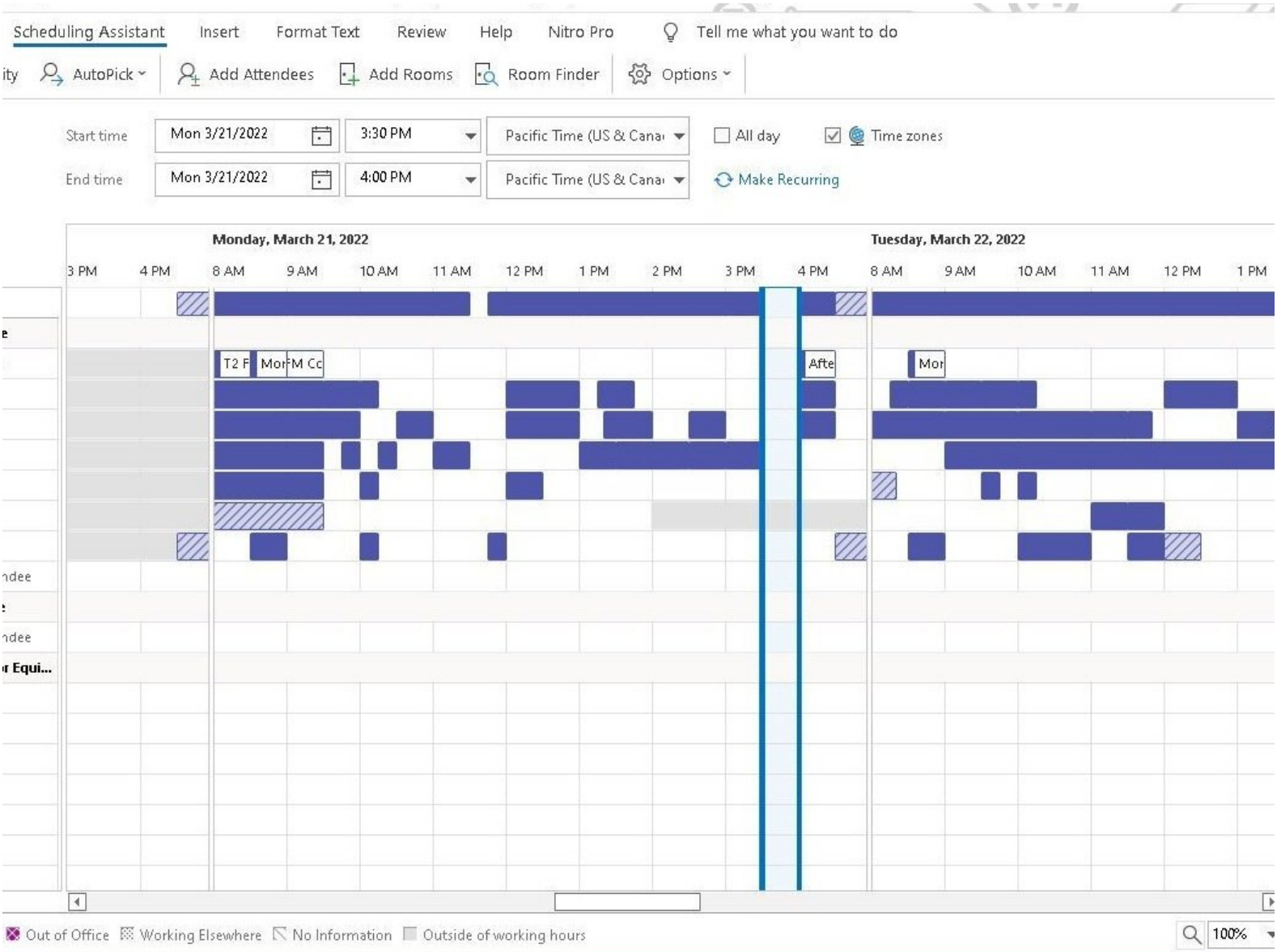
Best Practice: Outlook - Organizing a Meeting

