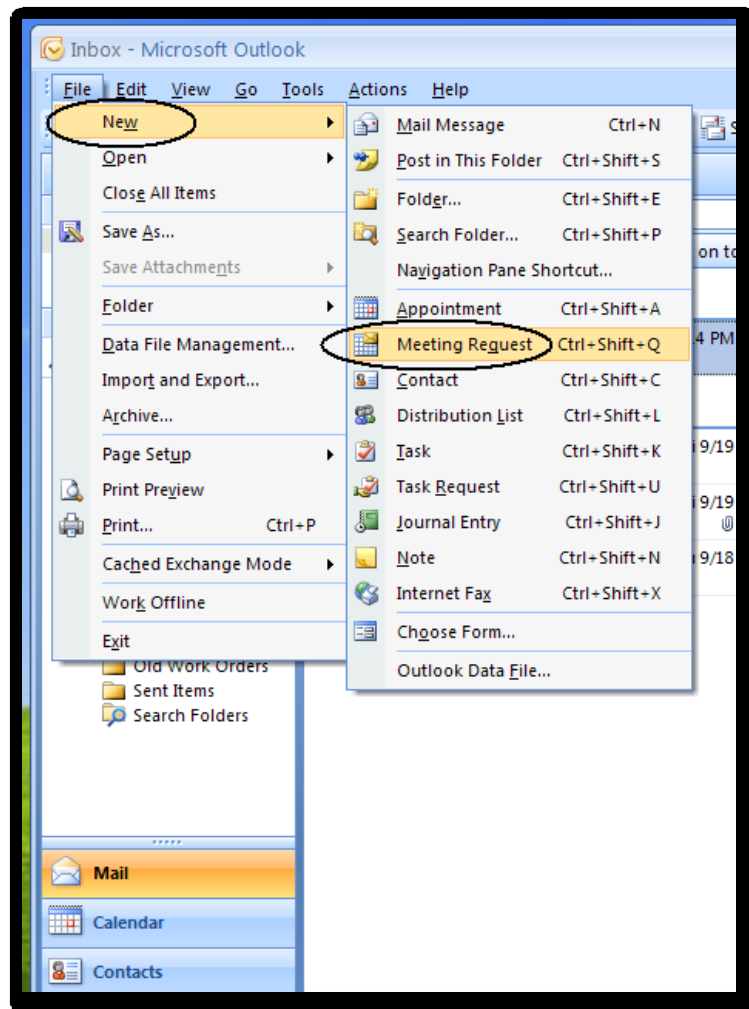
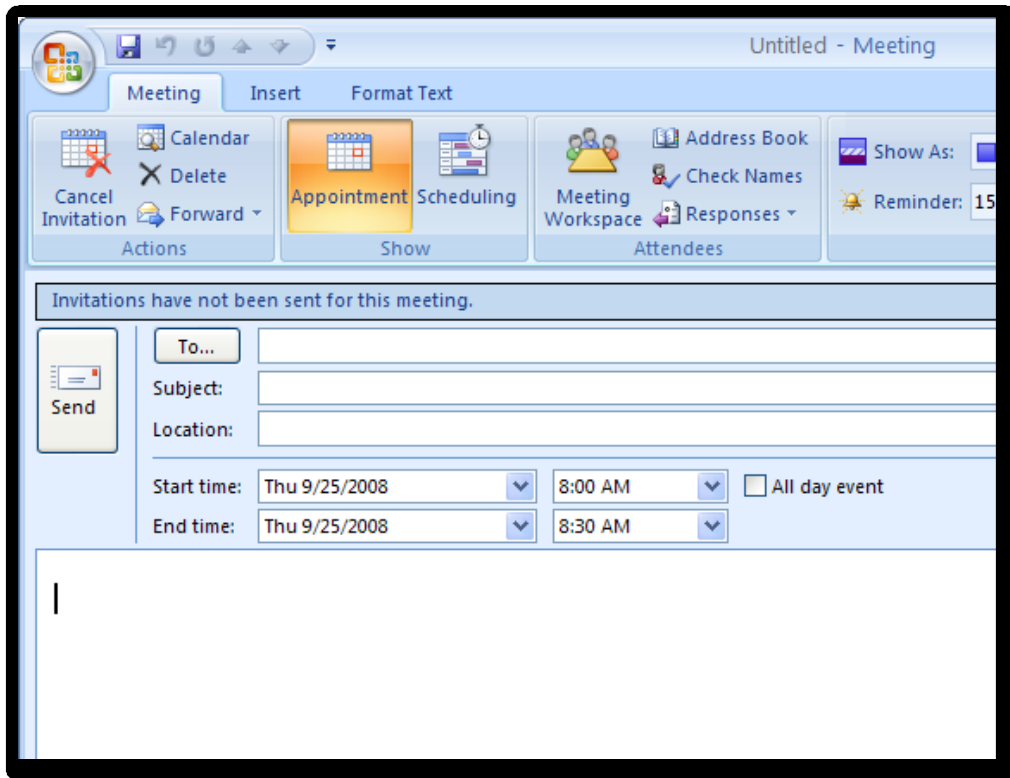


How to Create a Meeting Request in Outlook

1. Open Outlook.
2. Click on “File” located at the top left of Outlook.
3. Click “New.” A new menu will pop up to the right of the original “File” menu.
4. In the popup menu, click on “New Meeting Request.” The Meeting Request looks much like a new email.





5. In the "location" field, type the room or place in which the meeting will take place.
6. In the "Start time" and "End time" lists, select the start and end time for the meeting. If this is an all day even, click the "All day event" checkbox.
7. You may type any additional information in the open text field (the same field in which you type ordinary emails.)
8. In the "To:" field, you may type the email addresses of the recipients.
9. In the "Subject:" field, type the summary of your meeting.
10. Click "Send" to send a Meeting Request to all recipients specified in the "To:" field.