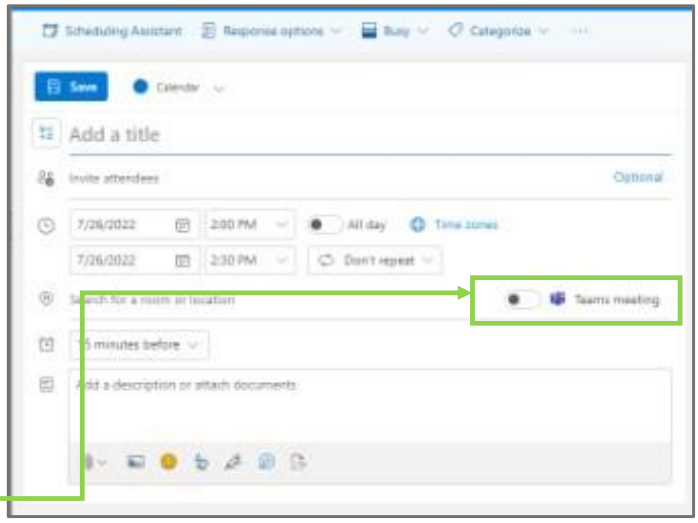
Scheduling Meetings and Appointments in Outlook on the Web

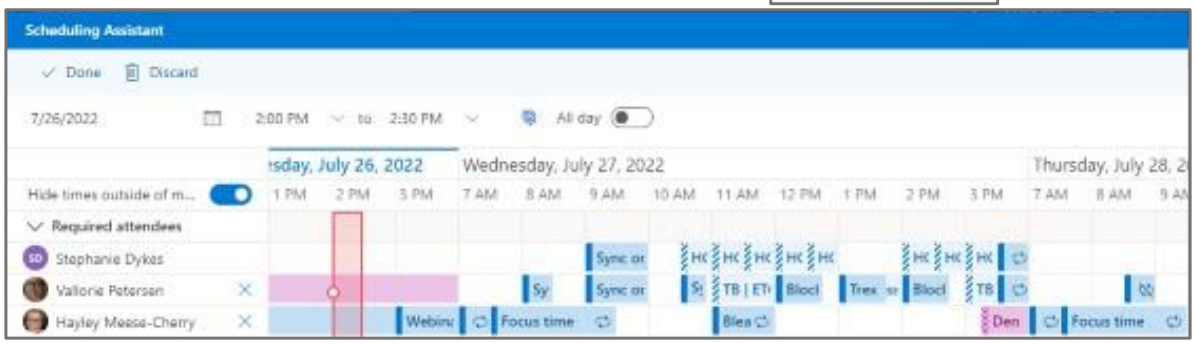
There are a couple of ways you can schedule appointments and meetings in your calendar view. You can click on **New event** in the upper left corner above the small calendar and it will bring up a new window for you to enter information.

Here you can enter a title, adjust the length of the meeting, invite attendees, and add in notes or documents for the meeting.

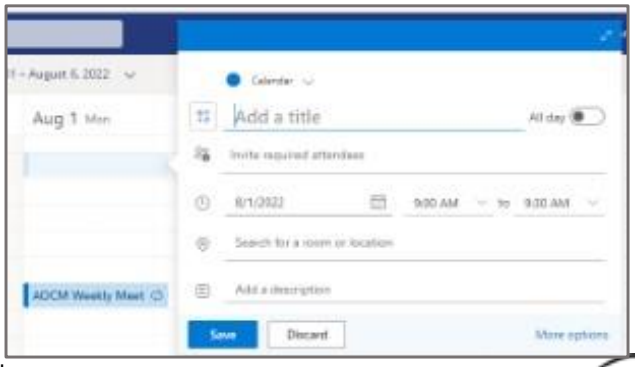
Use the toggle switch to set up a Teams meeting.



Use the Scheduling Assistant feature to view the calendars of internal attendees. This helps you set the best time for all to attend without having to go through declines and proposed new times from your participants and potentially need to reschedule the meeting.



To schedule an appointment, or non-Teams meeting, you can use the option listed above, or single-click on the calendar at any time in your calendar view. Adjust the time and/or date as needed. Use the toggle switch for an all-day event.



You can add a title, invite attendees, and add a location. If you want to make it a Teams meeting, or have additional add-ins, you can click More options and it will open the larger view with additional meeting options.

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