

Schedule a Meeting on Outlook Calendar

Trying to schedule a meeting with a faculty or staff person can be a challenging process. The instructions below outline how to utilize Outlook Calendar for an efficient means of arranging a meeting.

Points to Consider:

- Pay attention to the other person's calendar so that you do not request a meeting during a time they have set aside for other business.
- A typical meeting will take about 45-minutes. If more time is needed a follow-up meeting can be scheduled.
- Do not assume that the person you are meeting with keeps the same hours that you do—avoid scheduling meetings too early or too late.
(A typical work day is 8:30-4:30 p.m.)

Scheduling Instructions:

- In **Outlook Calendar**, click on **New** and then on **Meeting Request**.
- Click on the **Scheduling tab** and then click on the **Add Others** (from **Address Book**.) (Search students by *first name* and faculty/staff by *last name*.)
- For each name entered, click **Required** (if the person you selected must be at the meeting) or **Optional** (if attending the meeting is optional for the person you have invited.)
- Click **OK**.
- Click back to the **Appointment** tab.
- In the **Subject** box, type a brief but concise topic for the meeting. (Try to be specific so that the person you are meeting with has an opportunity to prepare.)
- Enter the meeting place in the **Location** box. (If you are requesting a meeting with a faculty or staff person, it is proper etiquette to request the meeting in that person's office.)
- Enter a meeting **Start Time** and an **End Time**. (Double-check to make sure that the day and date are correct.)
- To provide further explanation of what you would like to meet about use the content box.
- Click **Send**.



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September 22, 2005