

# Outlook Web Access 2007

## Using the Scheduling Assistant...

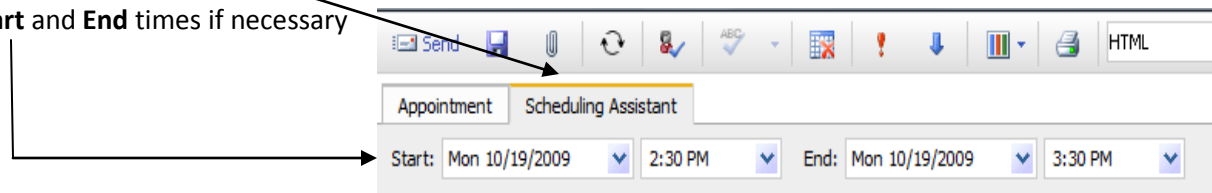
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Need to schedule a meeting involving several busy people? The OWA Scheduling Assistant makes it easier to find allocated times and other resources (i.e. conference room) for meetings. Just from a few clicks, you can check each attendee's availability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

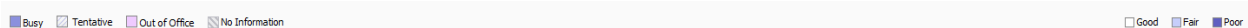
1. Click the **Scheduling Assistant** tab, underneath the standard toolbar

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**.

