Scheduling Meeting in Office 2010
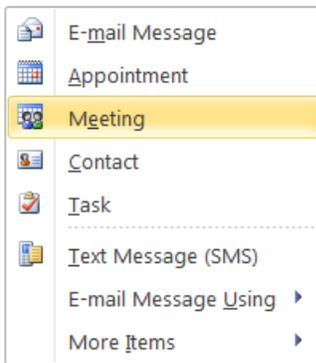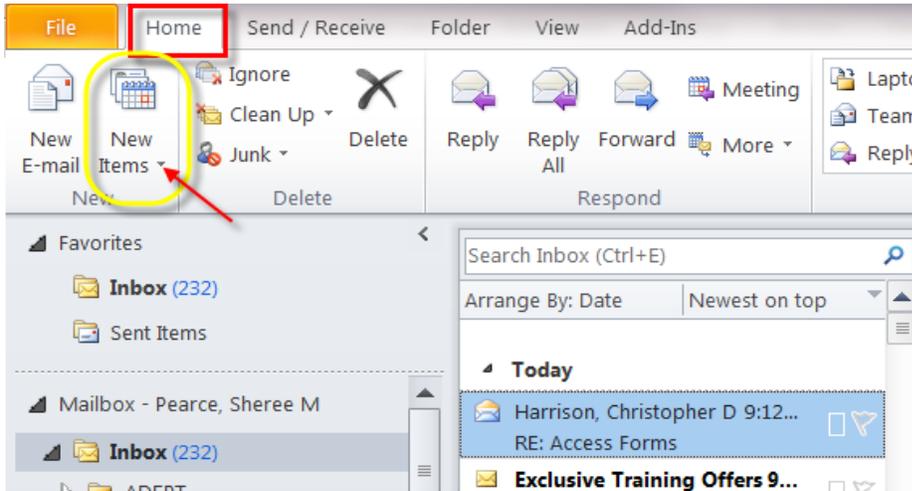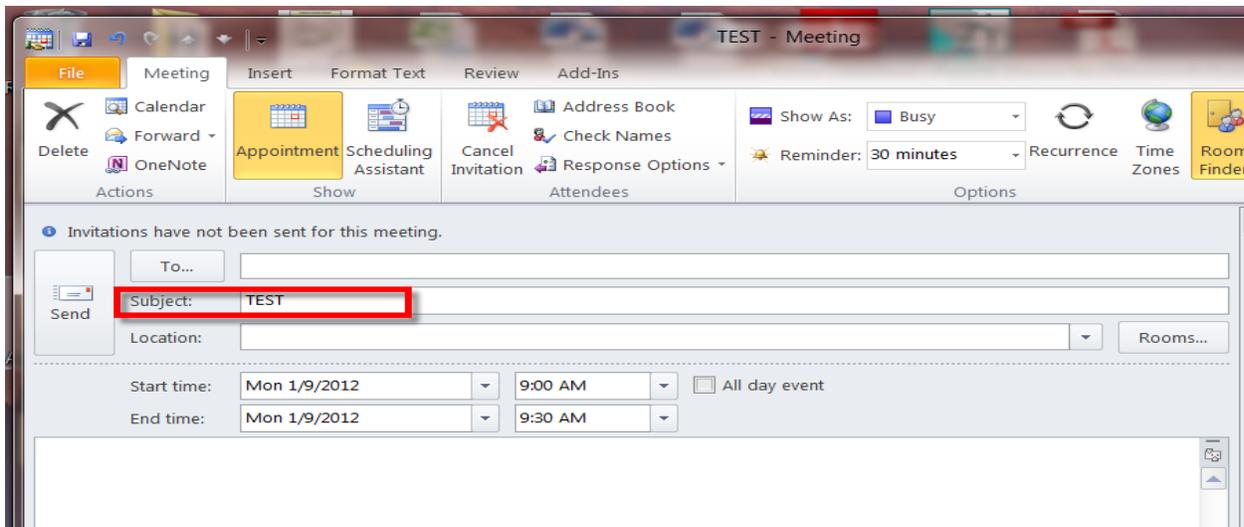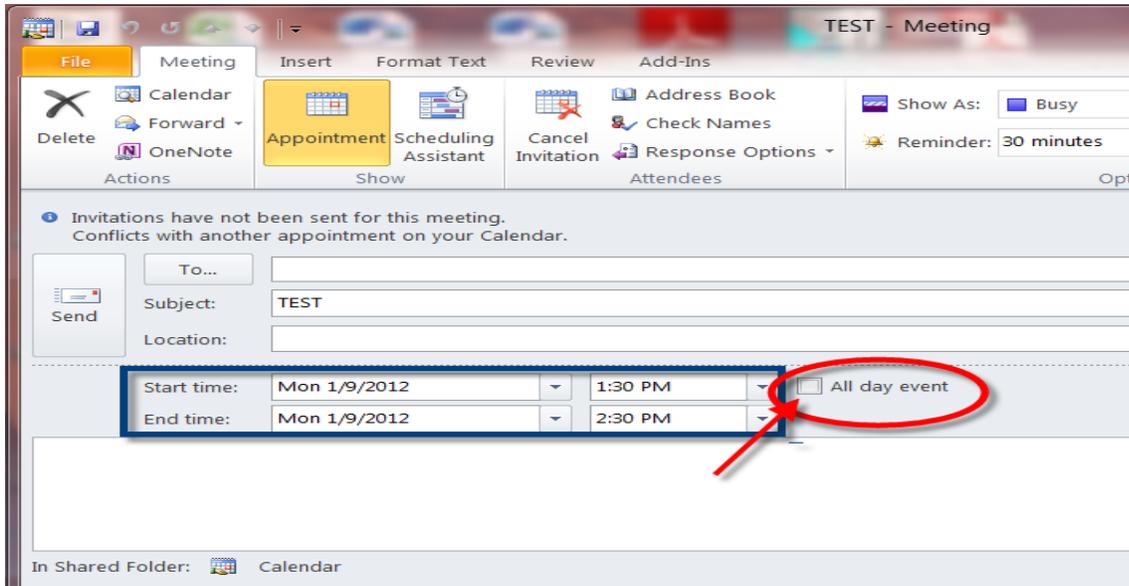
1. *Open* Office Outlook.
2. Under the **Home Tab**, click on the *drop down arrow* next to the word *New Items* at the top left hand side of the page.
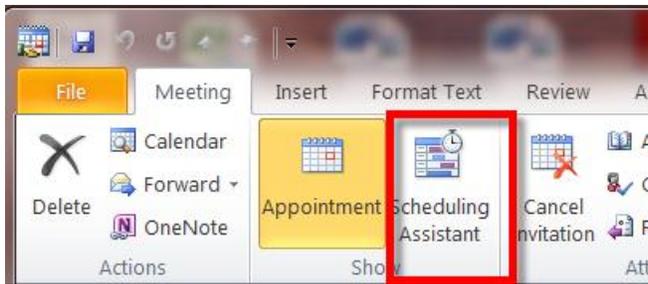3. Scroll down and click *Meeting*.

