

How to send meeting invitations using Office365 Calendar

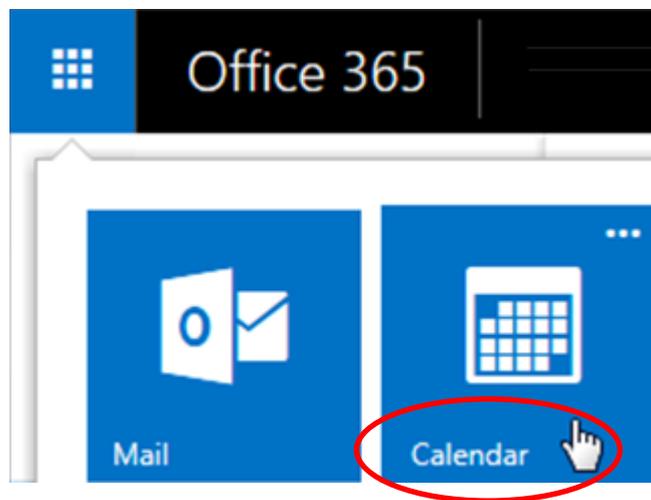
This guide tells you how to send meeting requests using the Calendar in your Office365 webmail.

There are separate sections for setting this up in [Office365 email](#) or in the [Outlook client](#) if you use that.

If you need any further assistance please contact the [SID desk](#)

O365 web mail

1. In your O365 email, click on the menu icon at the left of the menu bar, then click on “**Calendar**”



2. To create a new meeting, either highlight a free slot on the required day in your Calendar and then double click to open it, or click on the  **New** button at top left of your Calendar screen.

3. Both these actions will open the Event editing page:

The screenshot shows the 'Event editing page' form. At the top, there are buttons for 'Save', 'Discard', and 'Scheduling assistant'. Below these are fields for 'Event', 'Location', and 'Attendees'. The 'Start' field is set to 'Mon 11/05/2015' at '3:30 PM' with a 'Duration' of '30 minutes'. The 'Show as' field is set to 'Busy' and the 'Reminder' is set to '15 minutes'. The 'Calendar' is set to 'Calendar' and the 'Repeat' option is 'Never'. There is a checkbox for 'Mark as private' and a globe icon for 'Online meeting'. At the bottom, there is a rich text editor toolbar with options for bold, italic, underline, text color, background color, font size, bullet points, numbered list, link, unlink, and emoji.

Enter a meaningful description for the meeting in the **Event** title and in the body of the request so the attendees know the purpose of the meeting. For example you can type the agenda in the textbox at the bottom of the page.

Enter the **Location** if known. It's best to book a room using the [Room Booking](#) system in parallel once you have found the best date and time for most attendees.

Please note – you cannot use the “Add room” function at the right of the Location field.

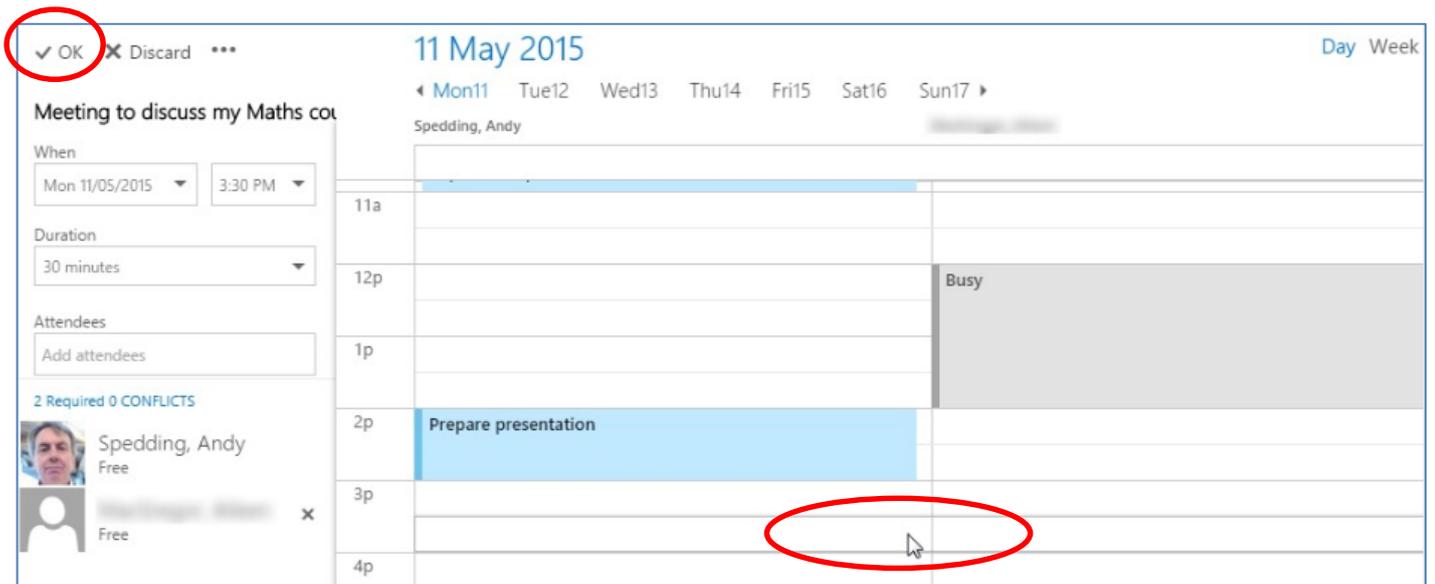
Enter the email address(es) of the **Attendees**.

