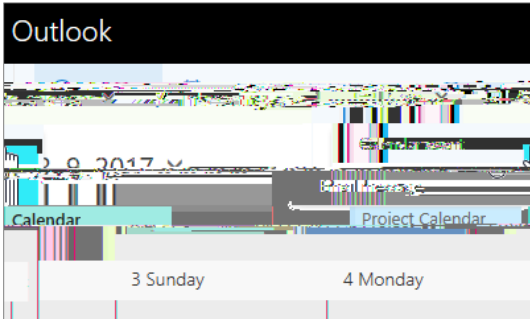


Step 1 | Schedule a meeting

New > Calendar Event
Add People People



Step 2 - Get free/busy times for attendees



Add People



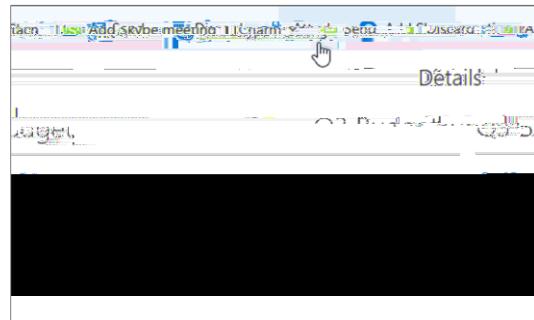
Step 3 - Add a room

Scheduling Assistant, Add Room



Step 4 | Make it a Skype Meeting

Add Skype Meeting



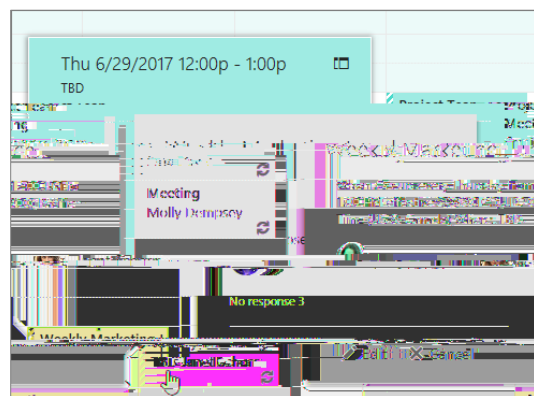
Step 5 | Attach a File

Insert > Attach File > as a Share link.

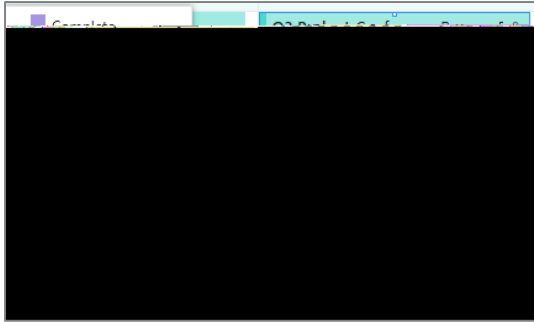


Step 5 | Track invite responses

Meeting > Tracking

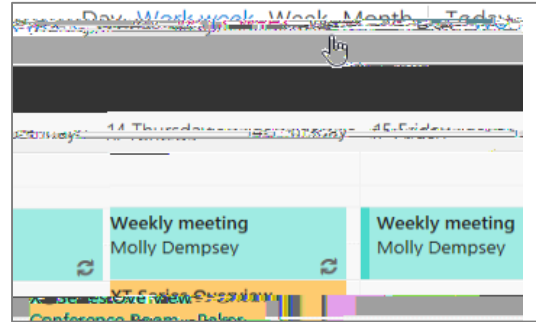


Categorize



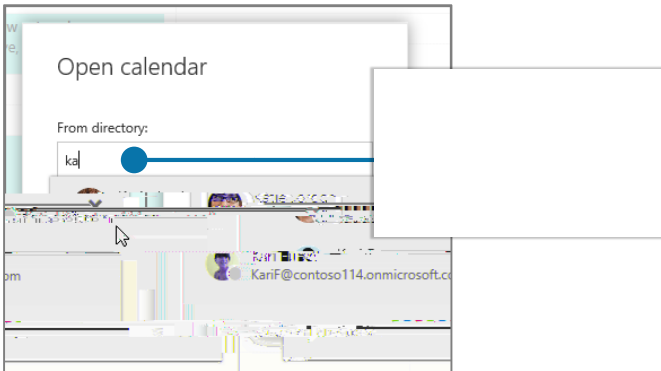
Home
Week

Day Work



Calendar > From Directory

Add



Home > Share Calendar
Send

To

