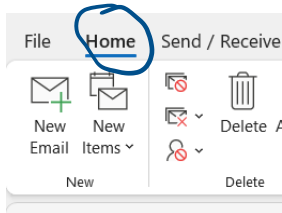


## Scheduling Help in Microsoft Outlook

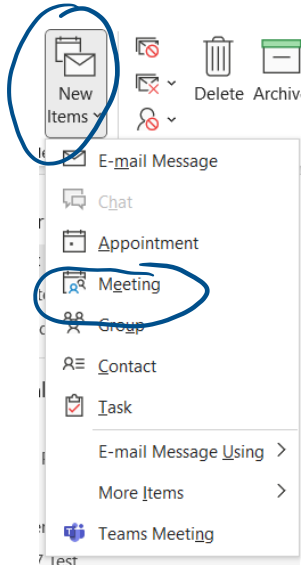
To Schedule a meeting time with a teacher, please follow the following guide. There is a guide for **both** the **Outlook APP** & also for the **Online version** of Outlook.

### **In the Outlook APP**

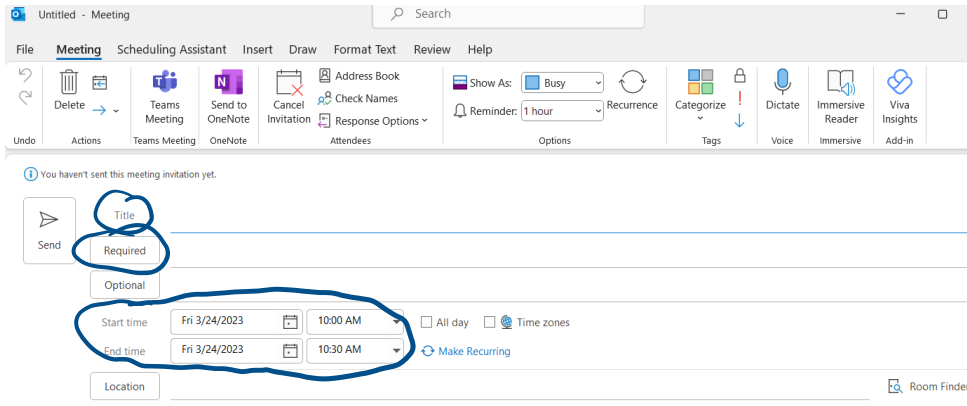
1. Open Outlook
2. Go to the "Home" tab.



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



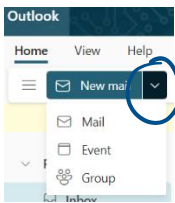
4. Fill in the information required.
  - a. "Title" – put your full name & briefly explain why you are coming in.
    - i. For Example: **Make up Chapter 5 test**, or **To get help over chapter 8**. etc.
  - b. "Required" = Kevin Conlon
  - c. "Start Time" = Date & Time that you will be coming in. Be sure to double check 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.



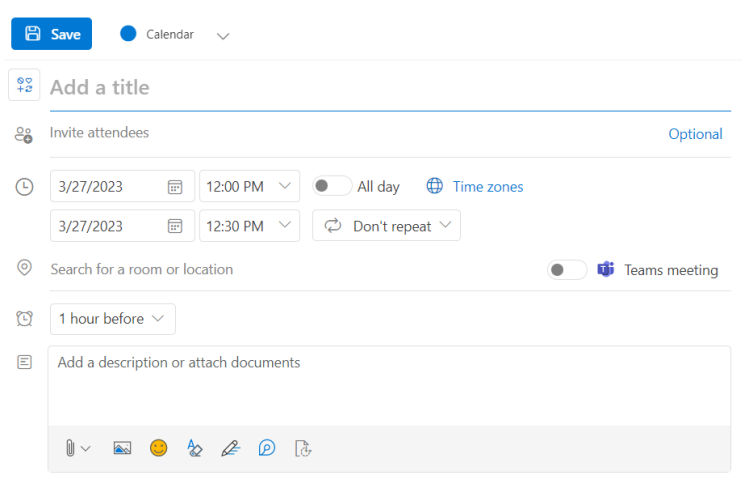
- Mr. Conlon will accept or reject the meeting. If it is rejected then please propose a new time. If Mr. Conlon proposes a new time/date then please accept or reject it ASAP.

### In the Online Version of Outlook

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



- Click "Event" and the following will pop up:



Fill in the:

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

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