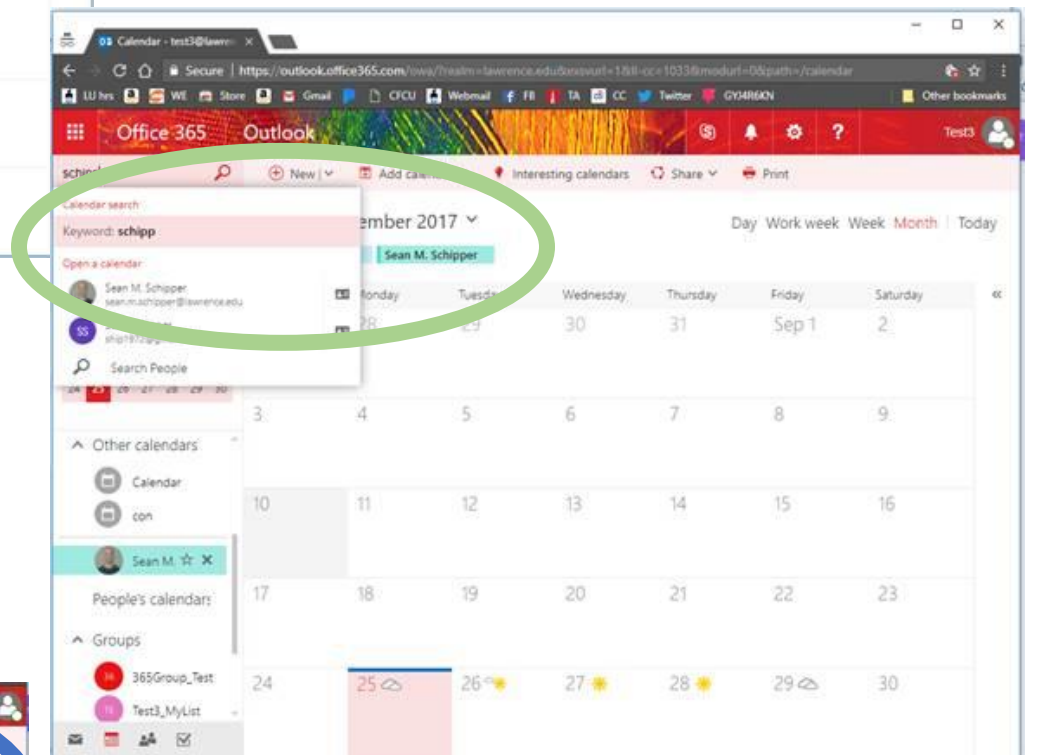
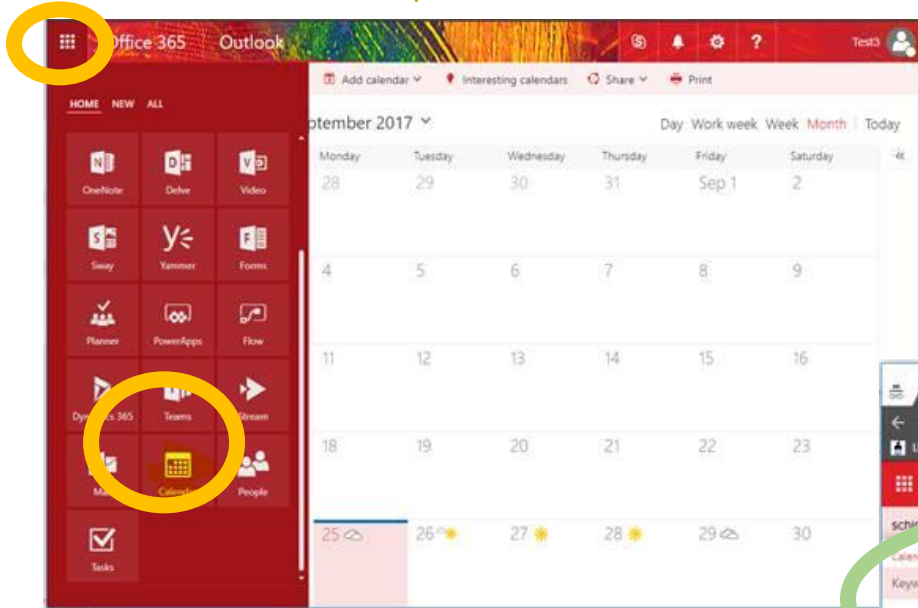
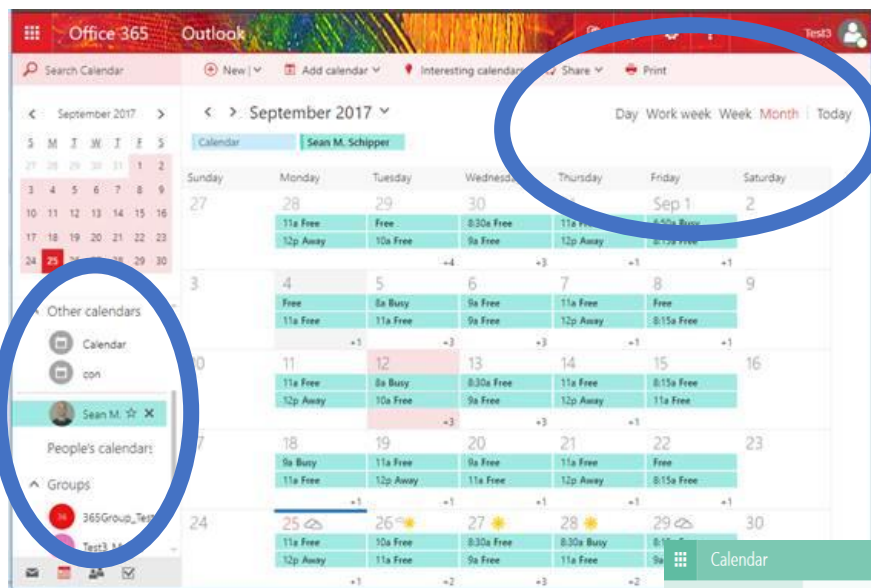


