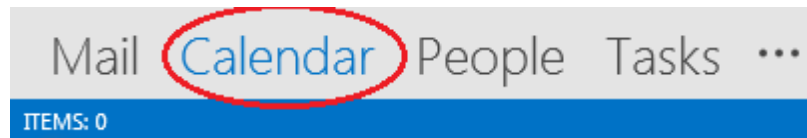


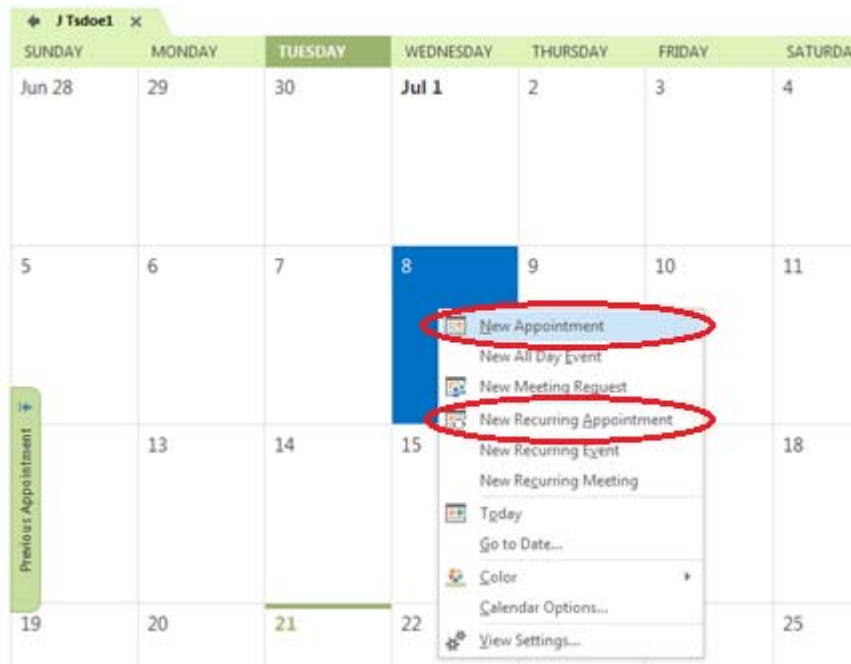
# User Guide: Calendar - Scheduling a Meeting in Outlook 2010/2013

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.

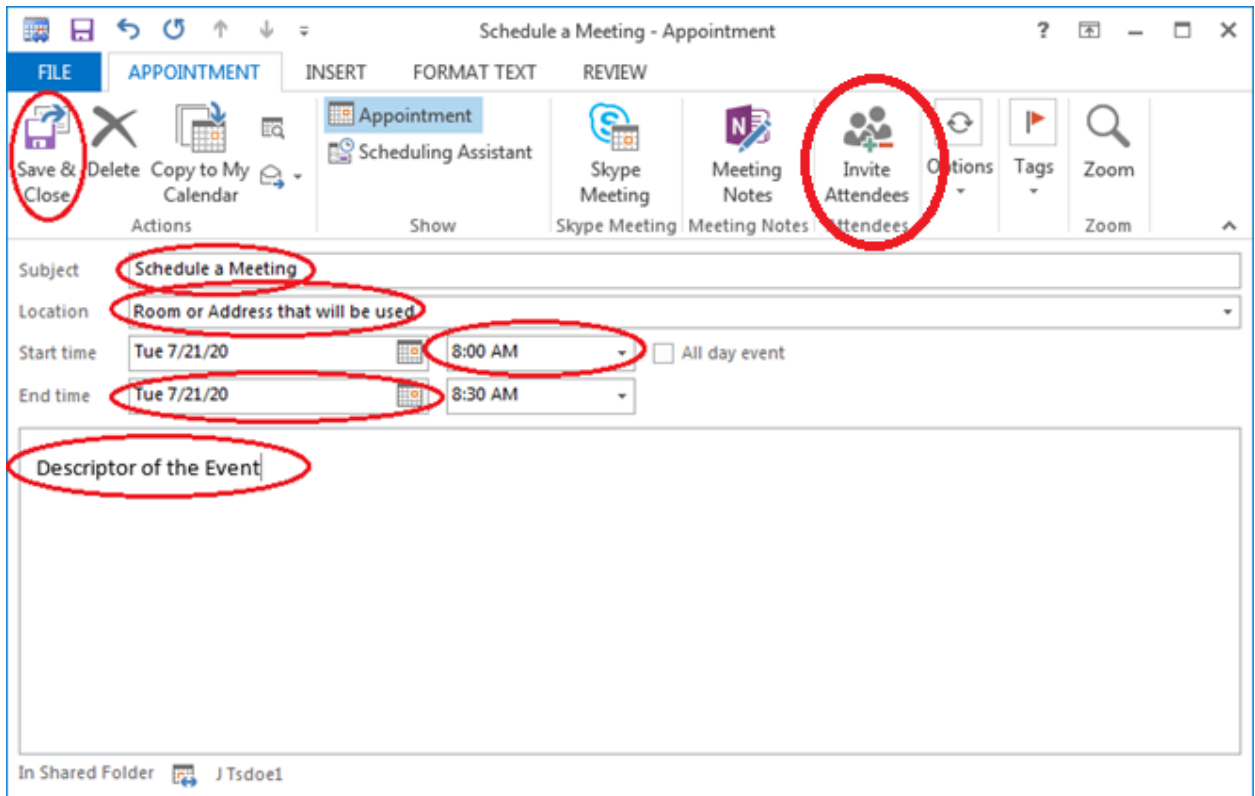
1. Open Outlook and click on **Calendar**



