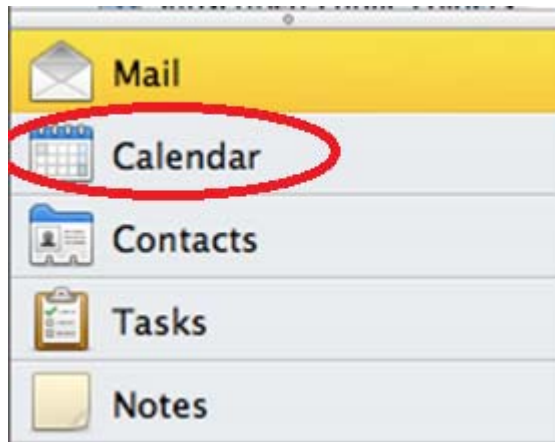


User Guide: Calendar – Schedule a Meeting (With Resources) in Outlook 2011

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.

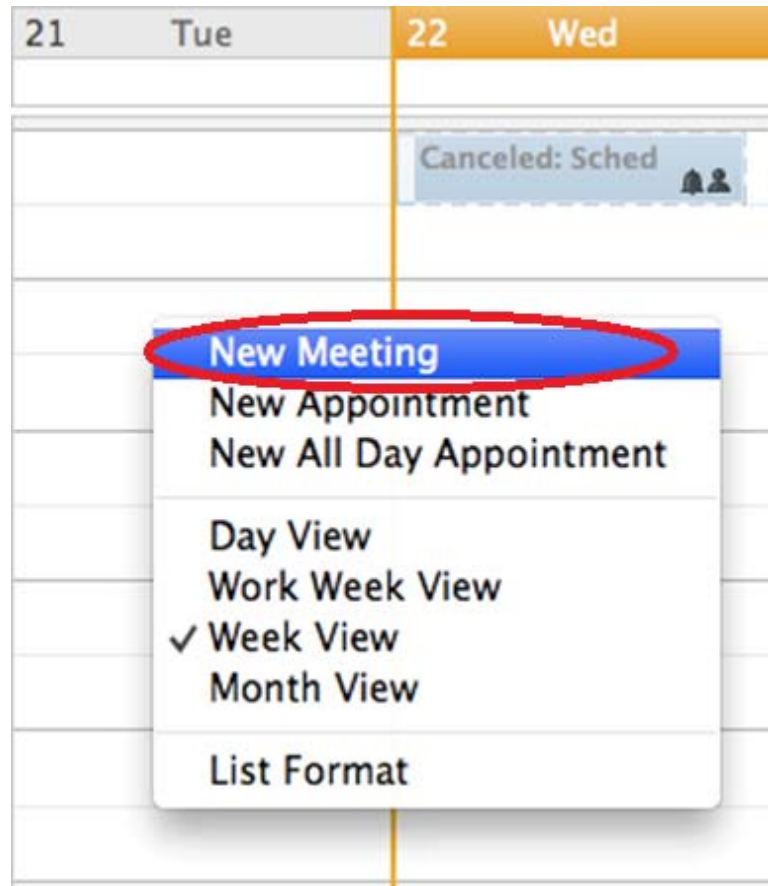
1. Open **Outlook**
2. Go to **Calendar**



3. Ensure there is checkmark next to the delegator's name in **Shared Calendars**.



4. Right click on the **Calendar**.
5. Click on **New Meeting**



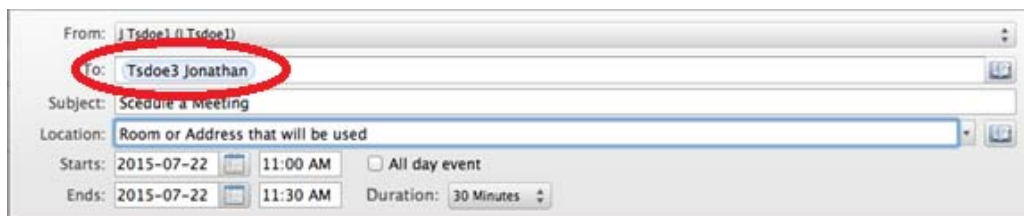
6. Select the delegate on the **From** bar



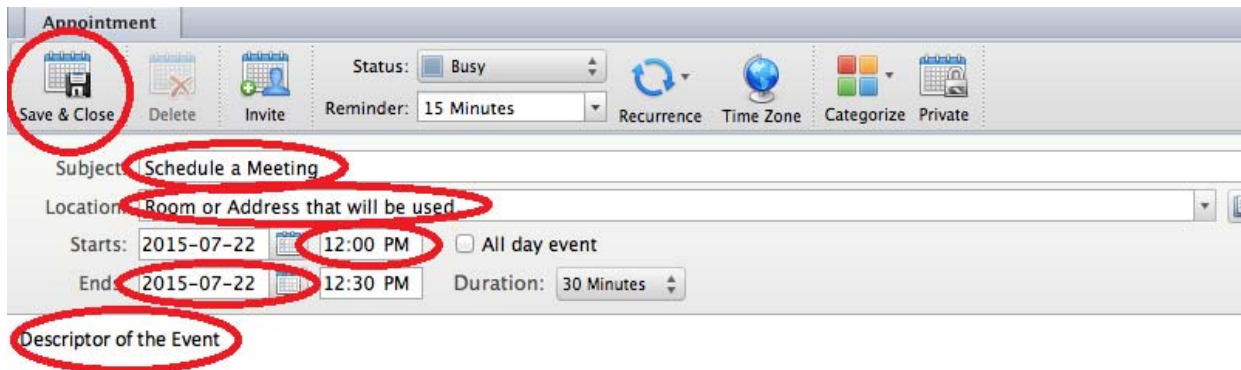
7. Enter the attendee's information
 - a. For McMaster staff & faculty select the name through the **Global Address List**
 - b. For external attendees enter the attendee's email address in the **To...** bar
 - c. Click on **Check Names**



8. The name, will be in its own **blue box**



9. Enter the required information:
 - a. Enter a **Subject** under Subject
 - b. **Location** under location
 - c. Select **Start Time's** Date and Time
 - d. Select **End Time's** Date and Time
 - e. Enter a **description** of the event.



10. Click on **Send** to schedule the meeting