## How to Schedule a Meeting through Microsoft Office 365 Webmail:

While in Office 365 (Webmail), you can request to schedule a meeting with someone by seeing what times are open on that person’s calendar! Open the Calendar section by clicking on the grid of boxes at the top of the screen – the drop down should allow several options where you can click on Calendar as one of the options.

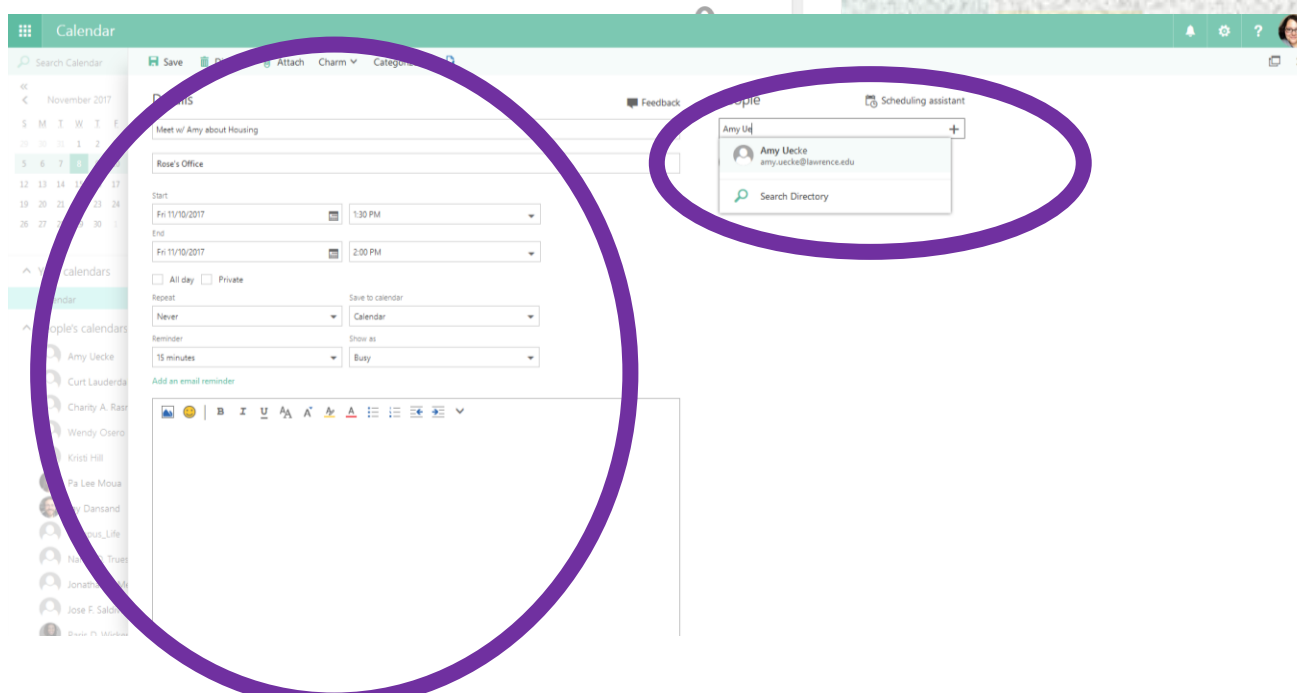
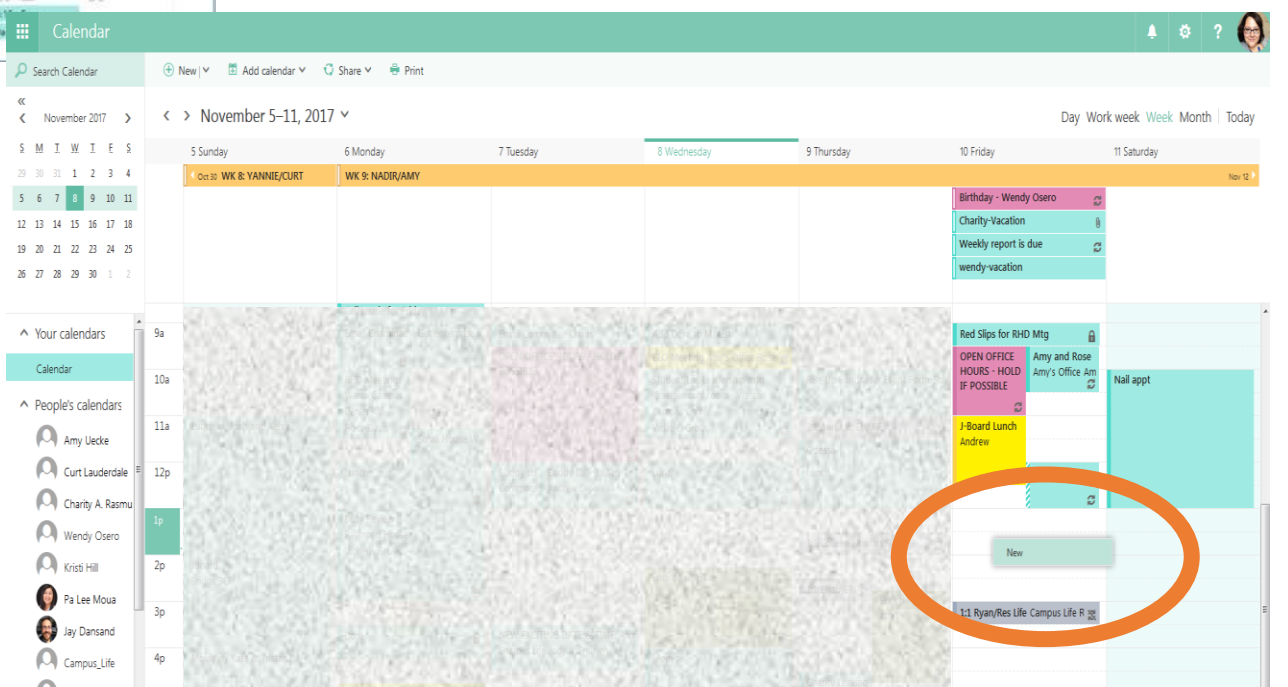


Search for the person’s calendar you’d like to view in the upper left.



You can toggle on/off the user’s calendar info by clicking on their name on the left column. You can also then look at one week or one day at a time by clicking those options on top.

Click on an empty space on both your calendar and the calendar of the person you are trying to make a meeting with. The word “New” should pop up – click on that to make a new appointment.



Search on the right side of the screen for whom you are looking to invite – it should pull names from the Lawrence database.

Enter in who the meeting is between and where you’d like to have the meeting (example is “Meeting with Rose/John” and location is “Rose’s Office”).

Then hit Send towards the top left.