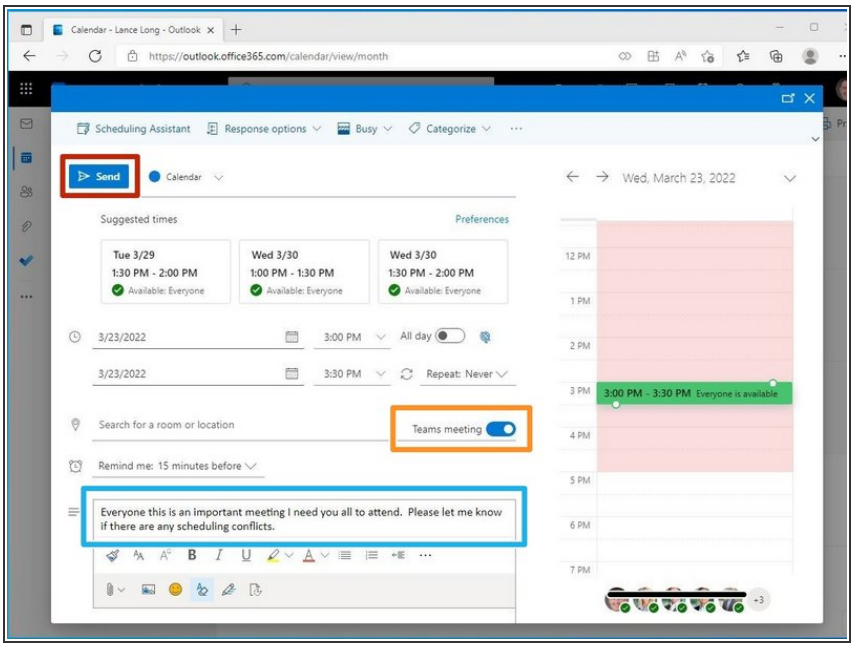
ⓘ **The schedules for all attendees will appear.**

- Times with conflicts will appear **Red**
- Click a time with a **Schedule Gap**

⚠ **A selected time without any scheduling conflicts will appear Green.**

- Click **Done**

Step 7



- **For Teams meetings:**
- Toggle **Teams meeting**
- Enter a **message to the attendees**
- ⚠ **Review your invite before sending.**
- Click **Send**