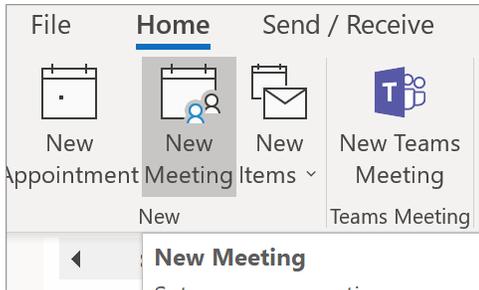


## Schedule meetings and track responses

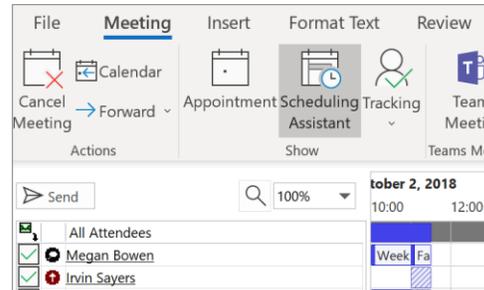
### Step 1

Select **Home > New Meeting**.



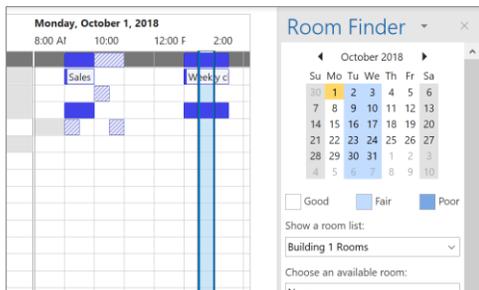
### Step 2

Select **Scheduling Assistant**, and then add attendee names to get free/busy times.



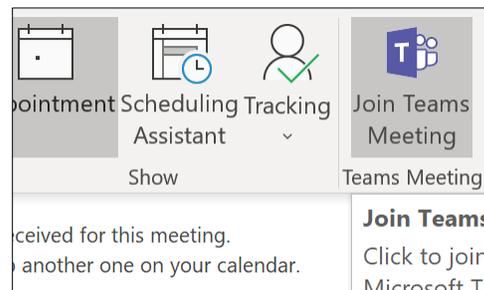
### Step 3

In **Room Finder**, select a location from the room list, and then choose a room.



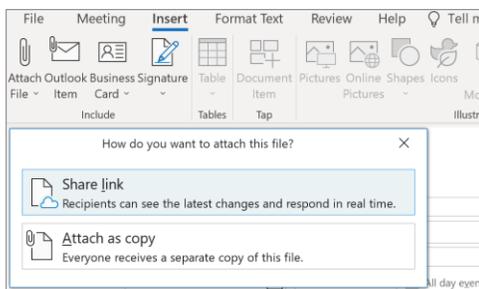
### Step 4

Select **Teams Meeting** to make an online meeting. (Your organization may be using **Skype for Business**.)



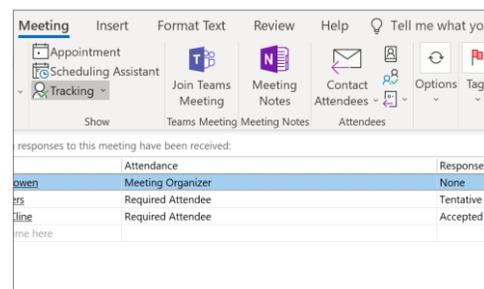
### Step 5 – Attach a File

Select **Insert > Attach File >** select a file, and then **Share link**.



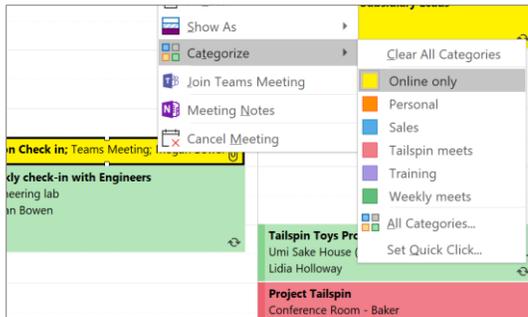
### Step 6 – Track invite responses

Select your meeting and then **Tracking** to see responses.



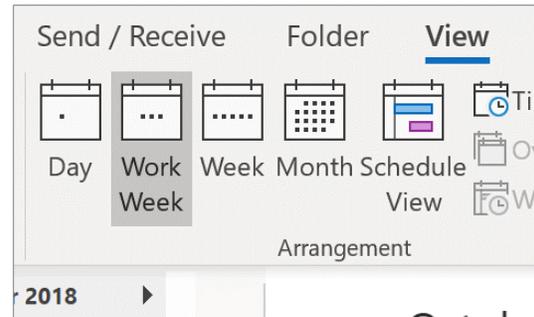
## Apply categories to sort your events

Right-click an event, select **Categorize**, and then select the category. You can use multiple categories.



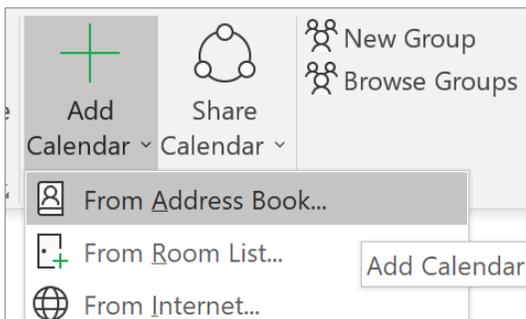
## Switch calendar views

From your Calendar, select **View**, and then select a view option like **Day**, **Work Week**, **Week**, or **Month**.



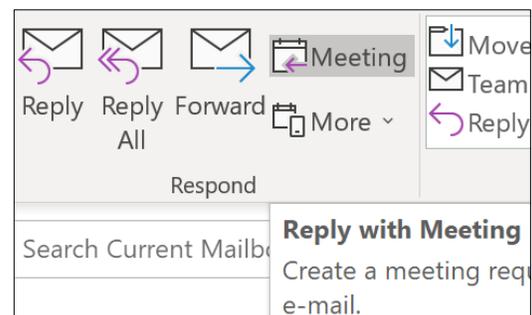
## Add a calendar to your view

From your Calendar, select **Add Calendar > From Address Book** and enter a contact to see calendars from people in your organization. Or **From Internet** to view online calendars.



## Create a meeting from an email

In an open message, select **Meeting**. A request is made inviting everyone on the **To** line as **Required Attendees**. Title and message body is copied over and can be edited.



## Keyboard shortcuts

Go to Calendar	Ctrl + 2	Go to Mail	Ctrl + 1
Switch view to include today	Ctrl + T	Create new meeting request	Ctrl + Shift + Q
Open selected calendar event	Ctrl + O	Create Appointment	Ctrl + Shift + A

See keyboard shortcuts for Outlook at: <https://go.microsoft.com/fwlink/?linkid=864503>

## More info

Outlook Training  
<https://go.microsoft.com/fwlink/?linkid=864509>

Differences between desktop, online, and mobile  
<https://go.microsoft.com/fwlink/?linkid=864504>

Outlook Quick Start Guide  
<https://go.microsoft.com/fwlink/?linkid=864510>

Differences between Windows and Mac version of Outlook  
<https://go.microsoft.com/fwlink/?linkid=864506>