

About Scheduling Meetings

Use the Microsoft® Office Outlook® 2007 calendar to more easily plan and organize your meetings. New "smart scheduling" functionality suggests best times and places for your meetings.

Topics in this guide include:

- Create Your Meeting
- Update Your Meeting
- Cancel Your Meeting
- Understand Suggested Time and Place

Create Your Meeting

The smart scheduling functionality in Outlook helps you choose the best meeting date, time, and place. In the steps below, you will pick an initial meeting date, time, and a group of possible meeting rooms in the building you want. As you go through the steps, Outlook will help you choose an alternate date and time that may work better for you than your original date, and will show you what rooms are available to choose from.

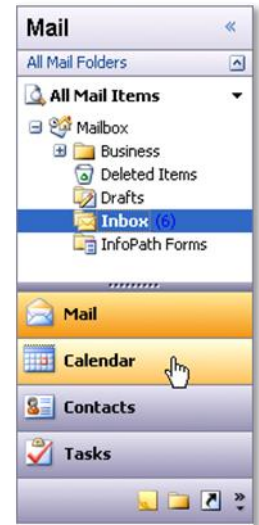


Figure A

1. In the navigation pane, click **Calendar**. See Figure A.
2. On the **File** menu, point to **New**, and then click **Meeting Request**.
3. In the **Subject** box, type the subject of your meeting. In the **Start time** and **End time** boxes, select or type a start date and start time, and an end date and end time. See Figure B.

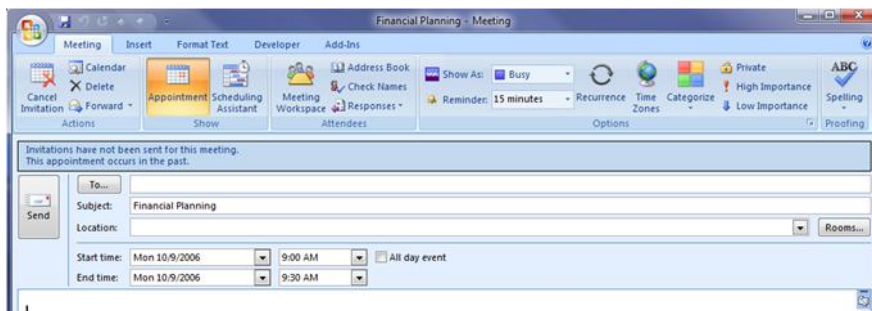


Figure B

4. On the Ribbon, in the **Show** group, click **Scheduling Assistant**.
5. In the lower-left corner of the window, click **Add Attendees**.
6. In the **Select Attendees and Resources** dialog box, type the name of the attendee in the **Search** box, select the name from the address list, and then click **Required** or **Optional**. See Figure C. Repeat for each attendee. When you are finished adding attendees, click **OK**.

In the lower-left corner of the window, click **Add Rooms**. In the **Select Rooms** dialog box, in the **Search** box, type **Conf Room** followed by the building where you want to host your meeting.

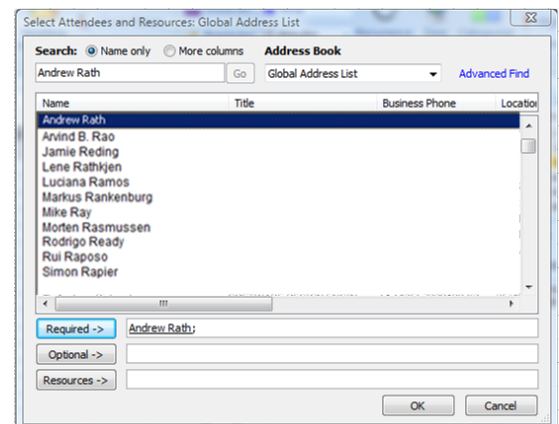


Figure C

How to Schedule Meetings

As you type the building location, conference rooms in that building appear at the top of the room list. See Figure D.

7. Select several rooms from the list, click **Rooms**, and then click **OK**. Later, you will choose the best room for your meeting from this group.

Tip You can select a series of rooms from the list at once by clicking the first room in the series and dragging the mouse to the last room you want.

8. On the calendar in the upper right of the window, your meeting day appears in yellow. Suggested meeting times for that day appear below the calendar. See Figure E. The Suggested Times list refreshes automatically when you click a different day.

Note The original date and time that you choose for your meeting may not be optimal for all attendees. See the Understand Suggested Time and Place procedure for more information on choosing the best meeting time and place for your meeting.

9. Under **Suggested Times**, click a meeting time.

10. In the **Conf Room** box of the meeting time you clicked, click the arrow to see all available rooms (if more than one is available). From the list of rooms, click a meeting room. See Figure F.

Note When you click a meeting room, the check box for the room is selected under **All Attendees**. Other meeting rooms are displayed in the attendees list, but are not reserved or included in the meeting request e-mail message.

