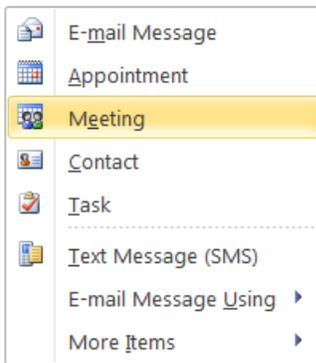
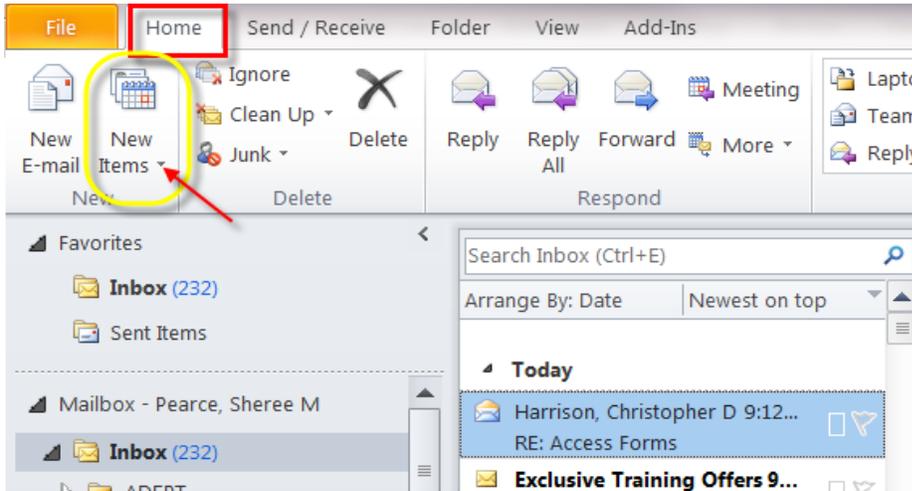
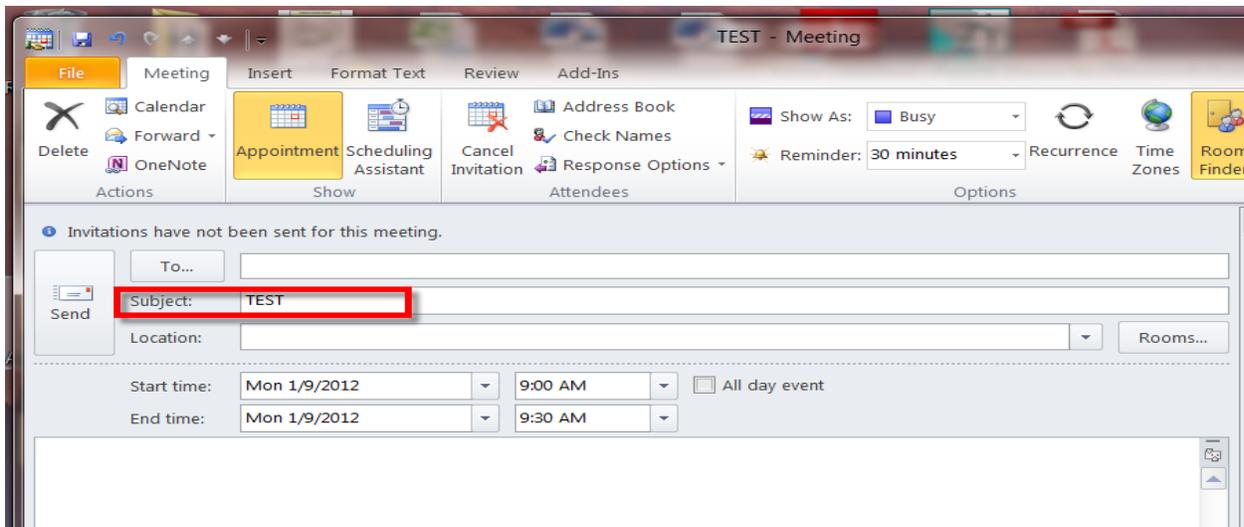