When you start typing in this field, O365 will start to suggest names or find them for you.

Click on their name in the blue box if it comes up automatically. If it doesn't, click **Search contacts and directory** to find them

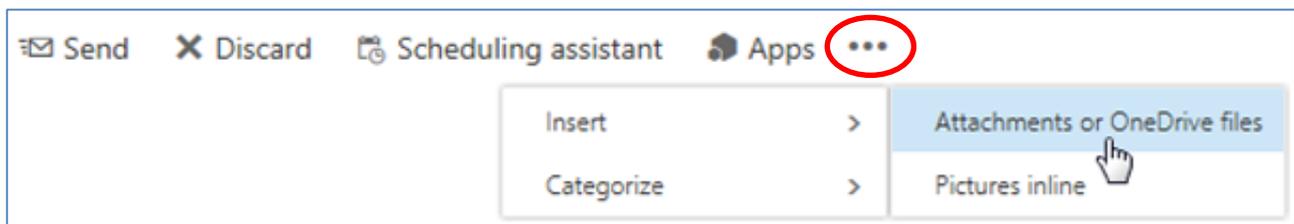
The screenshot shows the 'Event editing page' form with a dropdown menu open over the 'Attendees' field. The 'Event' field contains 'Meeting to discuss my Maths coursework' and the 'Location' field contains 'Harrison 171'. The 'Attendees' field has a dropdown menu with two suggestions, each with a person icon and a name. A mouse cursor is pointing at the top suggestion. Below the suggestions is a button with a magnifying glass icon and the text 'Search contacts and directory'. The 'Start' field is set to 'Mon 11/05/2015' and the 'Show as' field is set to 'Busy'.

- Click on the **Scheduling Assistant** link in the Menu bar
- You will now see your calendar and theirs side by side. Select a slot when you are both free and then click **OK**.



To find a mutually free slot, you may need to click on different days in the week or switch to “**week**” view.

- If you want to add an attachment, click on the 3 dots in the Menu bar, then click on Insert and then **Attachments**. You can then browse your computer to find the file(s) you want to attach.



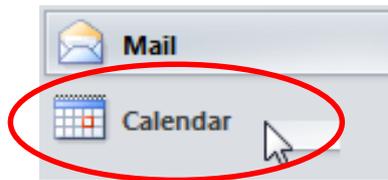
However please note, it is not recommended to send meeting requests with files attached as these can take up a lot of storage space.

It is better to insert a link to the file(s) in the body of the request.

