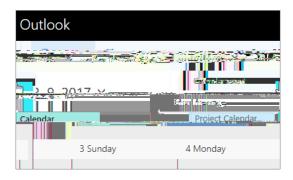
Schedule meetings and track responses

Step 1 i Schedule a meeting

Select New > Calendar Event, and then enter attendee names in the Add People box under People.



Step 3 - Add a room

In Scheduling Assistant, click Add Room, select a location from the room list, and then choose a room.



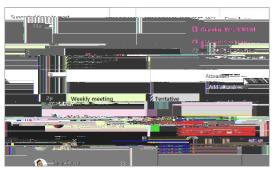
Step 5 ì Attach a File

Click Insert > Attach File > select a file and then as a Share link.



Step 2 - Get free/busy times for attendees

Click Scheduling Assistant see free/busy times.
Scheduling Assistant appears after you add a person in the Add People box.



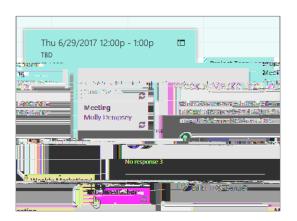
Step 4 ì Make it a Skype Meeting

Select Add Skype Meeting to make the meeting an online meeting.



Step 5 ì Track invite responses

Select the Meeting tab > select a meeting, and then select Tracking to see responses.



Outlook on the web Calendar

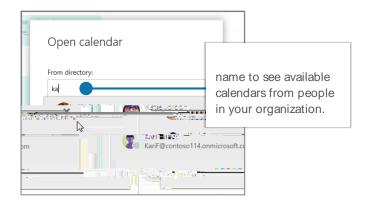
Apply categories to sort your events

Right click an event, select Categorize, and then select the category.



Add a calendar to your calendar view

To add another calendar to your calendar view, select Add Calendar > From Directory.



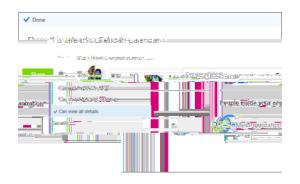
Switch calendar views

Select Home, and then select a view option like Day or Work Week.



Share a calendar

Select Home > Share Calendar, add people to the To line, and then select Send.



Keyboard shortcuts

	• 1	· · · · ·
Ctrl + 1	Go to today	Alt+N A, F
Ctrl + Shift = A	Search	Up/Down keys

Switch to day (1), work week (2), week (3), or month (4) Shift+Alt+[1,2,3,4]

More keyboard shortcuts: https://go.microsoft.com/fwlink/?linkid=864503

More info

Outlook for Web Help, https://go.microsoft.com/fwlink/?linkid=864505 Differences between desktop, online, and mobile, https://go.microsoft.com/fwlink/?linkid=864504