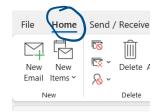
Scheduling Help in Microsoft Outlook

To Schedule a meeting time with a teacher, please follow the following guide. There is a guide for <u>both</u> the <u>Outlook</u> <u>APP</u> & also for the <u>Online version</u> of Outlook.

In the Outlook APP

- 1. Open Outlook
- 2. Go to the "Home" tab.



3. Click "New Items" and then "Meeting".

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- 4. Fill in the information required.
 - a. "Title" put your full name & briefly explain why you are coming in.
 - i. For Example: Make up Chapter 5 test, or To get help over chapter 8. etc.
 - b. "Required" = Kevin Conlon
 - c. "Start Time" = Date & Time that you will be coming in. Be sure to <u>double check</u> the date and time for **Start Time** and **End Time** so they are accurate & both the same date.
 - d. "Location" = you can fill room 308 or leave it blank.

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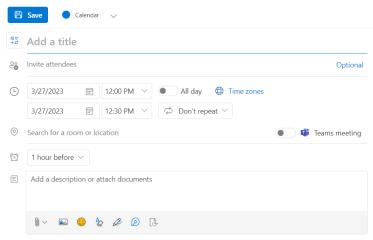
5. Mr. Conlon will accept or reject the meeting. If it is rejected then lease propose a new time. If Mr. Conlon proposes a new time/date then please accept or reject it ASAP.

In the Online Version of Outlook

- 1. Open Outlook online.
- 2. Click the down arrow next to "new mail".

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3. Click "Event" and the following will pop up:



Fill in the:

- A. "Title" put your full name & briefly explain why you are coming in.
 - i. For Example: Make up Chapter 5 test, or To get help over chapter 8. etc.
- B. "Invite attendees" = Kevin Conlon
- C. "Start Time" = Date & Time that you will be coming in. Be sure to <u>double check</u> the date and time for **Start Time** and **End Time** so they are accurate & both the same date.
- D. "Location" = you can fill room 308 or leave it blank.
- E. Please make sure that "Teams Meeting" is not selected.

F.

Mr. Conlon will accept or reject the meeting. If it is rejected, then lease propose a new time. If Mr. Conlon proposes a new time/date then please accept or reject it ASAP.