Scheduling Meeting in Office 2010

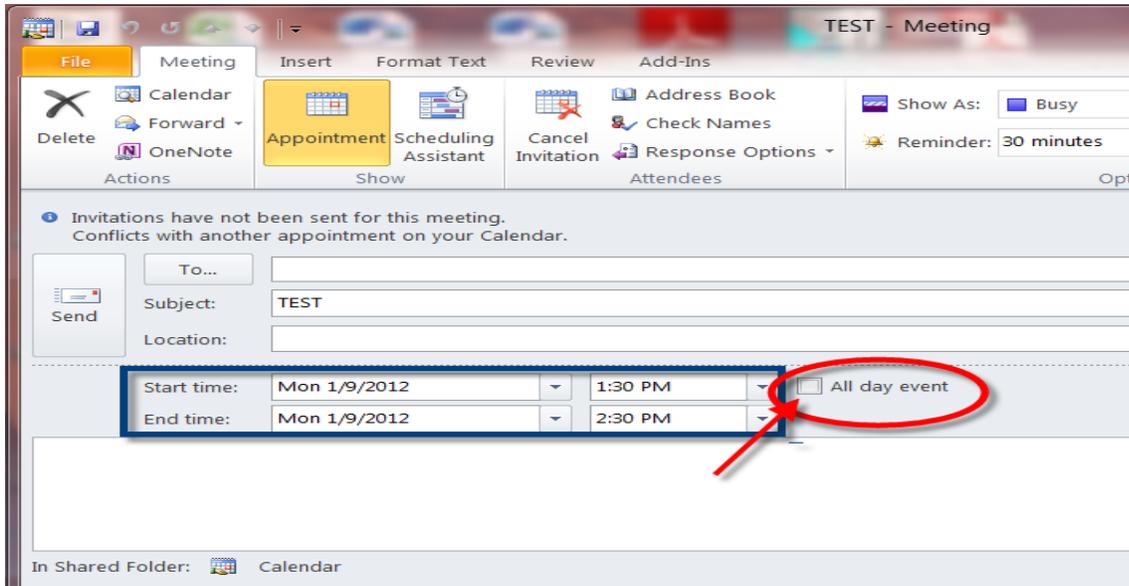
1. **Open** Office Outlook.
2. Under the **Home Tab**, click on the **drop down arrow** next to the word **New Items** at the top left hand side of the page.
3. Scroll down and click **Meeting**.



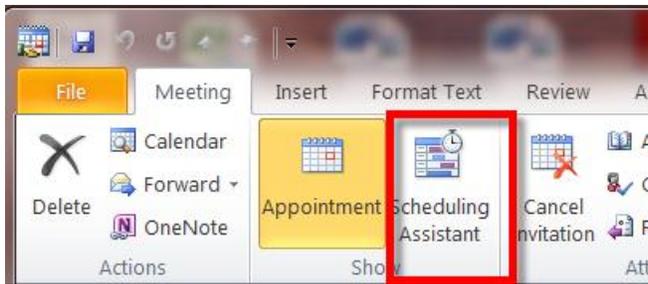
4. On the new page **Click** in the Subject Box. Type Your Subject.



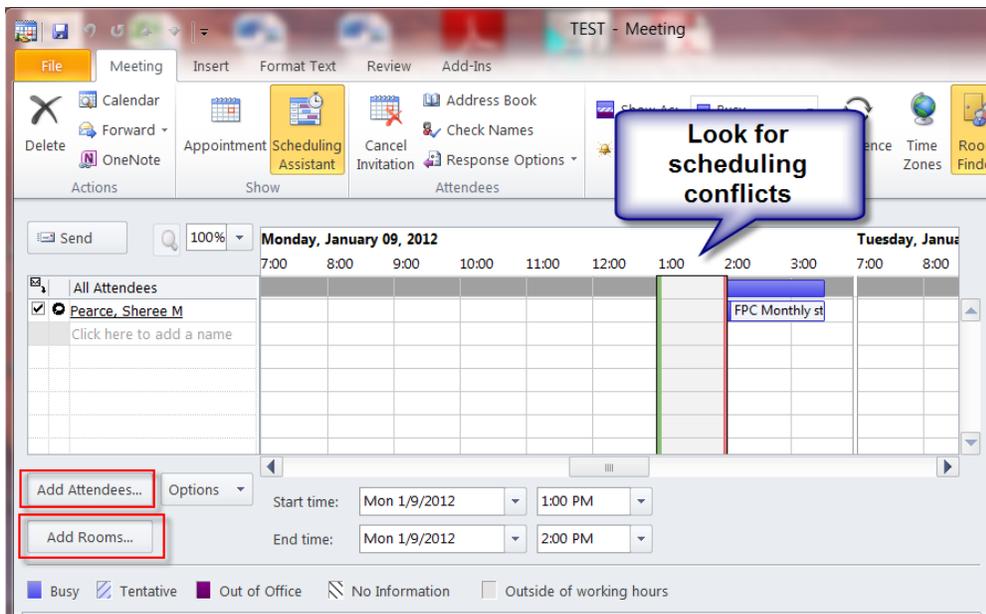
5. Then set your **Start** time and **End** time that you want to have my meeting.



