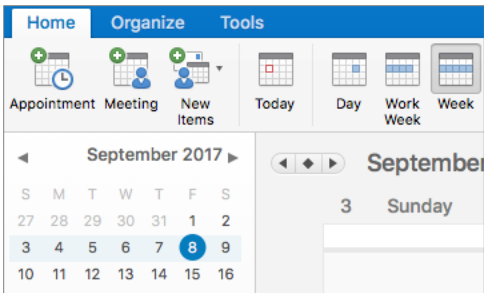


Schedule meetings and track responses

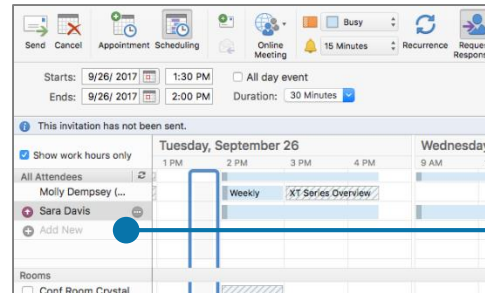
Step 1

Select **Home > Meeting**.



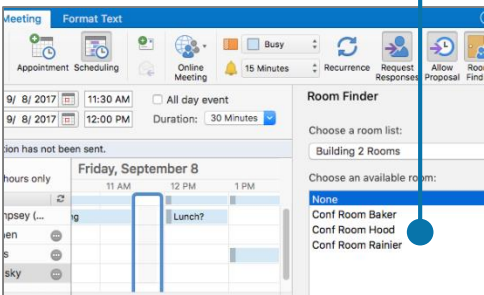
Step 2

Select **Scheduling**, then add attendee names in the **Add New** box to see free/busy times.



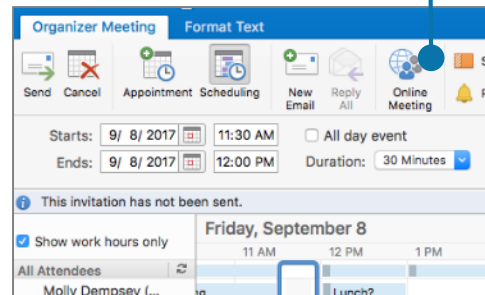
Step 3

Select **Room Finder**, select a location from the room list, and then choose a room.



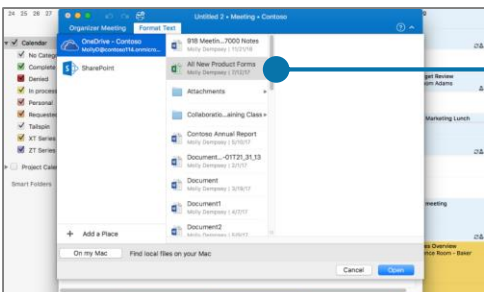
Step 4

Select **Organizer Meeting > Online Meeting** to include an online meeting link.



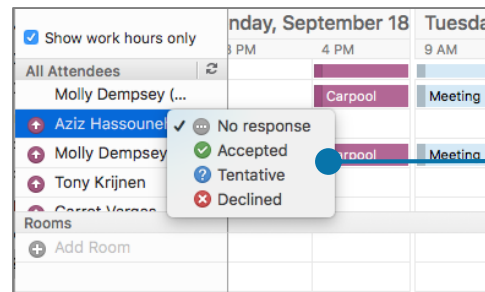
Step 5

Click **Format Text > Attach File > Online Locations** to attach a link to a file you've stored on OneDrive or SharePoint.



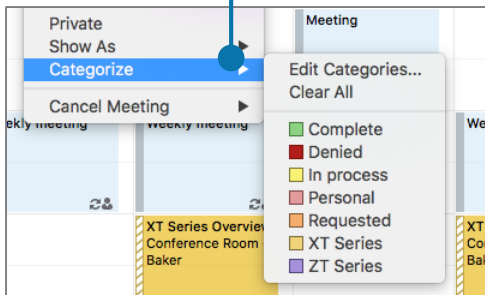
Step 6

After you send the invite, open it and select **Organizer Meeting > Scheduling** to see responses.



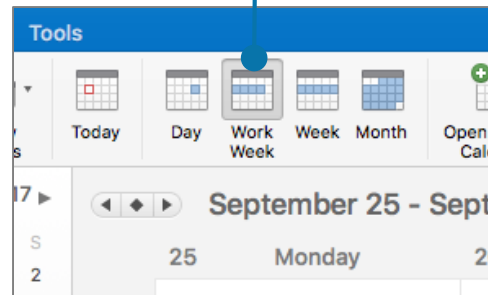
Apply categories to sort your events

Right-click an event, select **Categorize**, and then select the category.



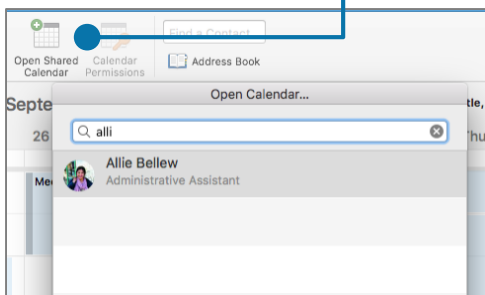
Switch calendar views

Select **Home**, and then select a view option like **Day** or **Work Week**.



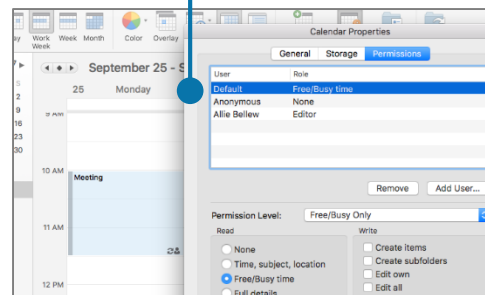
Add a calendar to your calendar view

Select **Home > Open Shared Calendar** and enter a name to see available calendars from people in your organization



Share a calendar

Select **Organize > Calendar Permissions**, and then select the **Permissions** tab. Select **Add User...** and choose the permissions to give them.



Keyboard shortcuts

Go to Calendar	⌘+2	Create appointment	⌘+N (in Calendar view)
Go to Mail	⌘+1	Switch view to today	⌘+T

More keyboard shortcuts: <https://go.microsoft.com/fwlink/?linkid=864503>

Learn more

Outlook 2016 for Mac Video Training, <https://go.microsoft.com/fwlink/?linkid=864507>

Differences between desktop, online, and mobile, <https://go.microsoft.com/fwlink/?linkid=864504>

Outlook 2016 for Mac Help, <https://go.microsoft.com/fwlink/?linkid=864508>

Differences between Windows and Mac version of Outlook, <https://go.microsoft.com/fwlink/?linkid=864506>