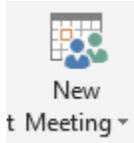


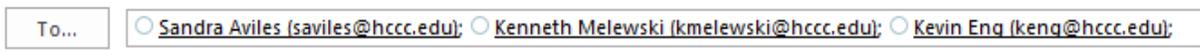
Meeting Scheduling Made Easier

Using Outlook Scheduling Assistant:

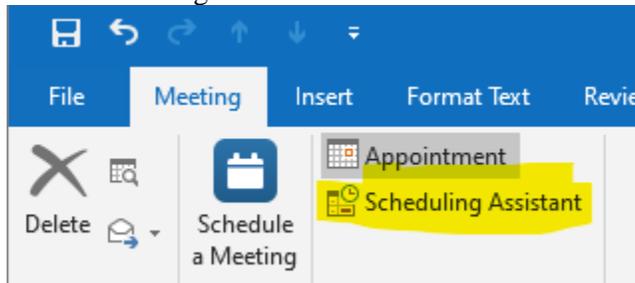
- In Outlook Calendar, click New Meeting.



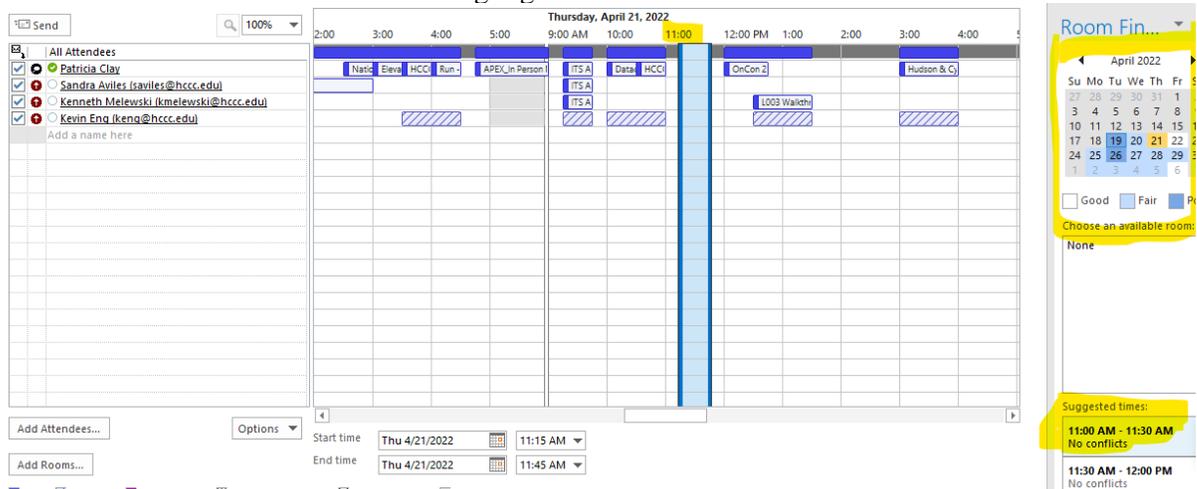
- Enter your colleagues for the meeting in the To:



- 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.



The screenshot displays the Outlook Scheduling Assistant interface for Thursday, April 21, 2022. The main calendar grid shows various meetings and free time slots. A meeting is scheduled for 11:00 AM. The 'All Attendees' list on the left includes Patricia Clay, Sandra Aviles (saviles@hccc.edu), Kenneth Melewski (kmelewski@hccc.edu), and Kevin Eng (keng@hccc.edu). The 'Room Finder' sidebar on the right shows a calendar for April 2022 and a list of suggested times: 11:00 AM - 11:30 AM (No conflicts) and 11:30 AM - 12:00 PM (No conflicts). The 11:00 AM slot is highlighted in blue, indicating it is a good time for the meeting.