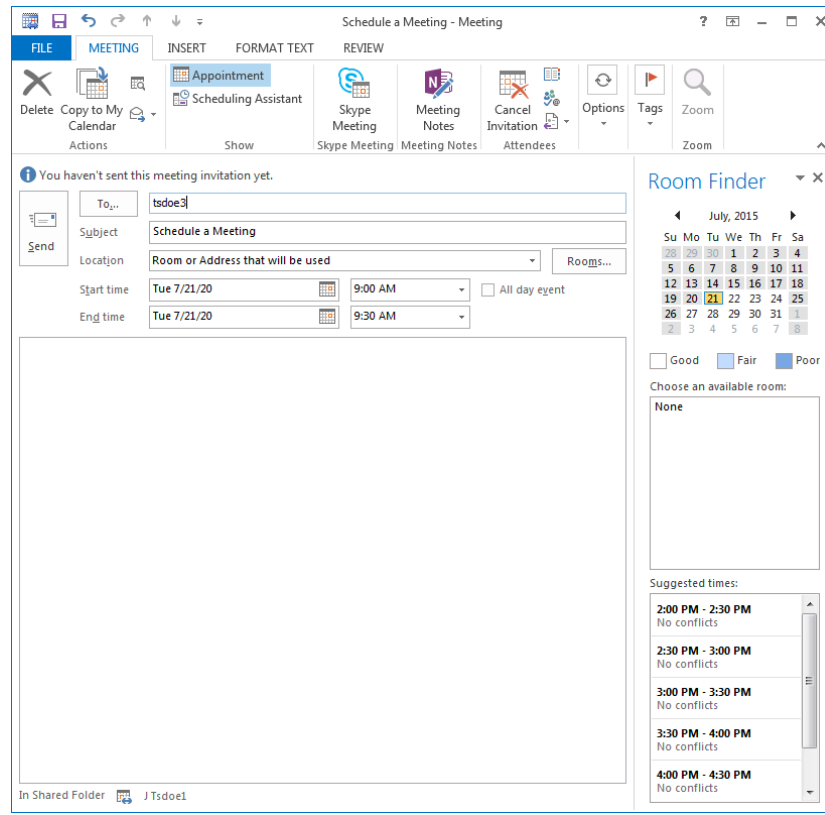
2. Right click the **Date** and select **New Appointment**