4. On the new page *Click* in the Subject Box. Type Your Subject.
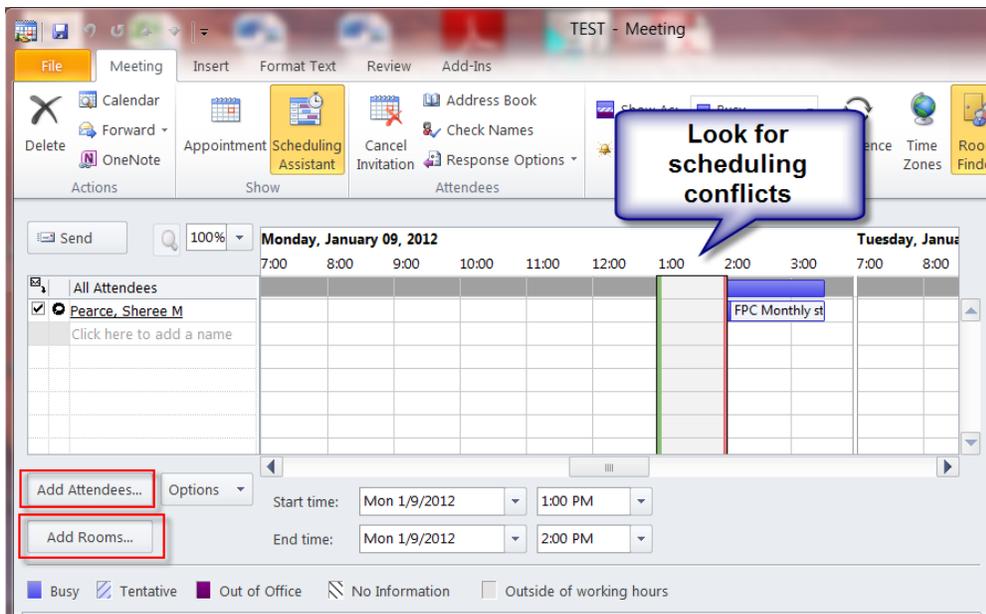
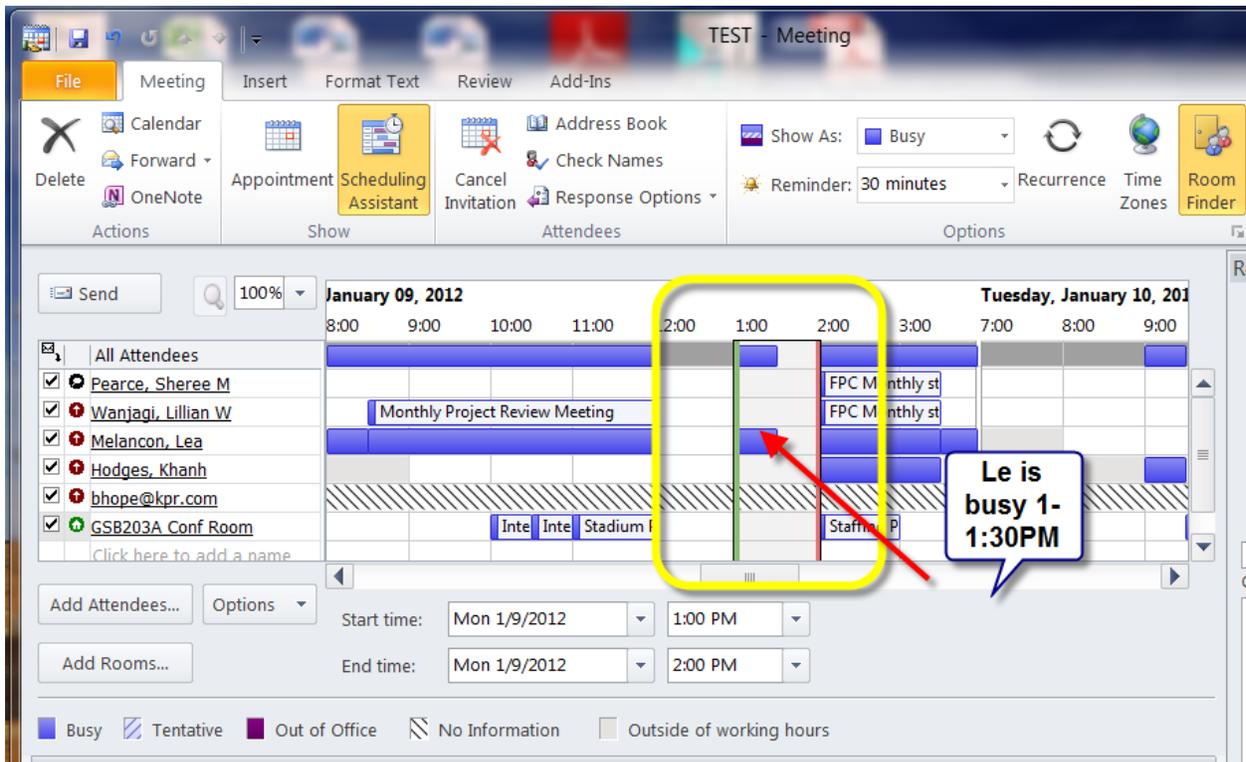5. Then set your **Start** time and **End** time that you want to have my meeting.

6. Next **Click** on **Scheduling Assistant** in the Ribbon.

7. This brings up a new page where you will **Add** your attendees, room, and see if they have conflicts with the time of your meeting, and **Add** the room where your meeting will take place.
