Creating Calendar Appointments in Microsoft Outlook 2016 for the PC

An appointment is a scheduled block of time that only involves you, and does not include other attendees or resources. A meeting is an activity that involves you and others during the same blocked time period, and can affect the calendars of other people included in the meeting. The following will explain how to set up appointments and meetings:

Creating Appointments

1. In the Ribbon under the Home tab, click New Appointment.

Note: You can also double-click a blank time/date on your calendar to open the New Appointment window.

2. The New Appointment window will open:
   a. Subject: Enter the subject of your appointment (See Figure 2).
   b. Location: Enter where the appointment will take place (See Figure 2).
   c. Start Date and Time: Enter the date and time the appointment will start (See Figure 2).
   d. End Date and Time: Enter the date and time the appointment will end (See Figure 2).
   e. Message: Enter any message that you would like to attach to the appointment (e.g. notes, links, pictures, etc.) (See Figure 2).
   f. Show as: Will set your status in the calendar during the appointment time (See Figure 2).
   g. Reminder: Set if you wish to receive a reminder before the appointment begins (See Figure 2).
   h. Recurrence: Add multiple dates/times if your appointment occurs multiple times (See Figure 2).
   i. Tags: Use to mark your appointment as high/low importance, or private (See Figure 2).
3. When finished adding details to your appointment, click **Save & Close**.

![Save & Close](image3)

**Figure 3 - Save & Close**

4. Your new appointment will now appear on your calendar.

![Appointment Added to Calendar](image4)

**Figure 4 - Appointment Added to Calendar**

**Note:** Once an appointment or meeting goes over 24 hours, it becomes an event and is shown as a banner at the top of the date(s) on which it occurs.

![Event](image5)

**Figure 5 - Event**

**Add a Recurrence to an Appointment**

If an appointment will occur multiple times on your calendar, you can create it as a recurrence. The following will use the example of setting an appointment that will occur weekly at the same time for approximately two months:

1. While creating a new appointment (or event/meeting), click the **recurrence** button under the **Appointment** tab.

![Recurrence](image6)

**Figure 6 - Recurrence**

**Note:** For more information on creating calendar appointments, refer to the *Creating Appointments* section for more information.
2. The *Appointment Recurrence* window will appear:
   a. **Appointment Time**: Enter the start/end times for the appointment (See Figure 7).
   b. **Recurrence Pattern**: Enter whether the appointment will occur *Daily*, *Weekly*, *Monthly*, or *Yearly*, and how often it will occur within that time frame (See Figure 7).
   c. **Range of Recurrence**: Enter the start date, and when the appointment should end (See Figure 7).

![Figure 7 - Appointment Recurrence](image)

3. Click **OK**.
4. The recurrence will be set and displayed under *Location* in your appointment.

![Figure 8 - Recurrence Set](image)

**Creating Meetings**

1. In the *Ribbon* under the *Home* tab, click **New Meeting**.

![Figure 9 - Click New Meeting](image)
2. The New Meeting window will open:
   a. **To**: Enter the names or email addresses of individuals who you wish to include in your meeting (See Figure 10).
   b. **Subject**: Enter the subject of your meeting (See Figure 10).
   c. **Location**: Enter where the meeting will take place (See Figure 10).
   d. **Start Date and Time**: Enter the date and time the meeting will start (See Figure 10).
   e. **End Date and Time**: Enter the date and time the meeting will end (See Figure 10).
   f. **Message**: Enter any message that you would like to attach to the meeting (e.g. notes, links, pictures, etc.) (See Figure 10).
   g. **Show as**: Will set the status for attendees in the calendar during the meeting time (See Figure 10).
   h. **Reminder**: Set if you wish attendees to receive a reminder before the meeting (See Figure 10).
   i. **Recurrence**: Add multiple dates/times if your meeting occurs multiple times
   j. **Tags**: Use to mark the meeting as high/low importance, or private (See Figure 10).

![Figure 10 - Meeting Details](image)

3. After you finished adding details to your meeting, click **Send**.

![Figure 11 - Send](image)
4. Your new meeting will now appear on your calendar.

![Figure 12 - Appointment Added to Calendar]

**Adding People to a Meeting from the Global Address List**

While creating your meeting you can access the global address list to look up someone's name at KSU.

1. While creating a new meeting request (see *Creating Meetings*), click **To:**

   ![Figure 13 - To:]

2. The **Global Address List** appears. In the **Search** field, enter the **name** of someone you wish to search for (See Figure 14).

3. The search results will auto populate. Click a result to select it (See Figure 14).

4. Click one of the following fields to add the contact to the selected field (See Figure 14):
   a. **Required**: These people are important to the meeting and attendance is required (See Figure 14).
   b. **Optional**: Attendance at the meeting is optional for these people (See Figure 14).
   c. **Resources**: These people are listed as resources, and are not required to attend (See Figure 14).

5. When you are finished adding people, click **OK** (See Figure 14).

![Figure 14 - Global Address List]
6. The names will be added to your meeting. Click **Send** to email the calendar invite to the attendees.

![Send Meeting Invitation](image1)

**Figure 15 - Send Meeting Invitation**

**Note:** To delete names from a meeting invitation, simply select their names in the **To:** field, and delete them.

7. Outlook will send a meeting invitation that will appear in the attendee’s inbox, and mark the time on their calendar as tentative.

**Suggested Meeting Times**

Microsoft Outlook 2016 for the PC will check received emails for potential meeting times and dates. If it finds something that it thinks could be a meeting request, it will mark the top of the email content with **Suggested Meetings**. You can then use this to create a calendar appointment from the message. The following will use an example of an email requesting a meeting on a Wednesday at 2pm:

1. If Microsoft Outlook 2016 for the PC identifies a potential meeting time/date, the text **Suggested Meetings** will appear above the message. Click **Suggested Meetings**.

![Suggested Meetings](image2)

**Figure 16 - Suggested Meetings**
2. The *Suggested Meetings* window will open:

**Note:** The *When* and *Who* fields may be automatically populated if Microsoft Outlook detects the information in the message (See Figure 17).

   a. **Where:** Enter the location the event will take place (See Figure 17).
   
   b. **Edit Details:** If you wish to edit details of the *suggested meeting* (e.g subject, location, start/end times, etc.), click **Edit details** (See Figure 17).

**Note:** If you wish to edit details of the event, please refer to step 2 under *Creating Meetings*.

   c. **Schedule Event:** Click to **confirm** the information and add it to your calendar (See Figure 17).

![Suggested Meetings](image)

**Figure 17 - Suggested Meetings**

3. The event will be scheduled on your calendar.