How to Create a Group Schedule

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrait@uvic.ca.
Group scheduling is another of Outlook 2007’s fantastic features. It facilitates the scheduling of group meetings where all of the invitees are regular attendees.

With group scheduling we can create a group of people and resources that are regularly used and quickly find an appropriate time and place to hold the meeting, or we can let Outlook suggest a time for us.

1. Click on the **Actions** menu and select **View Group Schedules** to open the **Group Schedules** dialog box.

2. Click on **New** to create your **Group Schedule**.

**Note:**
If you are already familiar with creating a Group Schedule but would like to learn how to initiate a meeting from a group schedule, skip to page 6 of this tutorial.
3. Type a name for your group and click **OK**.
4. Click to manually add names of attendees as they appear in your Contacts folder, or click on Add Others to access the Global Address List and search for names.

**Note:**

Do not add yourself to the group schedule as it may result in adding duplicate entries to your calendar.
5. Click on **Options** to change how your calendar is displayed.

6. When you are finished adding group members, click **Save and Close**.
7. Select **View Group Schedules** from the **Action** menu to open the **Group Schedules** dialog box.

8. Highlight to select the desired group and click **Open**.
The **Group Schedule** you created will open and display all of the **Group Members**. At this point you can still add new group members if necessary.

9. Click on **Make Meeting** and select **New Meeting** to begin scheduling your meeting.
How to Create a Group Schedule

The meeting window will open and you will see that all of your **Group Members** automatically appear in the To field.

As with initiating any meeting you will need to fill in the appropriate fields.

10. Add the **Subject**, **Location** and meeting details, and make sure the **All Day Event** box is deselected.

11. Then click on the **Scheduling Assistant**.
12. In this example you will see that **Suggested Times** indicates only 3 of the 4 attendees are available on the chosen date and time.

13. To search for other dates and times, use the scroll bar or mini calendar provided.

14. When you have found a suitable date for all attendees, click the **Send** button.
To view other related tutorials on Outlook Exchange 2007, please visit helpdesk.uvic.ca/ecs.