Creating a Calendar Appointment in Microsoft Outlook Web App

The following quick guide will show you how to create calendar appointments in Microsoft Outlook Web App, as well as convert messages into a calendar appointment.

Creating Calendar Appointments

1. From your inbox, click the Calendar icon at the bottom of the navigation pane.

2. The Calendar view will display. In the menu bar, click New.
3. The event details window will open:
   a. **Subject**: Enter the subject of your event (See Figure 3).
   b. **Location**: Enter where the event will take place (See Figure 3).
   c. **Start Date and Time**: Enter the date and time the event will start (See Figure 3).
   d. **End Date and Time**: Enter the date and time the event will end (See Figure 3).
   e. **Repeat**: If this is a recurring event, enter how often the meeting will repeat (See Figure 3).
   f. **Reminder**: Set if you wish event attendees to receive a reminder before the event begins (See Figure 3).
   g. **Show as**: Will automatically set the status for attendees on their calendar during the event time (See Figure 3).
   h. **Add an email reminder**: Can schedule an email reminder to be sent to yourself and/or attendees before the event occurs (See Figure 3).
   i. **Message**: Enter any message that you would like to send attendees along with the appointment (See Figure 3).
   j. **People**: Enter the name or net id of attendees you would like to invite (See Figure 3).

4. When all the information for your event has been entered, click **Send** to notify attendees of your event (See Figure 3).

![Figure 3 - Event Details](image-url)
Converting Messages into Calendar Appointments

Microsoft Outlook Web App will check received emails for potential meeting times and dates. If it finds something that it thinks could be a meeting request, it will highlight the information in blue. 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 Web App identifies a potential meeting time/date, the information will be highlighted in the message. Click the highlighted link.

![Highlighted Meeting Information](image)

**Figure 4 - Highlighted Meeting Information**

**Note:** If the message you wish to create an appointment from does not include a highlighted link, you will need to create the appointment using the steps outlined in the *Creating Calendar Appointments* section.

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 5).

   a. *Where:* Enter the location the event will take place (See Figure 5).
   
   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 5).

   **Note:** If you wish to edit details of the event, please refer to step 3 under *Creating Calendar Appointments*.

   c. *Schedule Event:* Click to *confirm* the information and add it to your calendar (See Figure 5).