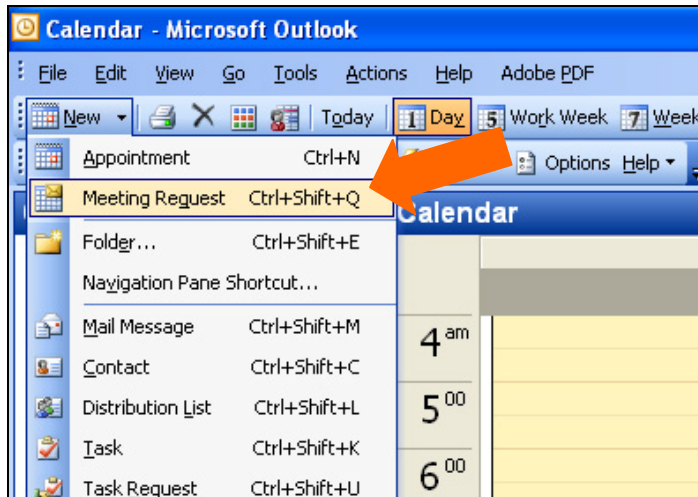
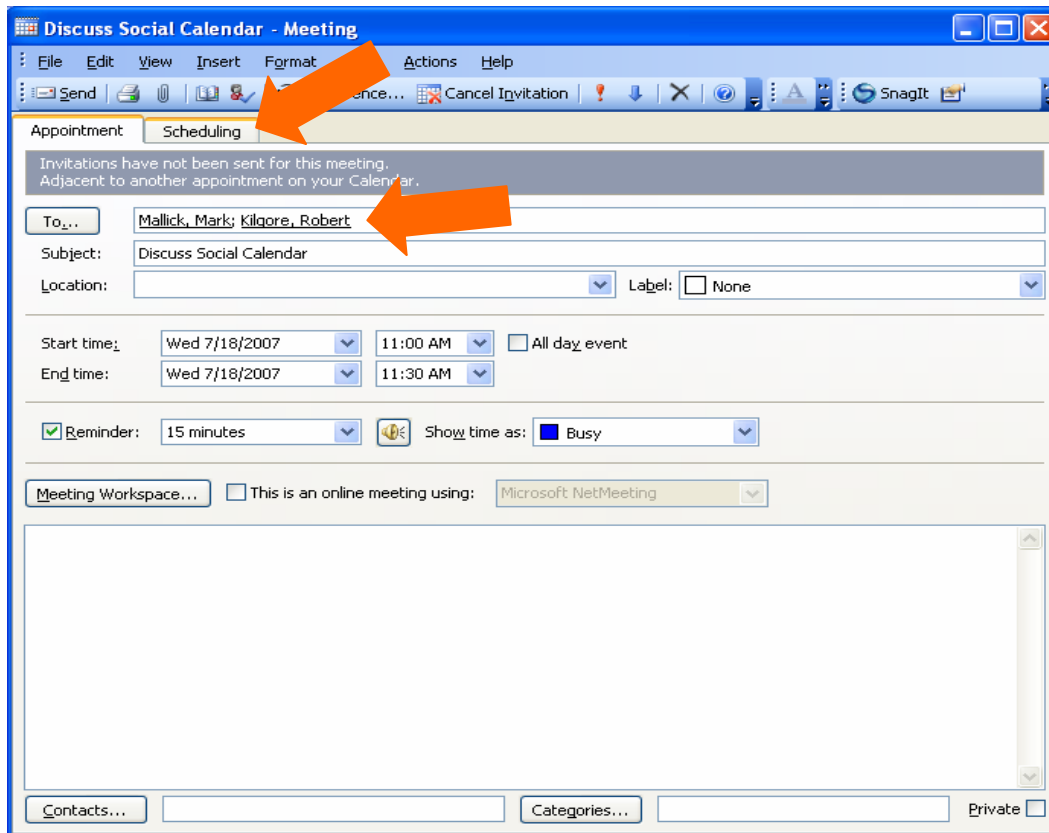


