

Using Office365 Calendar to send meeting invitations

This guide details how to schedule a meeting, for example, with your tutor or lecturer.

Please note that this guide is designed for students who have an Office365 Mailbox.

1. In your University Office 365 email, click on the "Calendar" link on the Menu bar

Office 365		Outlool Calendar eople Newsfeed
🕀 new mail	search mail and people	Further Maths Study Pack
≪ ∡ Favorites	all unread to me flagged INBOX CONVERSATIONS BY DATE - LAST MONTH	Spedding, Andy Sat 24/08/2013 10:57
Inbox Sent Items Deleted Items	Spedding, Andy Ø O365 Test Complex Word features 13/09/2013 [Description: colour_logo.jpg] <http: td="" www.exeter.ac<=""><td>To: 0365user Guest Account;</td></http:>	To: 0365user Guest Account;

2. Then click on the "new event" link

Office 365	Outlook Calendar People Newsfeed SkyDrive
⊕ new event	21-27 October, 2013 (sep30-6 oct7-13 oct14-20 oct21-27 oct28-3 nov4-10) go to today
«	21 MONDAY 22 TUESDAY 23 WEDNESDAY 24 THURSDAY 25 FRIDAY
OCTOBER 2013	
M T W T F S S 30 1 2 3 4 5 6	9
7 8 9 10 11 12 13	
14 15 16 17 18 19 20 21 22 23 24 25 26 27	10
28 29 30 31 1 2 3	_
	11
MY CALENDARS	
🗸 📕 Calendar	12
OTHER CALENDARS	13

3. Click on the "Scheduling Assistant" link on the "Event" Menu bar

Office 365			Outlook	Calendar	People	Newsfeed	SkyDrive	Sites
(+) new event	🖬 SAVE 🗙 DISCARD 🐻 SCHEDULING	ASSISTANT ····						
	Event:					add ro	oom	_
OCTOBER 2013 M T W T F S S 1 2 3 4 5 6	Attendees:				-ték			+
7 8 9 10 11 12 13 14 15 16 17 18 19 21	Start:	Duration:						
21 22 23 24 25 26 2 28 29 30 31 1 1	Wed 23/10/2013 T11:00 Wed 23/10/2013 Wed 23	30 minutes Reminder:		•				
MY CALENDARS	Busy 🔹	15 minutes		¥				
🗸 🚪 Calendar	Calendar 👻							
OTHER CALENDARS	Repeat:							
	Never 👻							

4. Type the person's name in the "**Attendees**" box and then click on their name in the blue box if it comes up automatically, or click "**Search Contacts & Directory**" to find them

1 Office 365	Outlook Calendar People Newsfeed
event vok × DISCARD Untitled meeting When:	 Mon21 tue22 wed23 thu24 fri25 sat26 sun27 + O365user Guest Account
Image: Wed 23/10/2013 Image: Wed 23/10/2013 Image: Text text text text text text text text	
7 8 9 10 11 12 15 14 15 16 17 18 19 21 Attendees: 21 22 23 24 25 26 2 spedding	11
28 29 30 31 h	dy
MY CALENDARS	acts & Directory
🗸 🛢 Calendar	14

You will now see your calendar and their's side by side (although you may not see the details of each "Busy" entry in their calendar). Select a slot when you are both free and then click "OK".
 To find a mutually free slot, you may need to click on different days in the week or switch to "week" view.

new event	V OK X DISCARD ····	23	October 2013		day	week		
	Untitled meeting	∢ mor	21 tue22 wed23 th	u24 fri25 sat26 sun2	7 .			
	When:	Spedding, Andy						
OCTOBER 2013	Wed 23/10/2013 👻 13:30 👻							
TWTFSS	Duration:							
1 2 3 4 5 6	30 minutes 👻	11						
8 9 10 11 12 15 15 16 17 18 19 21	Attendees:				check NB IM LT			
22 23 24 25 26 2	add attendees	12			FW: TPD/Infrastructure Monthly Meeting			
29 30 31 1, 7	2 REQUIRED 0 CONFLICTS	PW. PD/Infrasulture montility meeting						
	O365user Guest Account	13						
Y CALENDARS	Free							
	Spedding, Andy	14						

6. Fill in the details for the meeting such as Event subject, location and details of the meeting. Please note, you won't be able to use "add room" to find a "Location".

Then press "Send"

			Outlook	Calendar	People	Newsfeed	SkyDrive	Sites
🖅 SEND 🗙 DISCARD 🛛 🗟 SC	HEDULING A	ASSISTANT ····						
Event add subject								
Location: add room if known						add ro	oom	
Attendees: Spedding, Andy;								+
Start:		Duration:						
Wed 23/10/2013 👻 13:30	*	30 minutes		-				
Show as:		Reminder:						
Busy	-	15 minutes		-				
Calendar:								
Calendar	-							
Repeat:								
Never	-							
Mark as private		Request responses						
Calibri 👻 🚺	2 * B	I U 🗄 🗄 😕	A ⇒					
								_
add details								

7. You will then get an email showing that they have either accepted the meeting or have declined with a reason, in which case you will need to reschedule