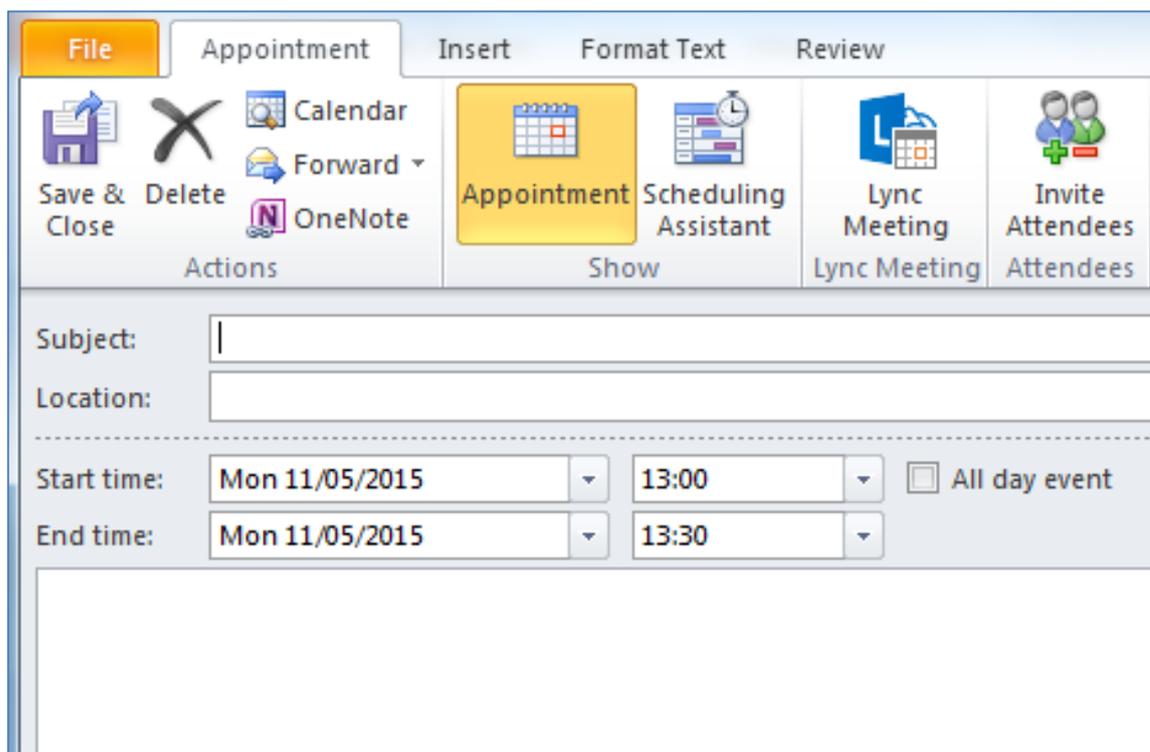
- To send the meeting invitation press **Send**.
- You should get an automated email reply telling you if the meeting invitee has Accepted the meeting request, or Declined it (ideally with a reason telling you why).
- If they have declined it, you can edit the meeting request and reschedule it using the Scheduling Assistant from step 4.

Outlook

1. In your Outlook email, click on the **Calendar** icon the left-hand folder or menu bar



2. To create a new meeting, either highlight a free slot on the required day in your Calendar and then double click to open it, or click on the **New Appointment** button at top left of your Calendar screen.
3. Both these actions will open the Event editing page:

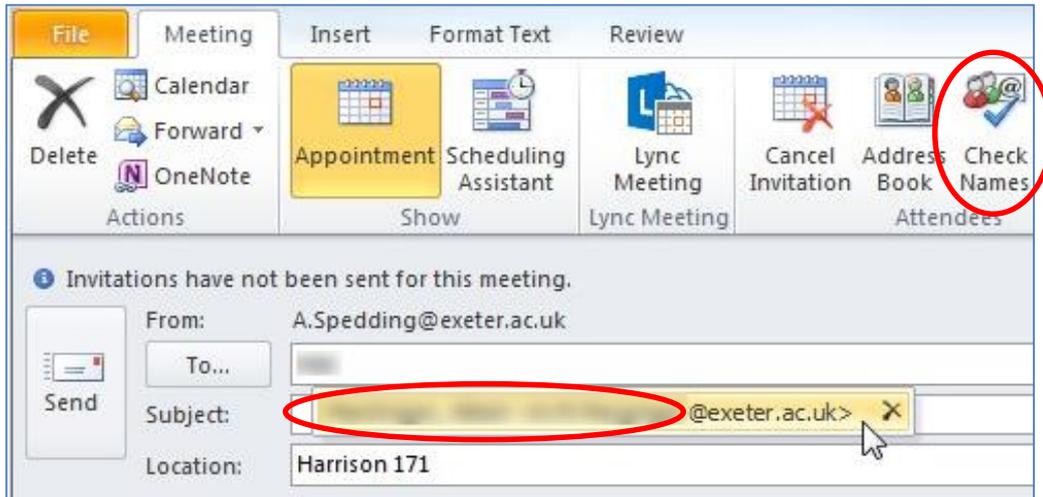
A screenshot of the Outlook 'New Appointment' dialog box. The window has a title bar with 'File', 'Appointment', 'Insert', 'Format Text', and 'Review' tabs. Below the title bar is a ribbon with several groups of buttons: 'Actions' (Save & Close, Delete), 'Show' (Appointment, Scheduling Assistant), 'Lync Meeting' (Lync Meeting), and 'Invite Attendees' (Invite Attendees). Below the ribbon are input fields for 'Subject:', 'Location:', 'Start time:' (with date and time dropdowns), and 'End time:' (with date and time dropdowns). There is also a checkbox for 'All day event'. The bottom of the dialog is a large empty text box for the meeting description.

