Requesting an appointment via Office 365

1. Log into your Office 365 E-mail account
2. Click Calendar (**Please see screen shot below**)
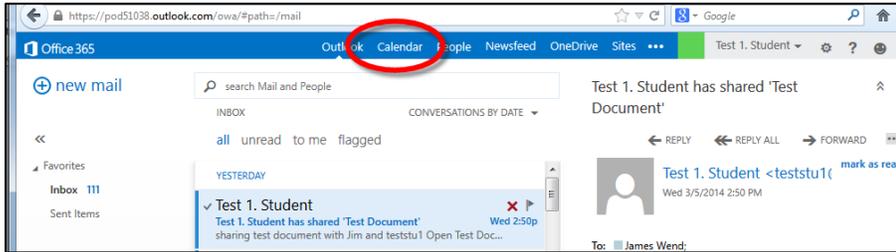
3. Click New Event (**Please see screen shot below**)
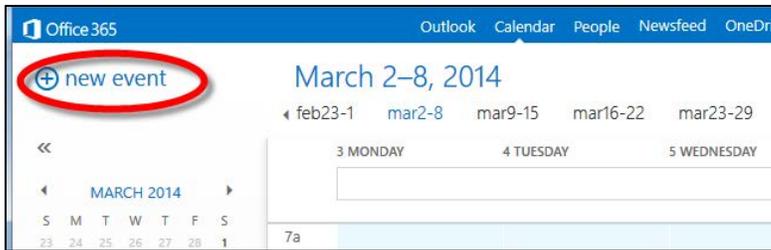
4. Select attendees (as you start typing the person's name, choices will appear from Alverno's Global Address List)- **Please see screen shot below**
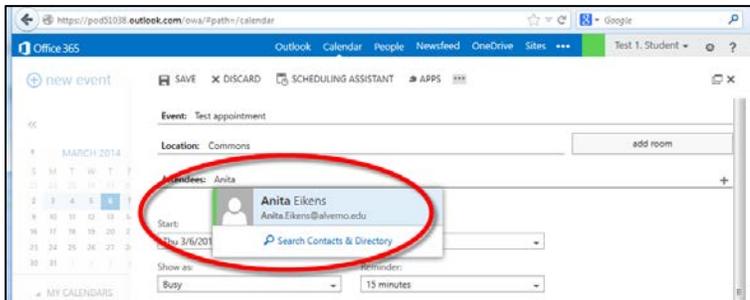
5. Click Scheduling Assistant (Please See screen shot below)
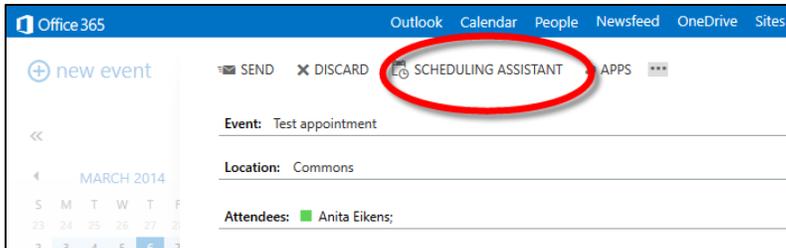
6. (Day or Week views) Find a free time and click OK (**Please see screen shot to right**)
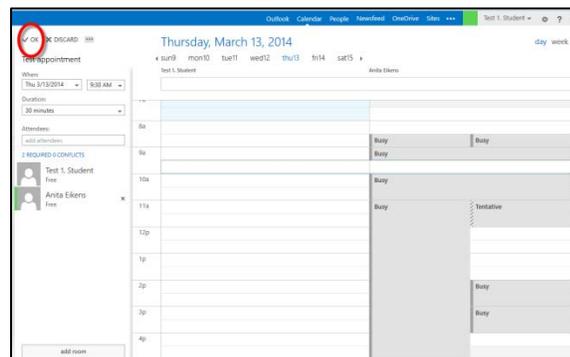
7. Give the meeting a descriptive title and location.
8. Add notes regarding the purpose of the appointment and click Send (Please see screen shot below)
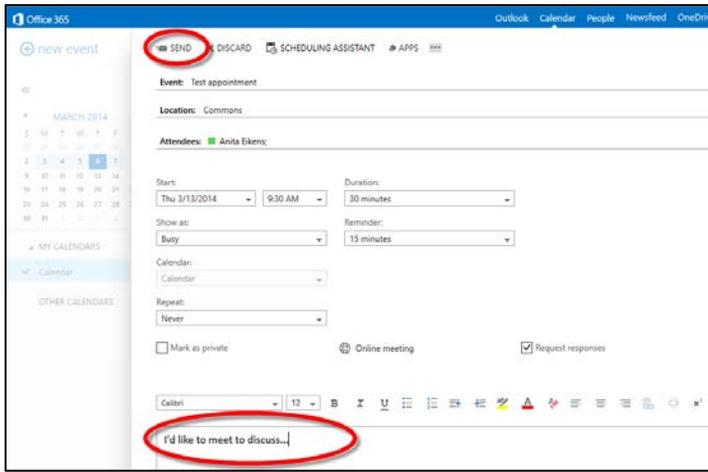
9. Invitee gets an email with a meeting request (Please see screen shot below)
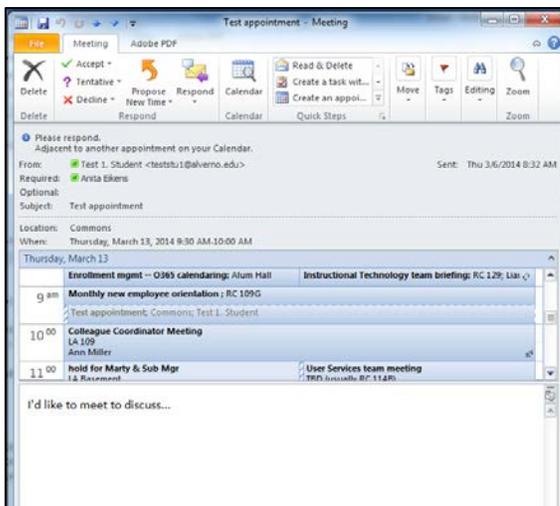
10. You will receive an acceptance, a suggested alternate date/time, or a decline via email (Please see screen shot below)