How to Initiate a Meeting Request

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 ecstrain@uvic.ca.
A meeting occurs at a scheduled time and location. Unlike appointments, it includes notifying and inviting other people. A meeting in your calendar could be one you set up, or it could be one you’ve been invited to by someone else. Meetings appear both in your calendar and in the calendars of the other people who are involved.

1. To create a meeting click on New and select Meeting Request.

Note:
If you are already familiar with initiating a meeting, but would like to see how to Create a Recurring Meeting see the “How to Create a Recurring Meeting” tutorial.
2. Enter a **Subject** and **Location** for your meeting and adjust the **Start** and **End** times if necessary.

3. Make sure the **All Day Event** box is **not** selected and include a comment or description in the field provided.

4. When you are finished, click on the **Scheduling Assistant** button to begin inviting attendees.

**Note:**

To invite a **Resource** (*i.e.*, *room*) or **Optional Attendees** to your meeting see pages 7 and 8 of this tutorial.
5. Click on **Add Attendees** to open the **Global Address List**.

6. Enter a name in the **Search** field and highlight the name of the person you wish to invite. Then click on **Required →**.

Repeat step 6 to add additional attendees and click **OK** when you are finished.
7. You can now scroll through the calendar to find the next available meeting time for all attendees, or you use the **Suggested Times** in the bottom right of the screen to automatically search for the next available meeting time open to all invitees.

8. Once the attendees and time have been established, click the **Send** button at the top left of the screen to send the invitation.
9. The meeting has now been created in your calendar and will also appear in the calendars of those invited.
1. To add a room or other resources to a meeting you must be in the main Appointment window. Click on the Rooms button.

2. Type the room name in the Search field and highlight it. Then click on Rooms →.

Repeat step 2 to add other resources if necessary and then click OK.
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Outlook 2007

Adding an Optional Attendee

You can also add **Resources** and **Optional Attendees** at the same time you invite meeting attendees by using the **Global Address List**.

1. Enter the **Resource** name or **Optional Attendee** name in the **Search** field and then highlight to select. Click on **Optional** or **Resources**.

2. Repeat step 2 to add additional attendees if necessary and then click **OK** when you are finished.
Replies to your meeting invitation will be sent to your In Box.

1. To track who has responded, open the meeting in your Calendar and click on Tracking.

2. Here you will see all of the responses.
To view other related tutorials on Outlook Exchange 2007, please visit helpdesk.uvic.ca/ecs.