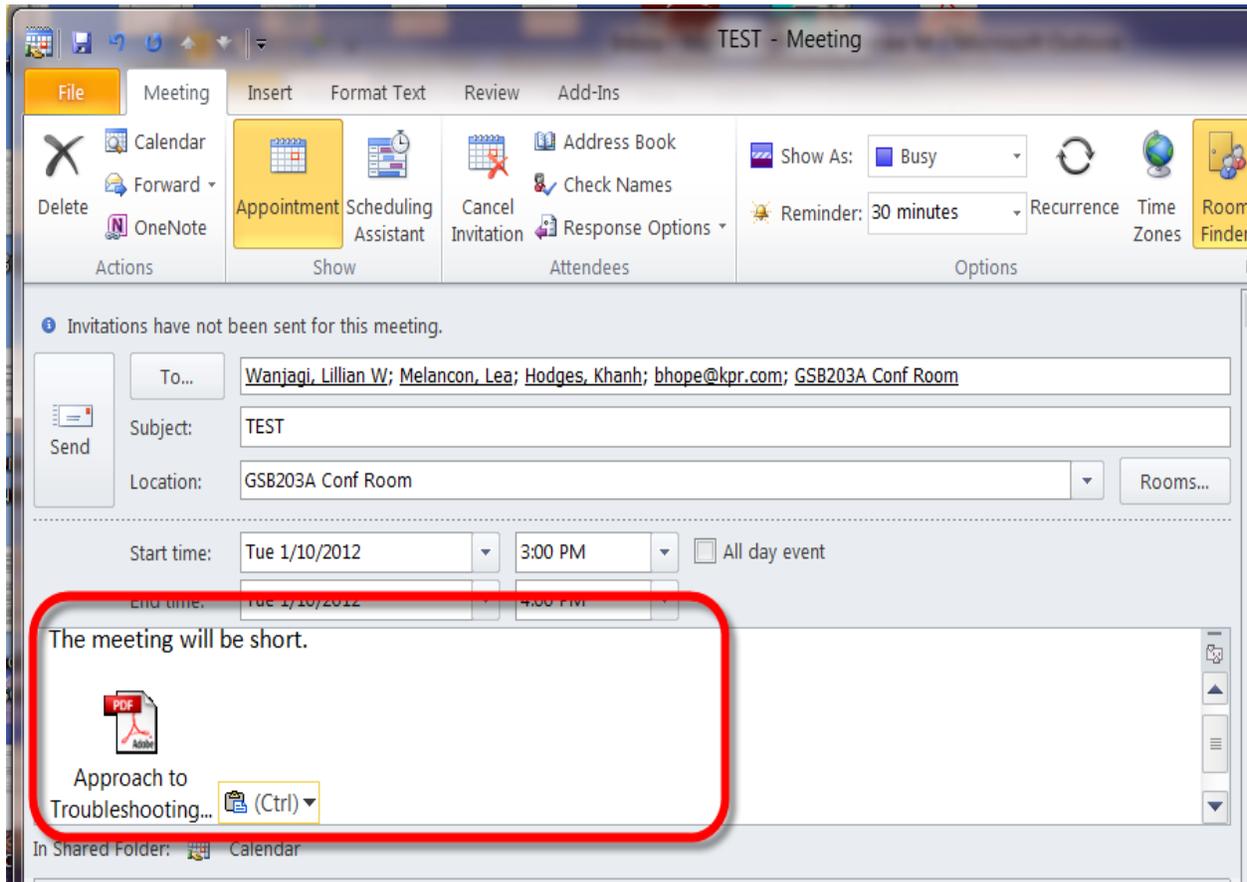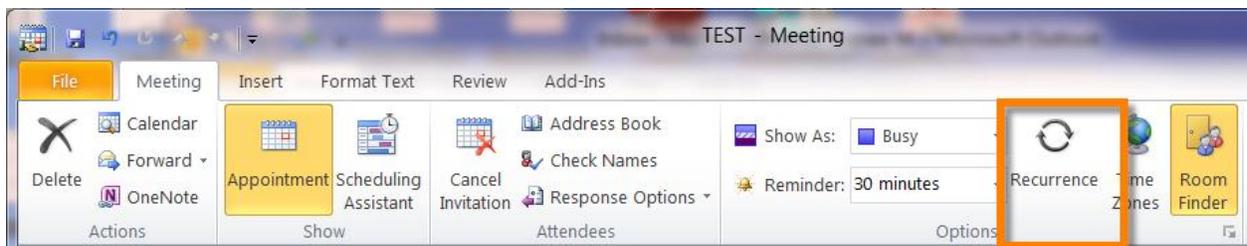
8. **Add** your attendees and your room.