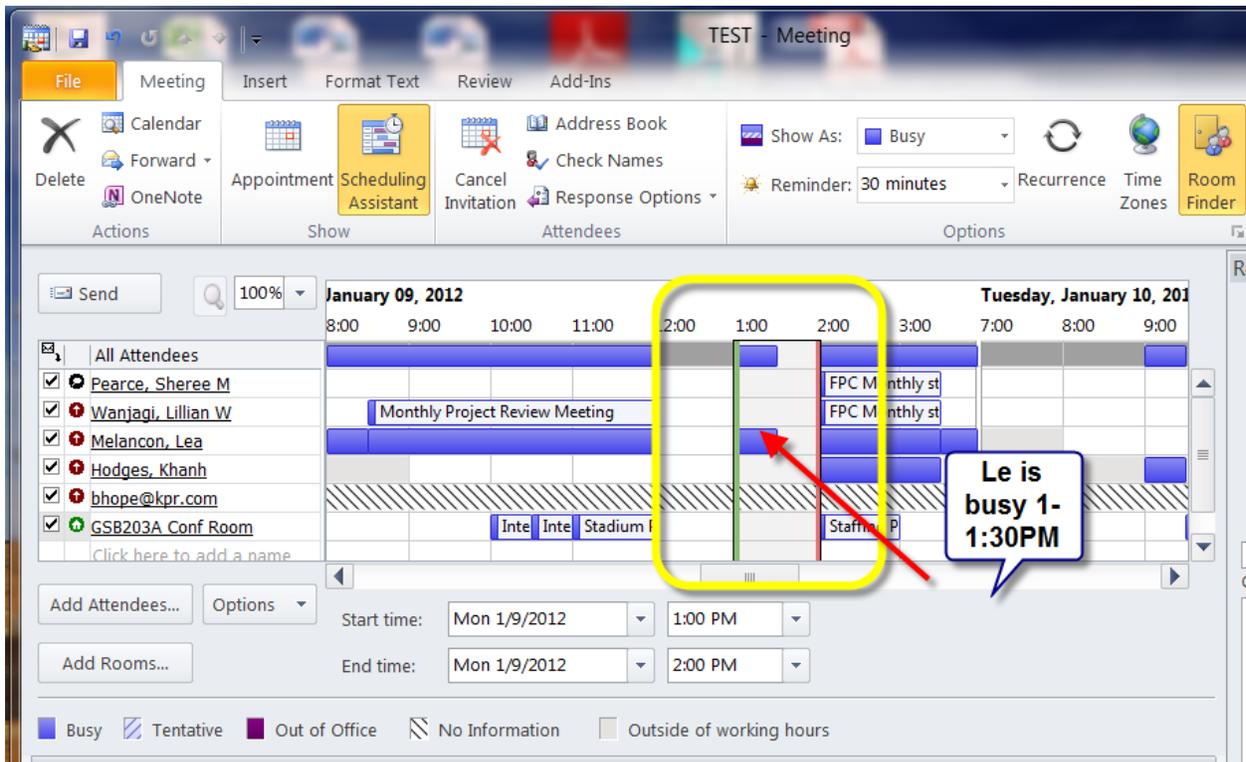
6. Next **Click** on **Scheduling Assistant** in the Ribbon.



