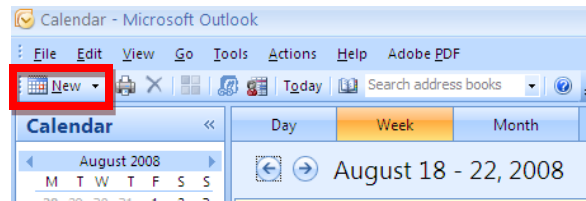


Setting Up an Appointment and Inviting Attendees in Outlook 2007

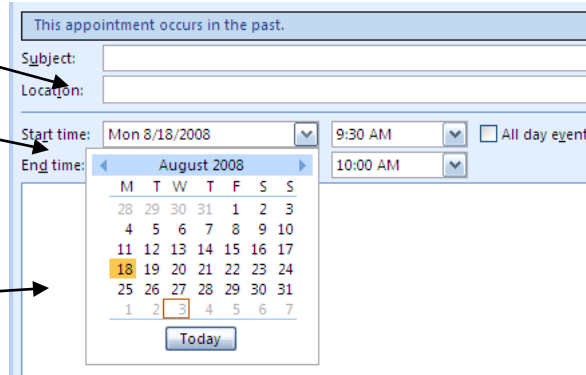
1. Select **"New"** from your calendar screen.



2. The New Appointment window will pop up

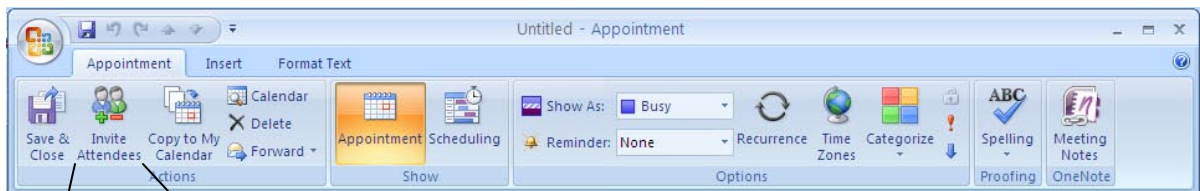
3. You can start by adding a **title** for the appointment and a **location**.

4. Also enter the **dates** and **times** for when the event will **start** and **end**.



5. You can then give a short description about what the appointment is about.

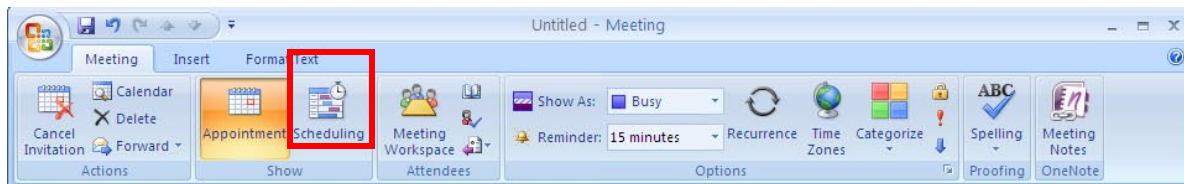
6. Other options can also be set at the top of the appointment window. **Holding your cursor** over the **icons** will give a short description on what the item is used for.



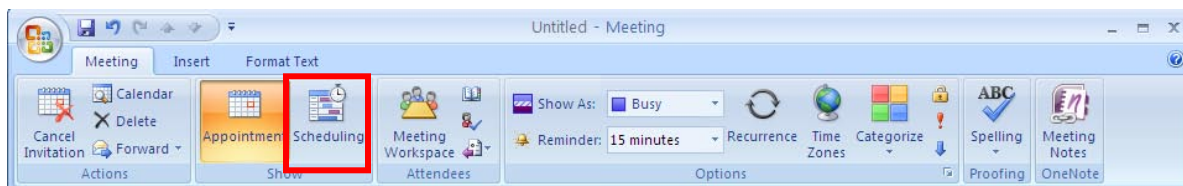
7. One option to pay particular attention to is the **"Invite Attendees"** icon. You will use this to invite people to the appointment. If they accept the invitation, the appointment will then be added to their default Outlook calendar.

8. Once you click on the **"Invite Attendees"** icon it will add a **"TO"** field above the Subject line of your appointment. Use this field to send the invitation. It works just like the **"TO"** field in an outgoing email.

9. Click the **"Scheduling"** icon to check whether or not your attendees are available to attend. This will also allow you to pick a different time for the meeting if necessary.



10. Click the **"Appointment"** to get back to your appointment information screen.



11. Click send (located to the left of the **"Subject"** line) to send out your appointment. When your appointment has been sent, it is automatically added to your calendar in Outlook.