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**

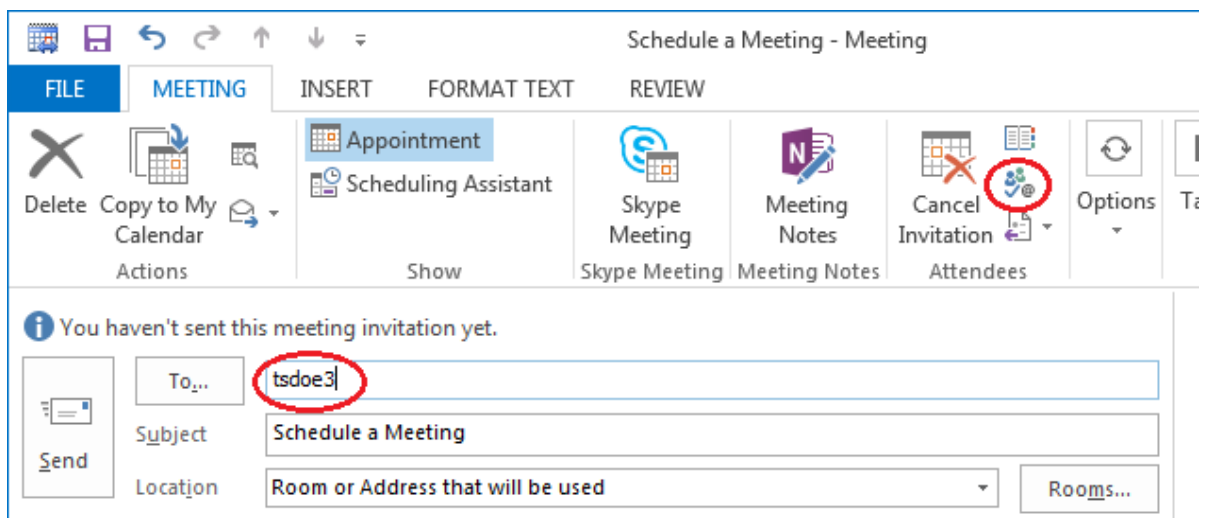


5. The layout will change

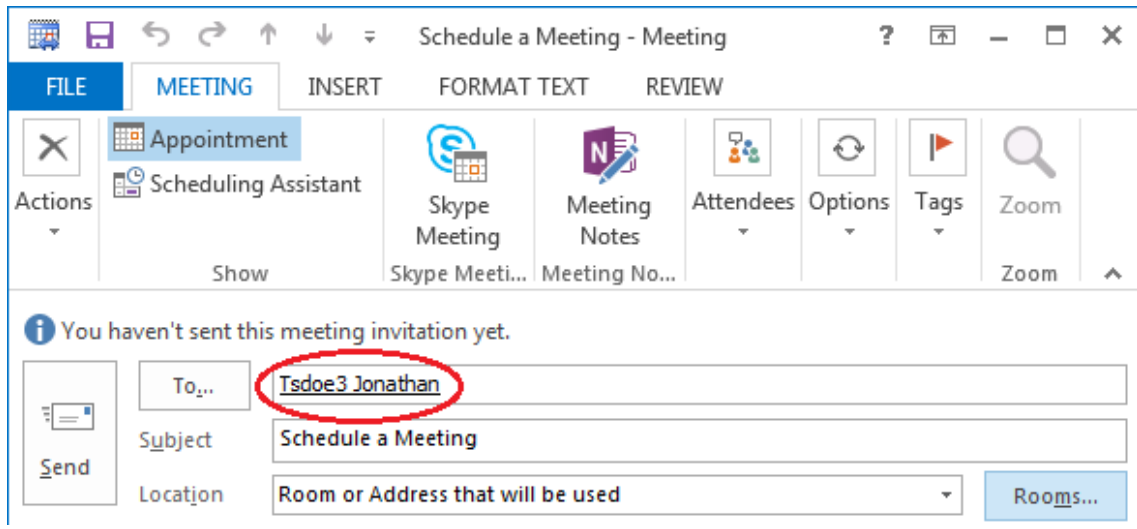


6. Enter the attendee's information

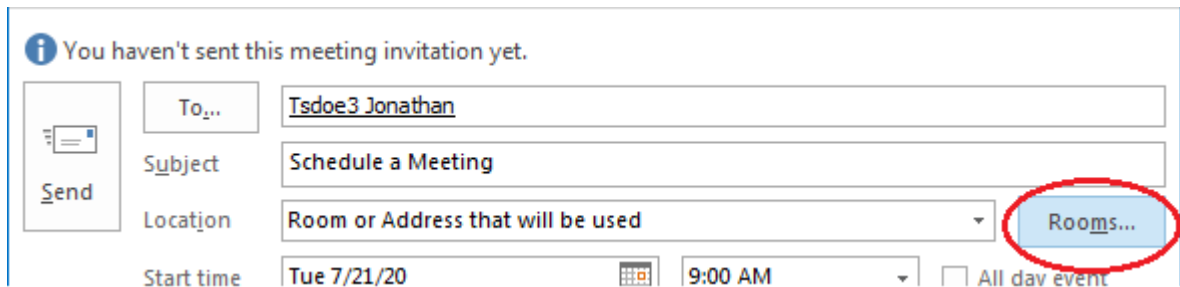
- a. For McMaster staff & faculty select the name through the **Global Address List**
- b. For external attendees enter the attendee's email address in the **To...** bar
- c. Click on **Check Names**



