User Guide: Calendar - Scheduling a Meeting in Outlook 2010/2013

You must have delegate access granted to you by the account owner before you can schedule appointments as a delegate. This document assumes you have added the delegator’s account to your outlook calendar.

1. Open Outlook and click on Calendar

2. Right click the Date and select New Appointment
3. Enter the required information:
   a. Enter a subject in **Subject**
   b. Enter a **Location** in the location
   c. Select the **Start Time**’s Date and Time
   d. Select the **End Time**’s Date and Time
   e. Enter a **description** of the event.
4. Click on **Invite Attendees**
5. **The layout will change**

6. Enter the attendee’s information
   a. For McMaster staff & faculty select the name through the **Global Address List**
   b. For external attendees enter the attendee’s email address in the **To...** bar
   c. Click on **Check Names**
7. The name, will be underlined

8. For room or resource bookings click on **Rooms**...
9. Find the Resource
10. Click on Rooms ->
11. Click on OK.

12. Update the Location if prompted by clicking on Yes
13. The resource will be in the **Location** AND in the **To**... bar

You haven’t sent this meeting invitation yet.

<table>
<thead>
<tr>
<th>To...</th>
<th>Tsdoe3 Jonathan: TestResourceRoom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Schedule a Meeting</td>
</tr>
<tr>
<td>Location</td>
<td>TestResourceRoom</td>
</tr>
<tr>
<td>Start time</td>
<td>Wed 7/22/20 9:30 AM</td>
</tr>
<tr>
<td>End time</td>
<td>Wed 7/22/20 10:00 AM</td>
</tr>
</tbody>
</table>

14. Click on **Send** to send the invitations and schedule the resource

You haven’t sent this meeting invitation yet.

<table>
<thead>
<tr>
<th>To...</th>
<th>Tsdoe3 Jonathan: TestResourceRoom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Schedule a Meeting</td>
</tr>
<tr>
<td>Location</td>
<td>TestResourceRoom</td>
</tr>
<tr>
<td>Start time</td>
<td>Wed 7/22/20 9:30 AM</td>
</tr>
<tr>
<td>End time</td>
<td>Wed 7/22/20 10:00 AM</td>
</tr>
</tbody>
</table>

Email Message Here

15. A confirmation email from the RESOURCE will be received indicating a successful booking

TestResourceRoom

**Accepted: Schedule a Meeting**

When: Wednesday, July 20, 9:30 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).

Location: TestResourceRoom

TestResourceRoom has accepted this meeting.

**Your request was accepted.**

Sent by Microsoft Exchange Server 2010