

Requesting an appointment via Office 365

- 1. Log into your Office 365 E-mail account
- 2. Click Calendar (Please see screen shot below)

← ▲ https://pod51038.ou	utlook.com/owa/#path=/mail	☆ ⊽ C 🚷 - Google 👂 1
Office 365	Outlok Calendar Pople Newsfeed C	OneDrive Sites ••• Test 1. Student 🗸 🧔 ? 🧕
⊕ new mail	Search Mail and People	Test 1. Student has shared 'Test
«	INBOX CONVERSATIONS BY DATE -	← REPLY ← REPLY ALL → FORWARD
▲ Favorites	YESTERDAY	Test 1. Student <teststu1(< td=""></teststu1(<>
Sent Items	✓ Test 1. Student Test 1. Student has shared 'Test Document' Wed 2:50p sharing test document with Jim and teststu1 Open Test Doc	Wed 3/5/2014 2:50 PM

3. Click New Event (**Please see screen shot below**)

1 Of	fice	365							Outle	ook	Calendar	People	Newsfeed	OneDriv
Ð	ne	w e	eve	nt	>		М	arch	n 2–8, 2	01	4			
	-	-		-	-		∢ feb	23-1	mar2-8	n	nar9-15	mar16-2	22 mar2	23-29
~~								3 MC	NDAY		4 TUESDA	Y	5 WEDI	NESDAY
4		MAF	RCH	2014										
S	М	т	W	т	F	S								
23	24	25	26	27	28	1	7a							

4. Select attendees (as you start typing the person's name, choices will appear from Alverno's Global Address List)- **Please see screen shot below**

A https://pod51038.outlook.com/owa/=path=/calend	lat -	습 = C 🛃 - Google 👂
1 Office 365	Outlook Calendar People Newsfeed OneDrive	Sites ••• Test 1. Student • • ?
new event SAVE × DISCARD Event: Test appointment	C SCHEDULING ASSISTANT → APPS	e×
MARCH 2014 March 2014		add room
	Anita Eikens Junita Eikens@alvemo.edu	
10 17 10 19 20 7 21 22 25 26 27 3 21 22 25 26 27 3	A Search Contacts & Directory	•
# MY CALENDARS	Refininder: T5 minutes	• E

5. Click Scheduling Assistant (Please See screen shot below)

event SEND X DISCARD Log SCHEDULING ASSISTANT APPS Event: Test appointment	Office 365	Outlook Calendar People Newsfeed OneDrive Si
Event: Test appointment) new event	ent send 🗙 discard 🕼 scheduling assistant apps …
		Event: Test appointment
MARCH 2014 Location: Commons	MARCH 2014	H 2014 Location: Commons
S M T W T F 23 24 25 26 27 2 Attendees: Anita Eikens;	M T W T F	Attendees: Anita Eikens;

6. (Day or Week views) Find a free time and click OK (Please see screen shot to right)

\frown								
V OK X DISCARD 199	Th	hursday, March 13, 201	4		day week			
Test appointment	+ sun	n9 mon10 tue11 wed12 t	hu13 fri14 sat15					
When	let	t I. Student		Anita tikens				
110 3/13(2014 • 3(30 AM •								
30 minutes *	16							
Attendent	8a							
add attendees				Busy	Busy			
2 REQUIRED & CONFLICTS	9a .			Busy				
Test 1. Student								
Free	10a			Busy				
Anita Ekens *	114				Translation .			
	-			busy	resauve			
	12p			-	<i>.</i>			
	1p							
					1			
	zp			-	Busy			
	30				Buty			
	4p				-			
add room								

- 7. Give the meeting a descriptive title and location.
- **8.** Add notes regarding the purpose of the appointment and click Send (Please see screen shot below)