Enter a meaningful description for the meeting in the **Subject** and in the body of the request so the attendees know the purpose of the meeting. For example you can type the agenda in the textbox at the bottom of the page.

Enter the **Location** if known. It's best to book a room using the [Room Booking](#) system in parallel once you have found the best date and time for most attendees.

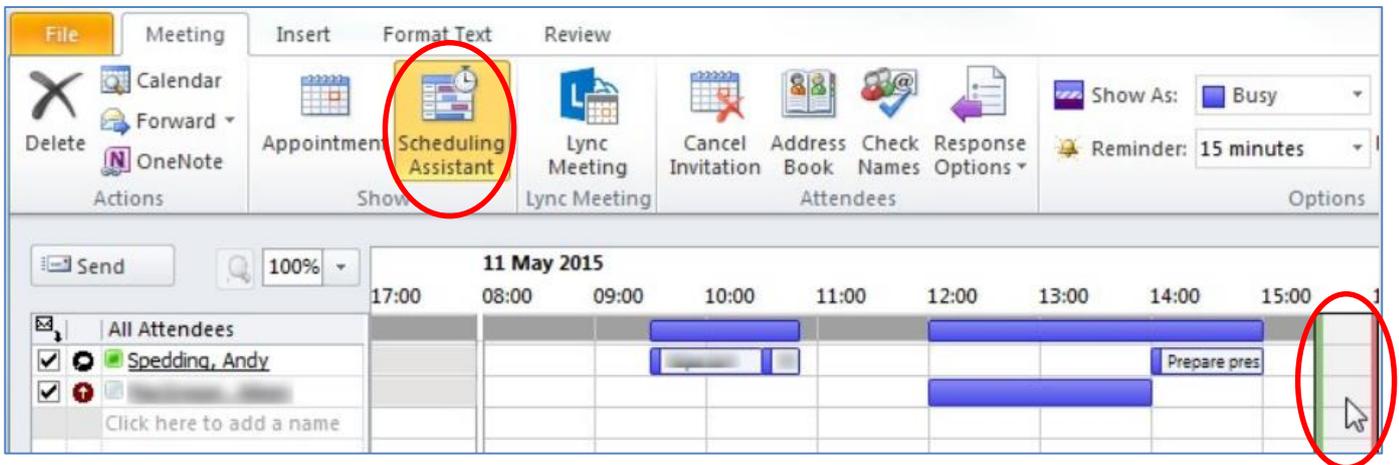
4. Click on the **Invite Attendees** button in the Appointment menu tab.

Then enter the email address(es) of the Attendees in the **To..** line



When you start typing in this field, Outlook will find any cached addresses for your regular contacts. Click on their name in the yellow box if it comes up automatically. If it doesn't, click **Check Names** to find them.

5. Click on **Scheduling Assistant** in the what has now become the Meeting menu tab



You will now see your calendar and theirs across two rows. Select a slot when you are both free

To find a mutually free slot, you may need to scroll right to find a better time on a different day.

6. Click on **Appointment** in the Meeting menu tab to return to the meeting request.

7. If you want to add an attachment, click on the Insert tab in the men bar, then click on Attach File.



You can then browse your computer to find the file(s) you want to attach.

However please note, it is not recommended to send meeting requests with files attached as these can take up a lot of storage space.

It is better to insert a link to the file(s) in the body of the meeting request.

8. To send the meeting invitation press **Send**.
9. You should get an automated email reply telling you if the meeting invitee has Accepted the meeting request, or Declined it (ideally with a reason telling you why).
10. If they have declined it, you can edit the meeting request and reschedule it using the Scheduling Assistant from step 5.