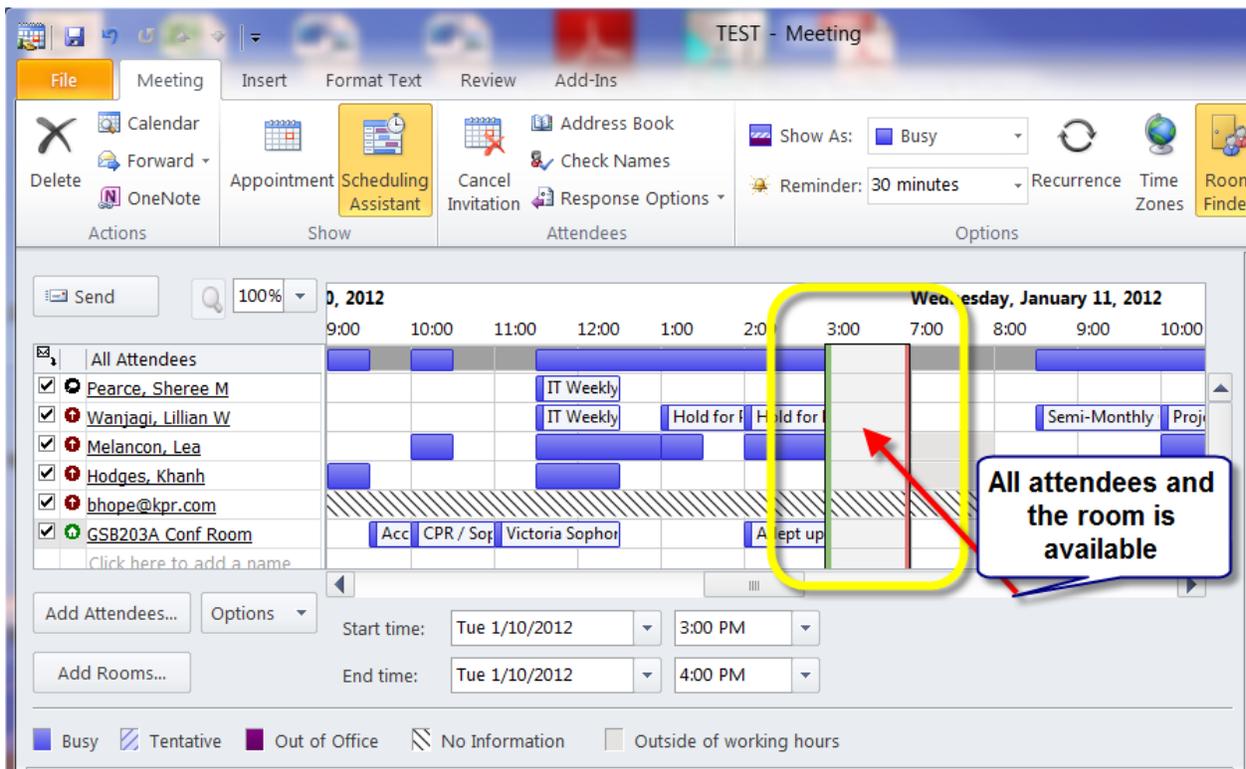
7. This brings up a new page where you will **Add** your attendees, room, and see if they have conflicts with the time of your meeting, and **Add** the room where your meeting will take place.