Written By: Brendon Welch



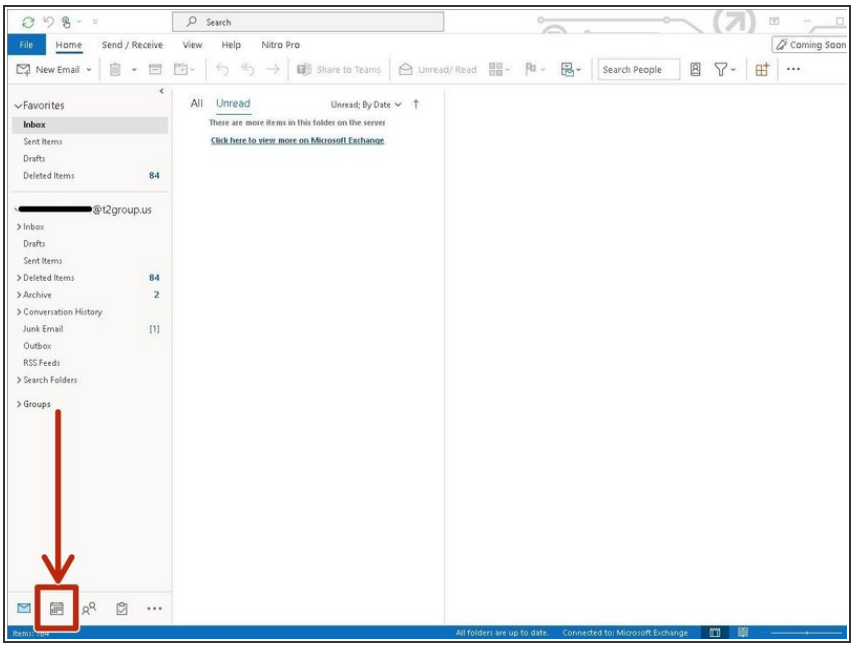
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INTRODUCTION

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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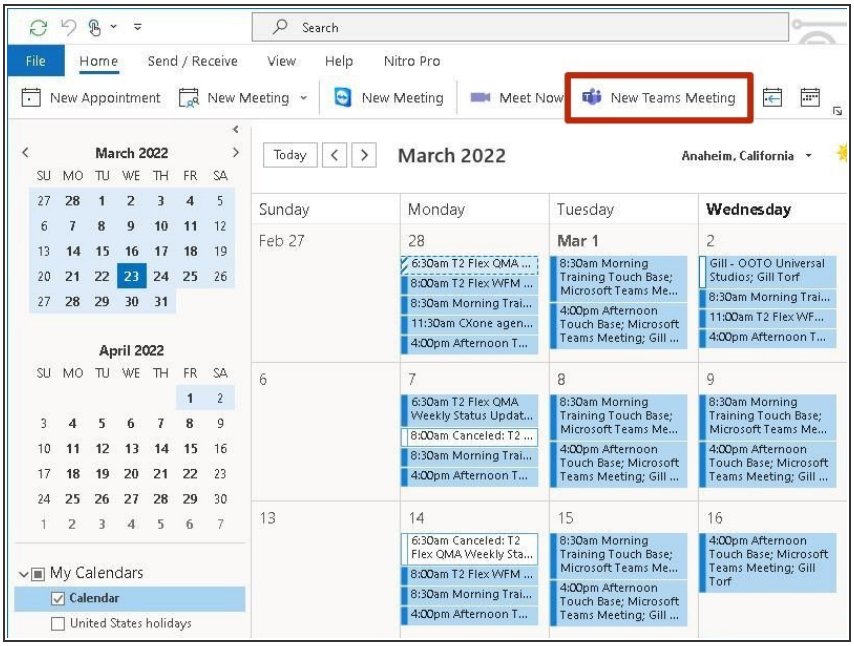
Step 1 — Best Practice: Outlook - Organizing a Meeting



While viewing your inbox in Outlook:

- Click the **Calendar** icon

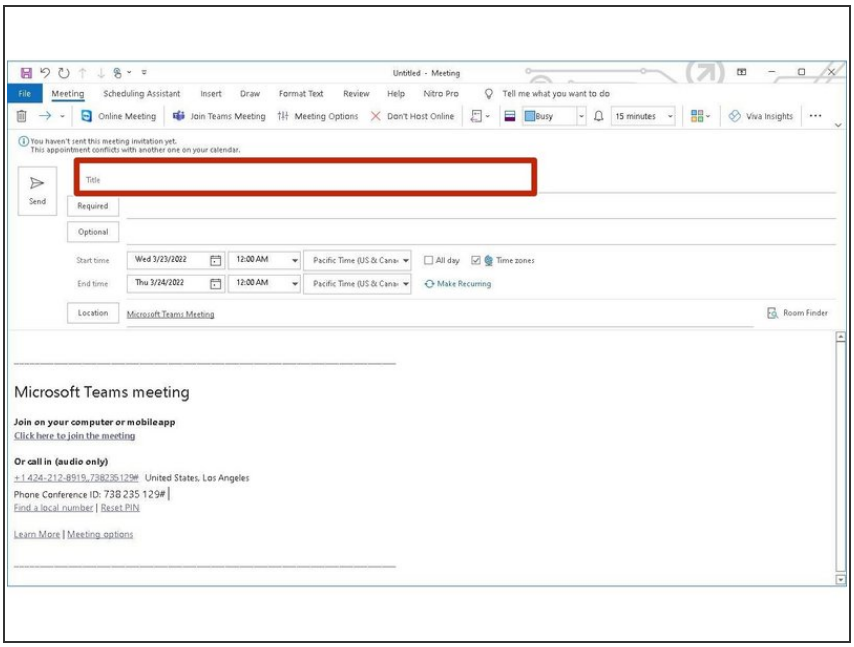
Step 2



- Click **New Teams Meeting**

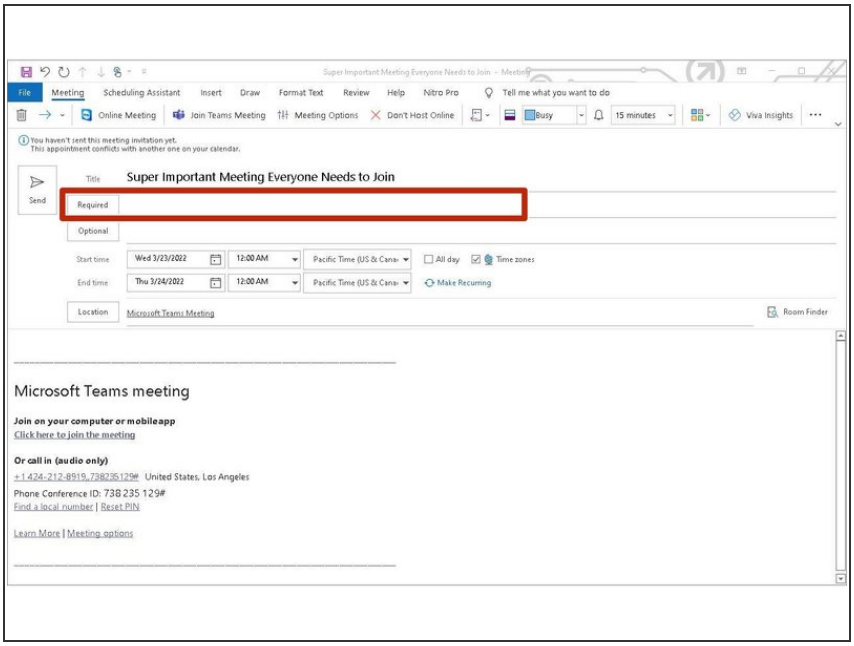
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Step 3