11. Click **Send**.

Notes

- Your meeting now appears on your Outlook calendar. To track responses to your request, double-click the meeting in your calendar and then click the **Tracking** tab. This shows who has been invited; whether they are required or optional attendees; and if they have responded.
- Meeting time suggestions are not available for recurring meetings. However, if you want to reschedule an occurrence of a recurring meeting series, meeting time suggestions appear.

Update Your Meetings

Change the date, time, and attendees of a meeting in Outlook.

1. On the To-Do Bar, click the day that your meeting occurs. The details of the day appear in your calendar. Double-click the meeting you want to update. See Figure G.

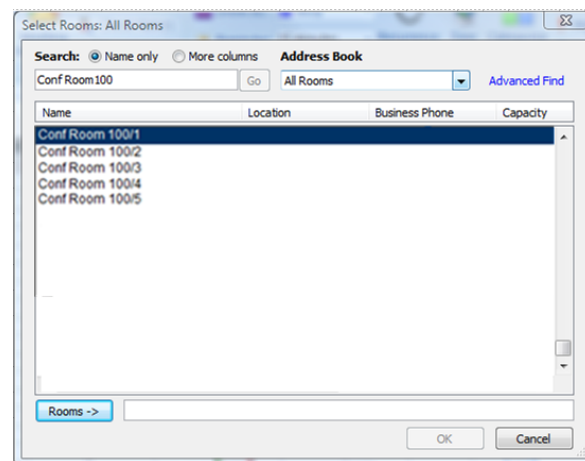


Figure D

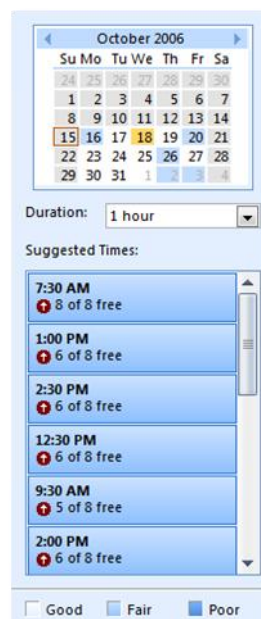


Figure E

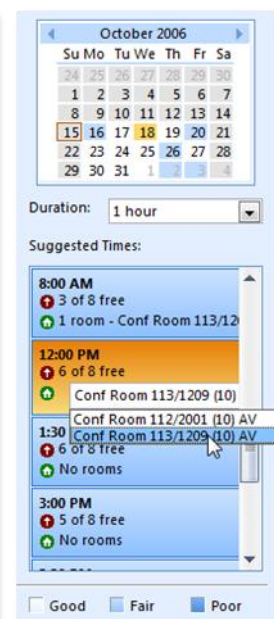


Figure F

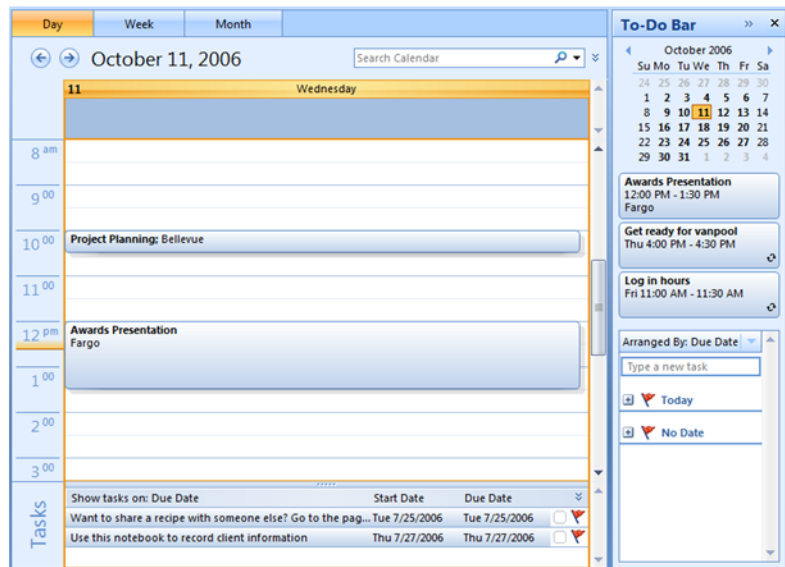


Figure G

2. Make the desired changes to the date, time, and/or attendees of the meeting.
3. Click **Send Update**.

Cancel Your Meeting

1. On the To-Do Bar, click the day that your meeting occurs. The details of the day appear in your calendar. Double-click the meeting you want to cancel.
2. On the Ribbon, click **Cancel Meeting**. If you want to include information about the cancellation, type it into the body of the message. See Figure H.

