

Schedule and Manage Meetings in Outlook

Applies to

Microsoft Office Outlook® 2003

By Jim Boyce

(edited by Jeff Van Syckle)

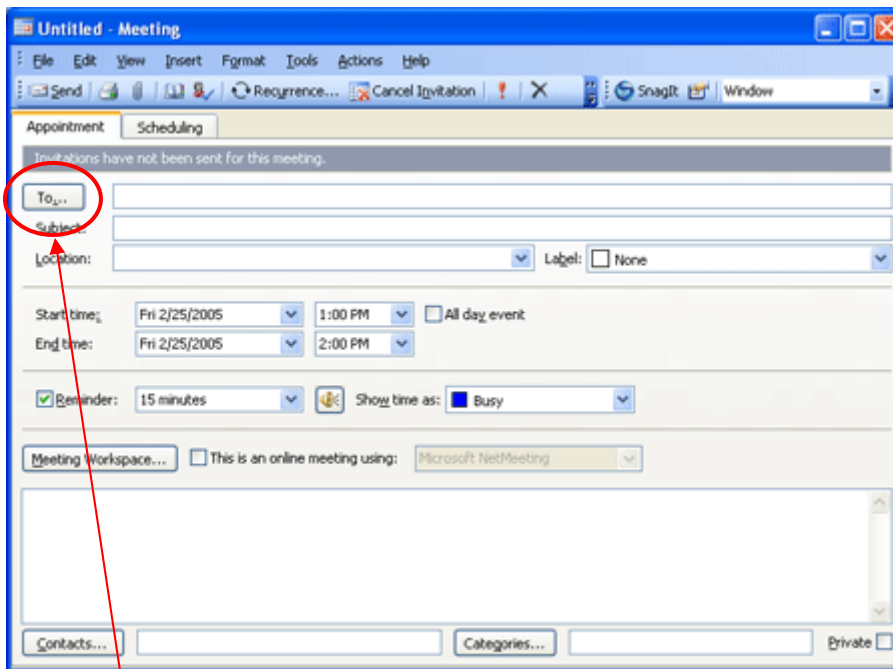
In Outlook 2003, you can schedule meetings from the **Calendar** folder or from any Outlook 2003 folder. You can schedule meetings regardless of whether your organization uses Microsoft Exchange Server. However, if your organization doesn't use Exchange Server, you must configure the free/busy status settings in Outlook before you can view others' free/busy times.

Schedule a meeting

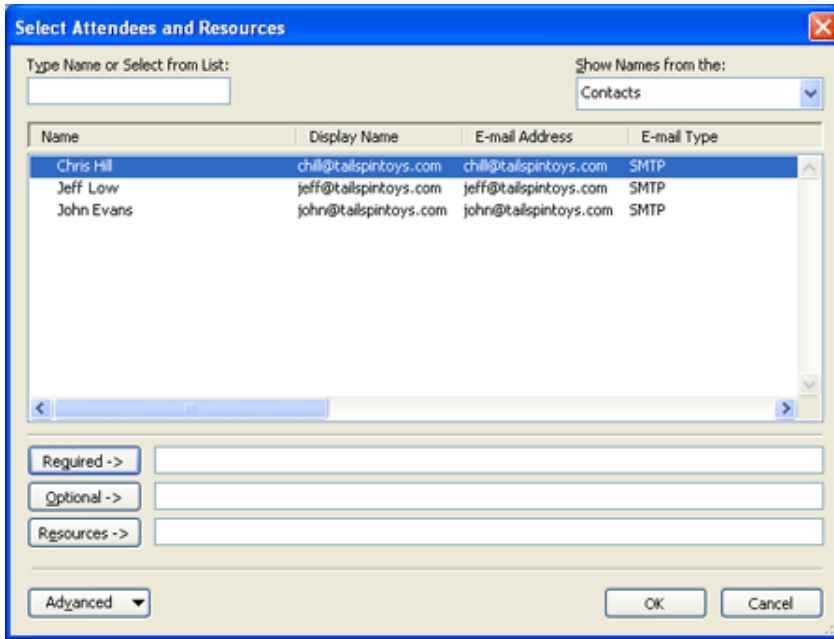
When you create a meeting in Outlook 2003, you actually create a meeting request. The request is sent out by e-mail to the prospective meeting participants, who respond by accepting or declining the meeting request or by proposing a new time.

Follow these steps to create a meeting request:

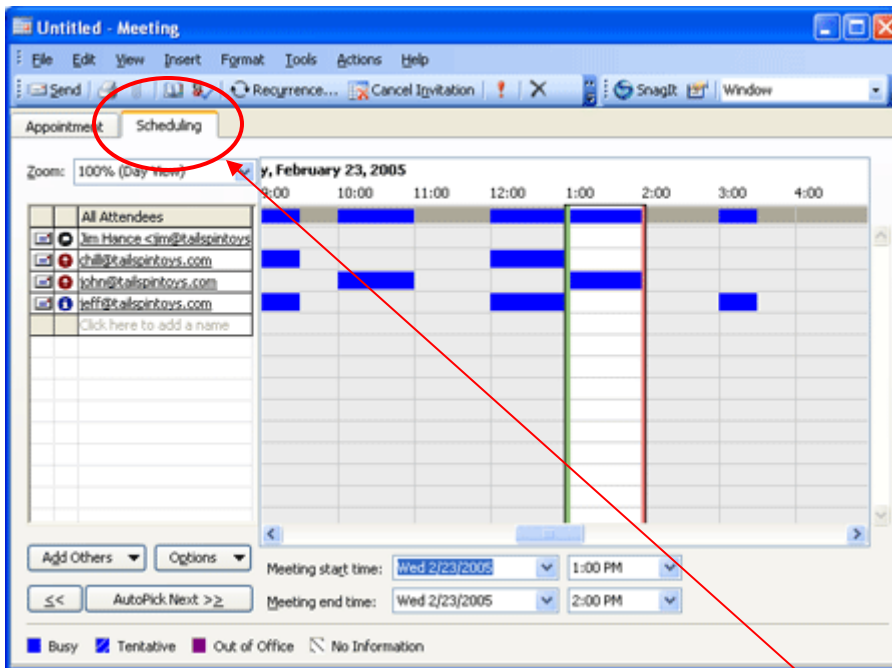
1. In Outlook 2003, open the **Calendar** folder and select a block of time for the meeting.
2. On the **File** menu, point to **New**, and click **Meeting Request**. The **Meeting** dialog box appears.



3. Click **To**. The **Select Attendees and Resources** dialog box appears.



4. Select the people who must attend the meeting, and click **Required**.
5. Select the people who can optionally attend the meeting, and click **Optional**.
6. This is just like selecting email recipients.
7. Click **OK**.
8. Enter a subject in the **Subject** field.
9. Click the **Scheduling** tab.



10. You can view your meeting participants' free/busy information on the **Scheduling** tab. Select a free block of time for the meeting.
11. Click **Send**, and then click **Yes**. Outlook sends the meeting request to the specified recipients.