# HOW TO SCHEDULE A MEETING

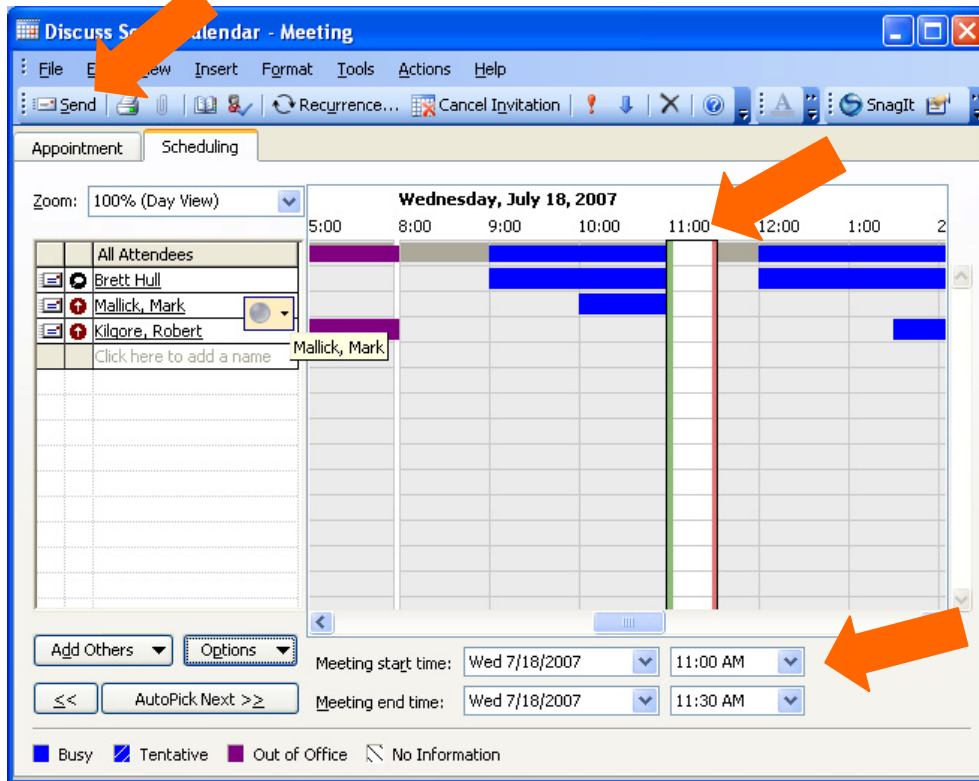


**In the Calendar View, click on New and select “Meeting Request” from the list.**



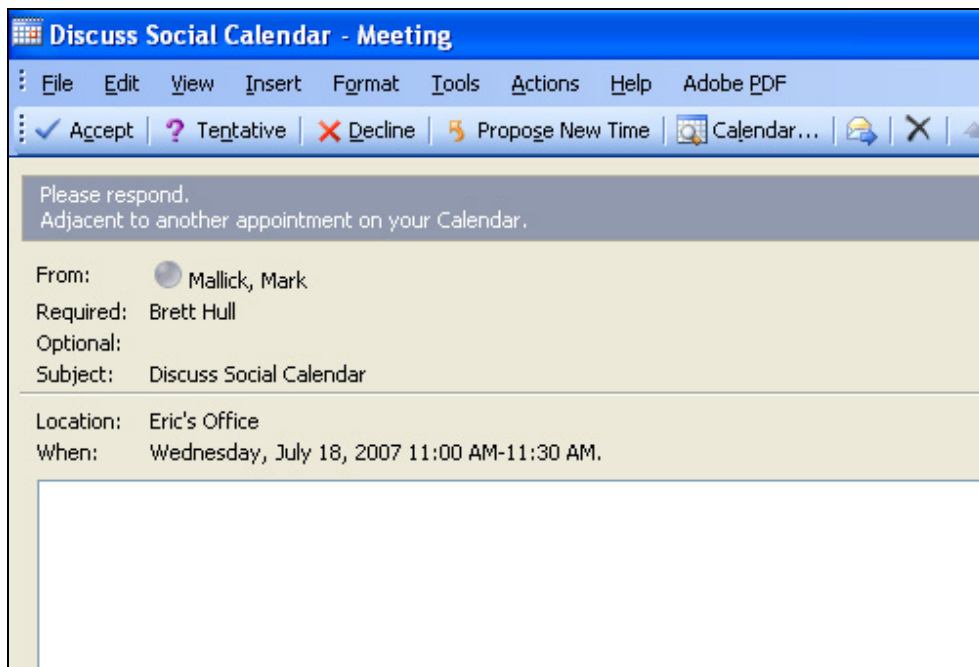
**Type in the names of those you would like to invite to the meeting (or click on “To” to select them from the Address Book).**

**To check the availability of meeting attendees, click on the “Scheduling” tab.**



**The “Scheduling” window shows what times are available for each person invited to the meeting.**

**Select the time for the meeting and click on “Send”.**



**Invited members receive an email asking for their response to the meeting request.**

**(Until a reply is sent, the appointment shows as “Tentative” on their Calendar.)**