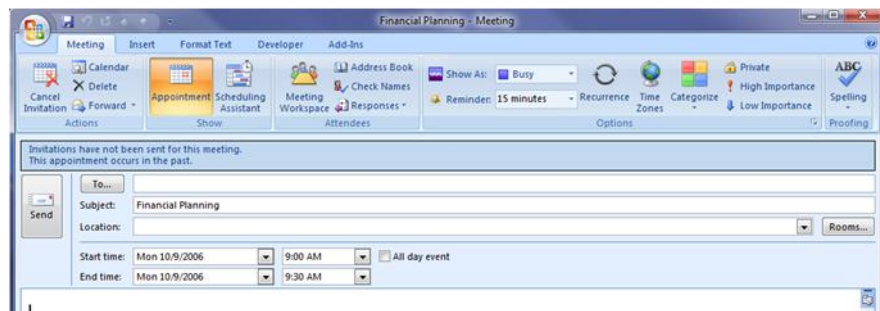


Figure H

Note If you are opening a recurring meeting, an Open Recurring Item message appears. Click **Open this occurrence** to delete the chosen occurrence. Click **Open the series** to delete all occurrences of the meeting.

3. Click **Send Cancellation**.

How to Schedule Meetings

Understand Suggested Time and Place

The original date and time selected for your meeting may not work for all attendees. The calendar helps by displaying the best days in white.

After you click a suggested day on the calendar, a list of possible meeting times appears under **Suggested Times**. The list is color-coded to help. See Figure I.

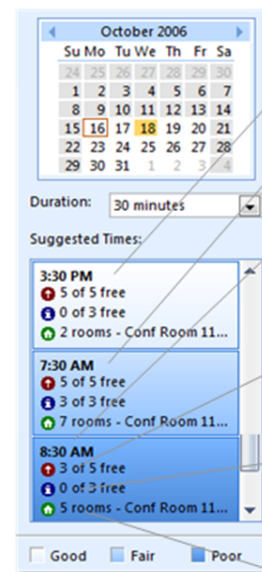
Note When you move your pointer over the Required Attendees line (the “x of y free” line), the names of attendees who cannot attend at that time appear. When you move your pointer over the Available rooms line (the meeting rooms line), the rooms that are available at that time appear.

Create a Meeting Workspace

Windows SharePoint Services extends your ability to organize and manage meetings online by providing the Meeting Workspace feature in Outlook. You and other attendees can create agenda items, store related documents, and list decisions made before, during, and after your meetings.

1. In the navigation pane, click **Calendar**.
2. In a new or existing meeting request, click **Meeting Workspace**.

See Figure J.



Good Time (White)—All attendees are available and several meeting rooms are available.

Fair Time (Light Blue)—Some attendees are available and some meeting rooms are available.

Poor Time (Blue)—The smallest number of attendees are available, with the least number of meeting rooms.

Required Attendees—Lists required attendees available at that time. Click the red symbol to view the names of the required attendees that are not available for this time.

Optional Attendees—Lists optional attendees available at that time. Click the blue symbol to view the names of the optional attendees that are not available for this time.

Available Rooms—Lists rooms available at that time.

Figure I

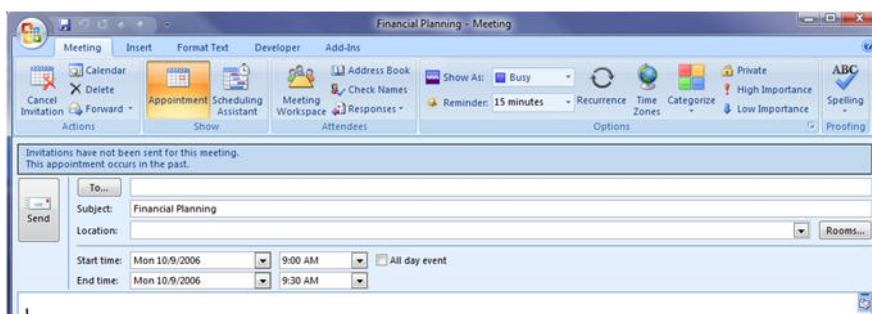


Figure J

3. In the Meeting Workspace pane, click **Change settings**. See Figure K.
4. Under **Select a location**, choose a parent site for your meeting workspace, as shown in Figure L.
5. Click **Create a new workspace**, select a language and template type, as shown in Figure L and then click **OK**.
6. Click **Create**. The Web address for the new meeting workspace is automatically included in the meeting request.

For More Information

Office Online Web Site:

<http://office.microsoft.com>



Figure K

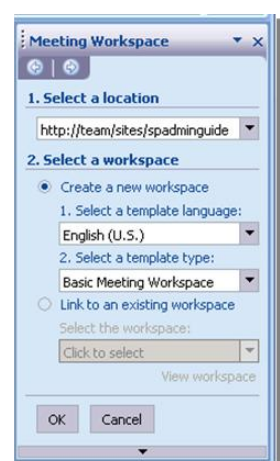


Figure L

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