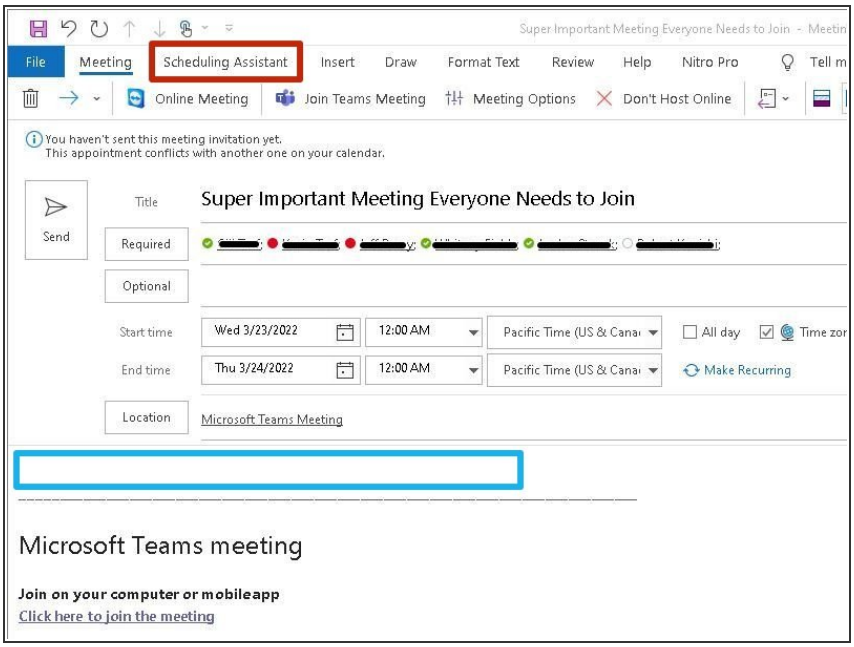
- **Add a Title**

Step 4



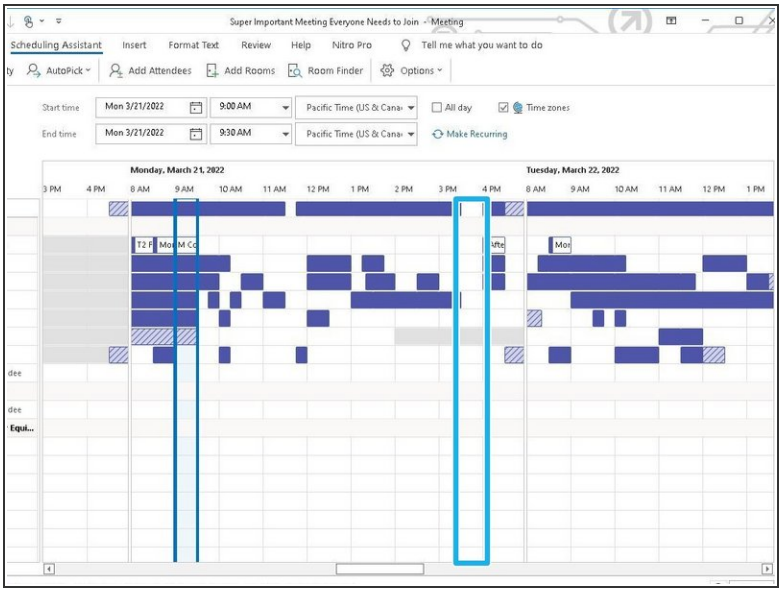
- **Invite Attendees**

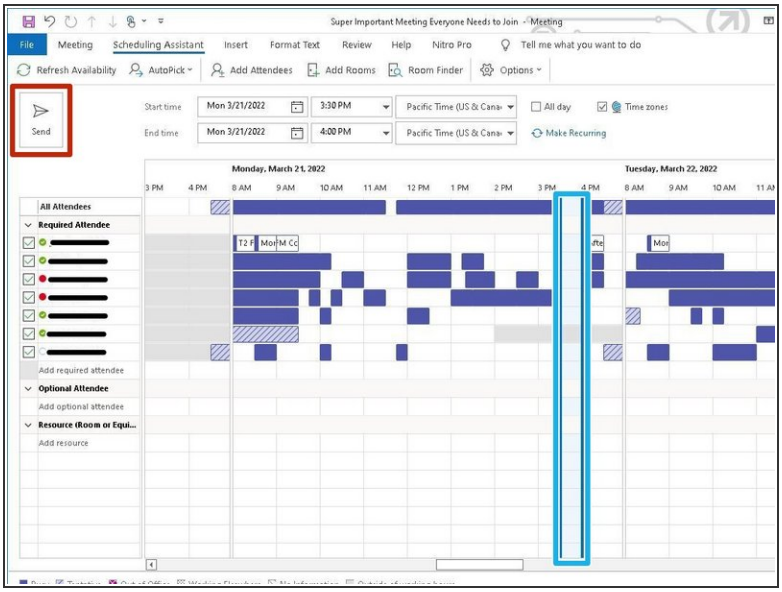
Step 5



- Enter a **message to the attendees**
- Click **Scheduling Assistant**

Step 6





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

- Click a time with a **Schedule Gap**
- Click **Send**

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