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.
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.)