Using Scheduling Assistant

Step 1. Login to Hendrix webmail https://outlook.office.com/owa/

Step 2. Click on the "box of boxes" in the upper, left corner.

Step 3. Choose Calendar.
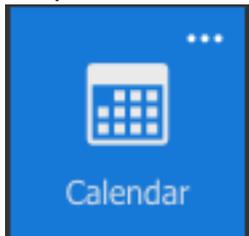
Step 4. Click on the **New** dropdown menu and select Calendar Event.
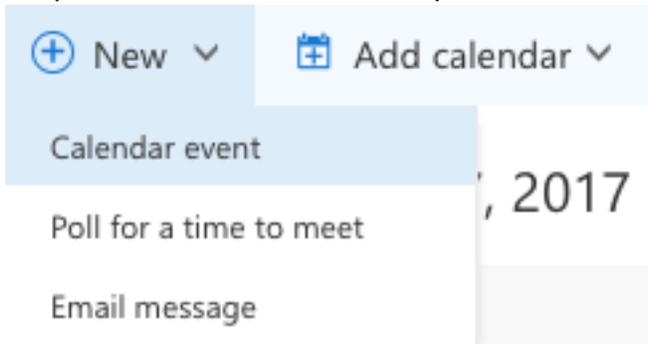
Step 5. Add People. They will then show below as attendees.

People

Required ∨ |

Lepczyk, Tim
Free

Attendees

Sort by ∨

Engeler-Young, Bobby ✕
Free

Burling, Jay ✕
Free

Step 6. Click on the little calendar and clock icon to the right of People. The Scheduling Assistant will then open.

Step 7. Free times will be open in the calendar, while times with conflict will show grey portions. If you select one of those times, it will show you who has a conflict.

Fri 10/6/2017 2:00p - 2:30p
3 Required 1 Conflict

Burling, Jay
Busy
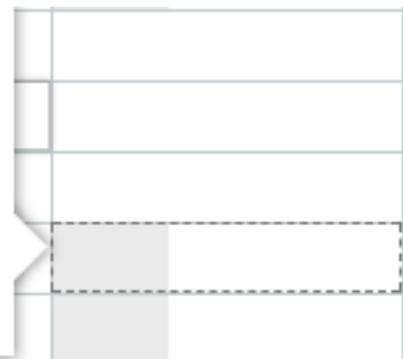
Step 8. Outlook will show three suggested times when everyone is free to make the process easier. That is on the left side of the window.

Suggested times to meet

🕐 **Friday 10/6,** 10:30 AM

🕐 **Friday 10/6,** 9:30 AM

🕐 **Thursday 10/5,** 2:00 PM

Step 9. Select a time that works and click **Ok** in the top, left of the window.

Step 10. Fill out the rest of the information and include a message if necessary, then click Send in the top, left of the window.

If you love Doodle, don't despair, Microsoft has you covered. Instead of going through that whole process, you can click Poll for a time to meet in the middle of the event details page.

Poll for a time to meet
Propose a few times for attendees to vote on.

You will then be able to add meeting time options.

Meeting options

Add at least 2 different time options for attendees to vote on.

Tuesday 10/3
1:30 PM - 2:00 PM   ✕

Tuesday 10/3
5:00 PM - 5:30 PM   ✕

⊕ Add another time

Then you will send the request, just like earlier. The invitees will then be able to vote on times and you will see the results and can choose the one which works the best.