Information Technology Services

Support Phone: (201) 360-4310   **Support Email**: itshelp@hccc.edu
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Meeting Scheduling Made Easier
Using Outlook Scheduling Assistant:

- In Outlook Calendar, click New Meeting.
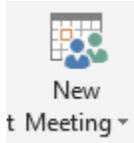
- Enter your colleagues for the meeting in the To:
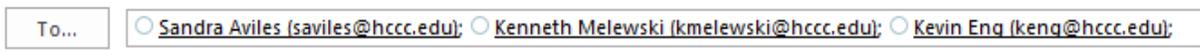
- Click Scheduling Assistant:
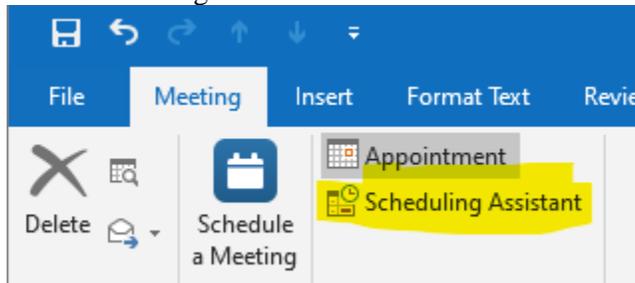
- You can see open times within the Scheduling Assistant and choose the best one for your invitees. Essential areas to look at are highlighted in the assistant below.