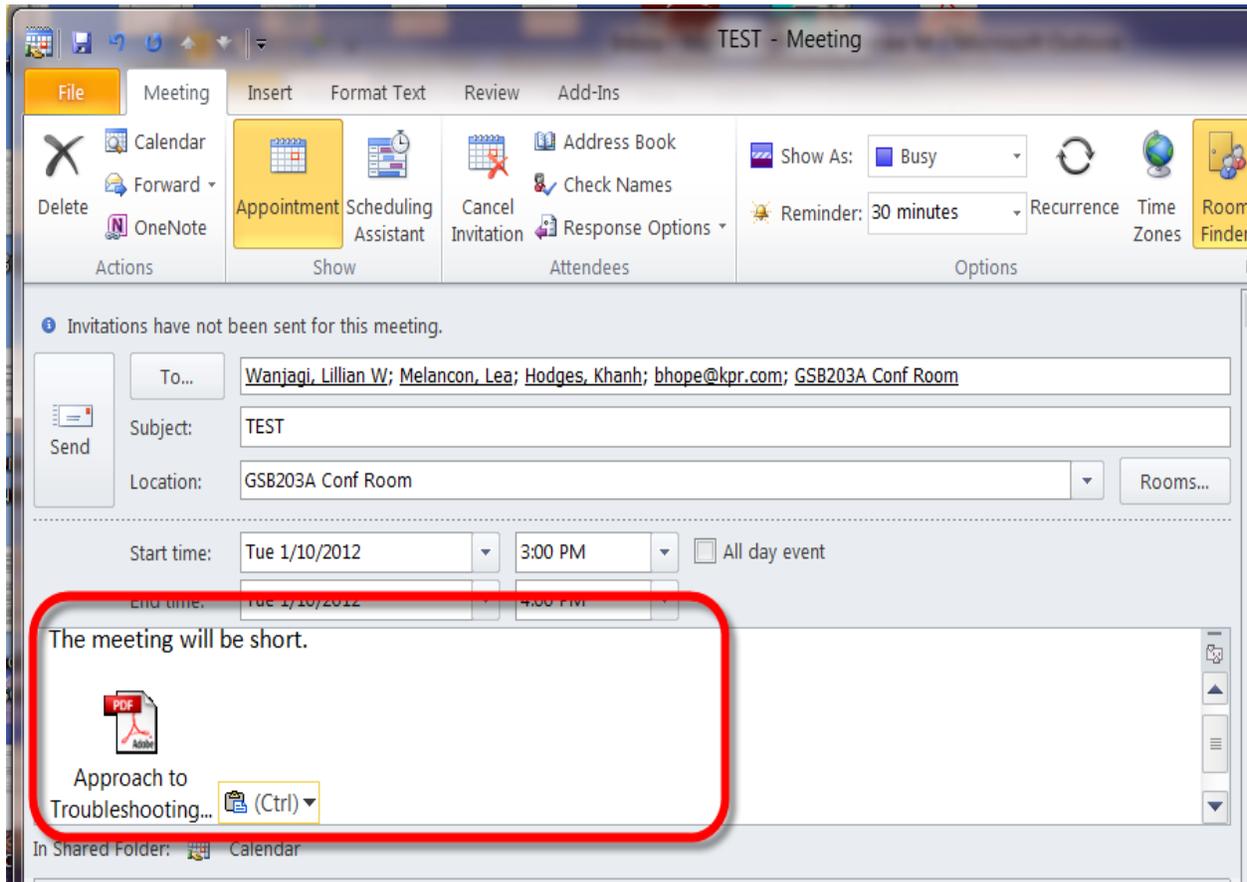
8. Add your attendees and your room.



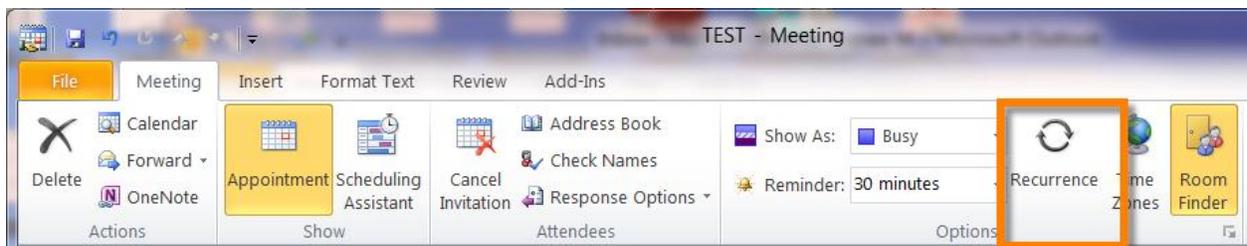
9. You can modify the date and time by dragging the **green** and **red** bars to the left or right, or select a new date and time in the Start time/End time dropdown boxes.



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.



Appointment Recurrence

Appointment time

Start: 3:00 PM

End: 4:00 PM

Duration: 1 hour

Recurrence pattern

Daily

Recur every 1 week(s) on:

Weekly

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Monthly

Yearly

Range of recurrence

Start: Tue 1/10/2012

No end date

End after: 27 occurrences

End by: Tue 7/10/2012

OK Cancel Remove Recurrence

TEST - Meeting Series

File Meeting Series Insert Format Text Review Add-Ins

Calendar Appointment Scheduling Assistant Cancel Invitation Response Options

Show As: Busy

Reminder: 30 minutes

Recurrence

Time Zones Room Finder Categorize Zoom

Invitations have not been sent for this meeting.

To...: [Wanjagi, Lillian W](#); [Melancon, Lea](#); [Hodges, Khanh](#); bhope@kpr.com; [GSB203A Conf Room](#)

Subject: TEST

Location: GSB203A Conf Room

Recurrence: Occurs every Tuesday effective 1/10/2012 until 5/8/2012 from 3:00 PM to 4:00 PM

Approach to Troubleshooting...

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