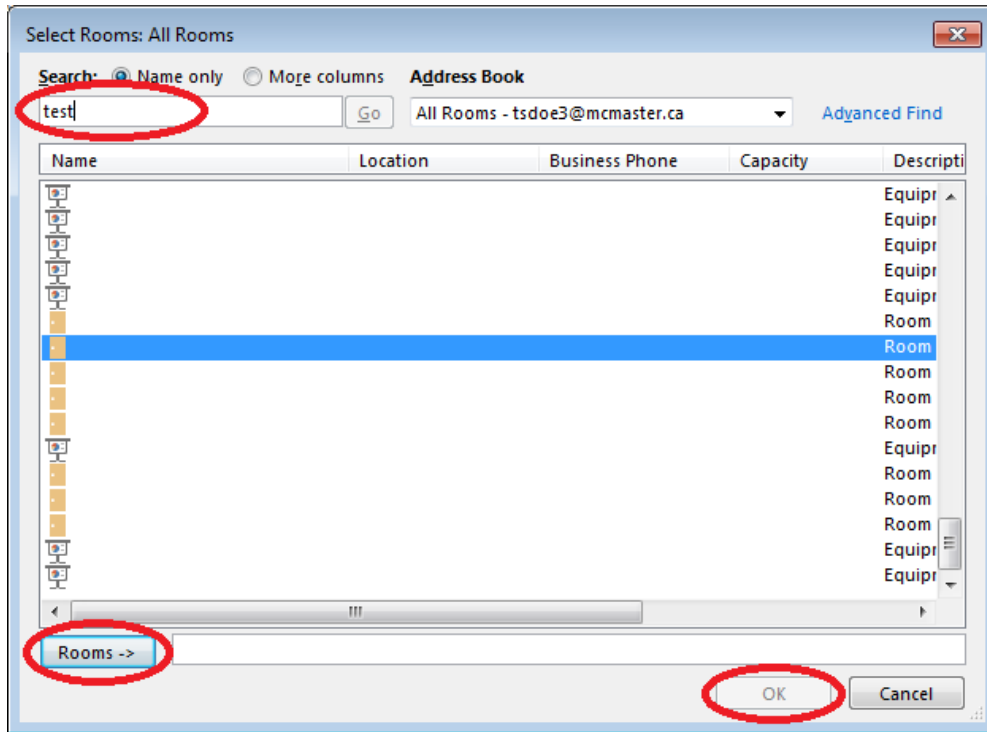
7. The name, will be underlined



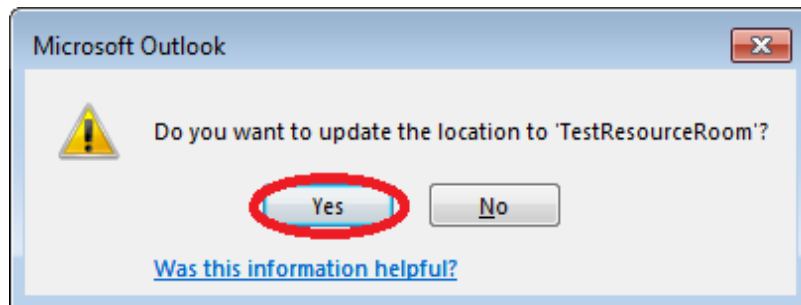
8. For room or resource bookings click on **Rooms....**



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

**i** You haven't sent this meeting invitation yet.

**Send**

To... Tsdoe3 Jonathan; **TestResourceRoom**

Subject Schedule a Meeting

Location **TestResourceRoom**

Start time Wed 7/22/20 9:30 AM  All day event

End time Wed 7/22/20 10:00 AM

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

**i** You haven't sent this meeting invitation yet.

**Send**

To... Tsdoe3 Jonathan; TestResourceRoom

Subject Schedule a Meeting

Location TestResourceRoom

Start time Wed 7/22/20 9:30 AM

End time Wed 7/22/20 10:00 AM

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

**i** TestResourceRoom has accepted this meeting.

### Your request was accepted.

Sent by Microsoft Exchange Server 2010