				Out	ook (Calendar	People	Newsfeed	OneDr
SEND DISCARD	SCHEDULING	ASSISTANT # APPS							
Event: Test appointment									
Location: Commons									
Attendees: 📕 Anita Eiker	16								
Start		Duration:							
Thu 3/13/2014 -	9:10 AM -	30 minutes		-					
Show as:		Reminder:							
Busy	-	15 minutes		+					
Calendar:									
Calendar	÷								
Repeat:									
Never	С.								
Mark as provate		Online meeting			₽	tquest ret	iponses		
Calibri	* 12 *	s r <u>v</u> 🗄	15 51	在 之	4	∻ ≡	: 8	a %	0 ×
	SEND DISCARD Event: Test appointment Lecation: Commons Attendees: # Anita Eiker Store ac: Bury Calendar: Calendar: Calendar: Mark as private Caters	SBND DISCARD S SCHEDULNC Verne Text appointment Location: Commons Attendees III Anta Elienn: Bart Thu JU32014 Q30 AM SNow ac Bary Calendar Calendar Calendar Mercer Mark as private Cateri Attendees Attend	Store Commons Attenders Attend	Strip DISCARD S SCHEDULING ASSISTANT # APPS III Location: Commons Attendees II Ania Ellerny: Sart: Duration: Thu J/13/2014 - 920 AM Show at: Thu J/13/2014 - 920 AM Show at: Thu J/13/2014 - 920 AM Mark as private Attendees A	Strib DOSCARO SCHEDULING ASSISTANT A APS ME Vente Text appointment Interface Interface Interface Attenders: Anterface Interface Interface Interface Stort: Duration: Interface Interface Show at: Bart Duration: Interface Bart: Interface Interface Interface Calendar Interface Interface Interface Calendar Interface Interface Interface Mark as private Interface Interface Interface Calendar Interface Interface Interface	Strip DISCARO S SCHEDULING ASSISTANT APPS ST Vente Text appointment Location: Commons Attendees Attendees Attendees Attendees Attendee	Strip Dustation: Strit Dustion: The JN2014 0.30 AM Strit Dustion: Strit Dustion: The JN2014 0.30 AM Show at: Namoder: Dustion: 10 moutes Show at: Namoder: Calendar Is minutes Calendar Is minutes Mark as private Is minutes Mark as private Is not at the second secon	Strit Durston: Bart: Durston: Bart: Durston: Strit Strite: Strite: Themedia: Strite: Online meeting Mark as private Online meeting	Strict Durstion: Start: Durstion: The J/11/2014 R00 AM Bart: Durstion: Short at: Reminde: The J/11/2014 R00 AM Short at: Durstion: Short at: Reminde: Townork Townork Calendar:

9. Invitee gets an email with a meeting request (Please see screen shot below)



10. You will receive an acceptance, a suggested alternate date/time, or a decline via email (Please see screen shot below)

Confice 365		Outlook Calendar People Newsfeed OneDrive Sites •••			
🕀 new mail	𝒫 search Mail and People	Test appointment			
	INBOX CONVERSATIONS BY DATE 👻	← REPLY			
«	all unread to me flagged	Anita Eikens <anita.eikens@alverno.edu></anita.eikens@alverno.edu>			
▲ Favorites	🗸 Anita Eikens 🔅 🗙 🕨 🚔	Thu 3/6/2014 8:33 AM			
Inbox 111					
Sent Items	What would you like to talk about?	When: Thu 3/13/2014 9:30 AM-10:00 AM			
	YESTERDAY	Where: Commons			
🖌 Test 1. Student	Test 1. Student				
▶ Inbox 111	Test 1. Student has shared 'Test Document' Wed 2:5 p	 Anita Eikens has accepted this meeting 			
Drafts	sharing test document with Jim and teststul Open lest Doc				
Sent Items	Test 1. Student	To: Test 1. Student;			
Deleted Items 1	Test 1. Student has shared '3rd try' Wed 2:47p Here's the document that Test 1. Student shared with you	What would you like to talk about?			
Conversation History	Pinnacle				
1.1.5.1	Contrast the mention with Diseasely Church 17 Word 4582				