9. You can modify the date and time by dragging the **green** and **red** bars to the left or right, or select a new date and time in the Start time/End time dropdown boxes.
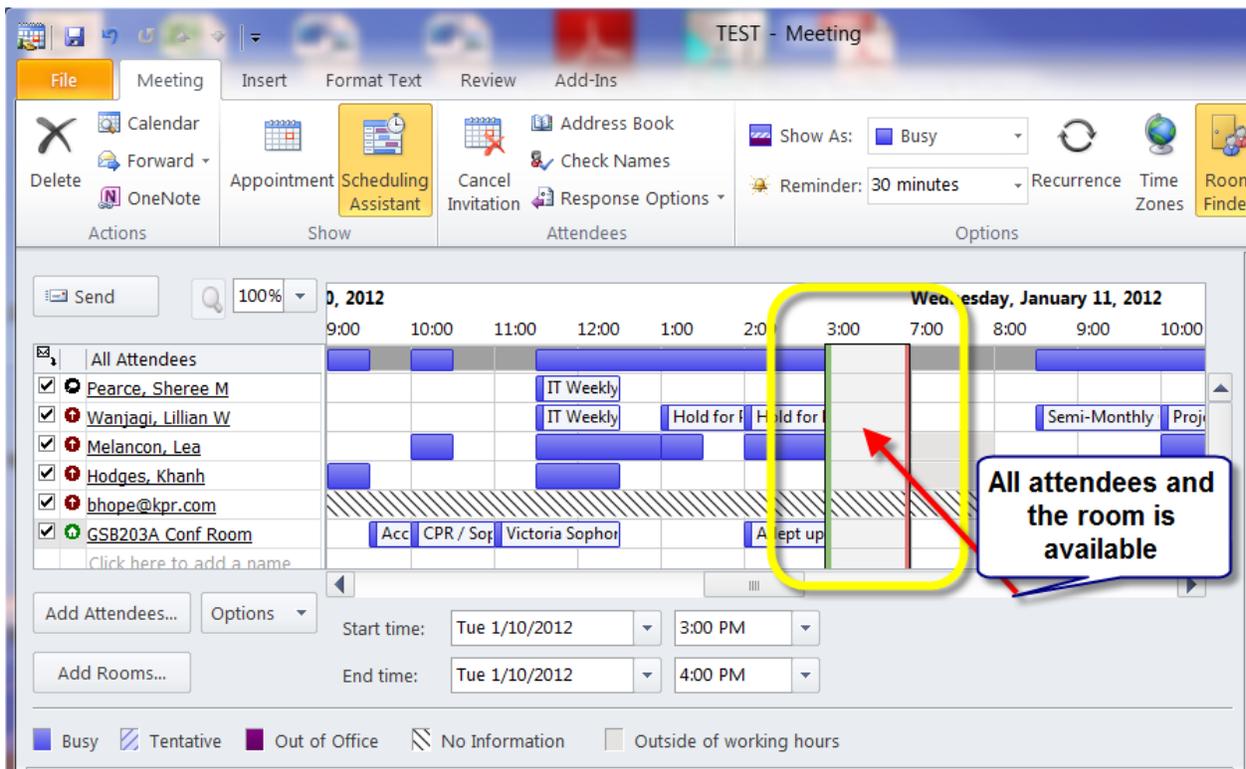
10. Once you've finished setting your meeting date and time, you can click on the Appointment button to go back to the message window to add any additional information.

11. If this will be a recurring meeting every month/week then click Recurrence in the Ribbon. Set the recurrence time, recurrence pattern, and range of recurrence.

12. Click **Send** to request meeting.