In Outlook 2007:

1. On the Meeting tab, in the Show group, click **Scheduling Assistant**.

2. To select attendees from Address Book, click **Add Attendees** (or click to add name in field).

3. Click the desired meeting day on calendar to the right.

4. Click the drop-down menu on **Duration** to select appropriate meeting length.

5. Review availability from **Suggested Times**, and click the desired time.

   **Note**: To classify attendees, right click the icon next to the attendee’s name, and select classification

   - Organizer - Creator of the meeting; regarded as necessary by the Suggested Times list.
   - Required Attendee - Invitees regarded as necessary by the Suggested Times list.
   - Resource - Specification of rooms or equipment added to Meeting.
   - Optional Attendee - Invitees whose attendance is viewed optional.

   To add convenience, you can repeat steps 3 – 5 to find a suitable option for all required.

6. Click **Appointment** in the Show group. The Appointment view will appear.

7. Type the appropriate meeting details - Subject, Location, Start time, End time, etc.

8. Complete the body of the message.

9. Click **Send**. Your Meeting Request is sent and the window closes.