Outlook Web Access 2007
Using the Scheduling Assistant...

Need to schedule a meeting involving several busy people? The OWA Scheduling Assistant makes it easier to find allocated times and other resources (i.e. conference room) for meetings. Just from a few clicks, you can check each attendee’s availability and identify the earliest mutually convenient time and availability of resources.

To use the Scheduling Assistant from an Open Meeting dialog box (New...Meeting Request):

1. Click the Scheduling Assistant tab, underneath the standard toolbar

2. Adjust the Start and End times if necessary

3. Click the Select Attendees header and select names from the Address Book (click on the name to add) or click Add a name in the field to name the attendee’s name.

4. When you close the Address Book, OWA reflects availability information as color bars, and display a legend at the bottom of the dialog.

5. Select dates on the Suggested Times calendar to change the time reflected in the availability area.

6. OWA will suggest meeting times based on invitee availability at the bottom of the Suggested Times area. To accept an option, just click on it.

7. If you wish to return to the meeting details, click the Appointment tab.

8. To send the invitation and add the meeting to your calendar, click Send.