

The screenshot shows the Outlook interface for the ACC - Calendar. The ribbon is set to 'HOME' and includes the following groups: 'SEND / RECEIVE', 'FOLDER', 'VIEW', 'Appointment Meeting' (with a 'New' button), 'New Meeting' (with a 'New' button), 'New Skype Meeting', 'Today', 'Next 7 Days', 'Day' (selected), 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar', 'Publish Online', 'Calendar Permissions', 'Search People', and 'Address Book'. The calendar view is for Friday, September 18, 2015, in Washington, D.C. The main calendar area shows a list of meetings for the day, including: 8 AM DiPaolo Lab A and Shepard Lab C; 9 AM Scharf Lab A, Schoenig Lab C, and Thadhani Lab B; 10 AM Allen Lab B, Armstrong Lab A, and Johnston Lab C; 11 AM DiPaolo Lab C, Scharf Lab B, and Thadhani Lab A; 11 AM Allen Lab B and Contrada Lab A; 12 PM Johnston Lab C and Law Lab A; 1 PM Johnston Lab C, Scharf Lab A, and Thadhani Lab B; 2 PM Armstrong Lab A; and 2 PM Armstrong Lab A, DiPaolo Lab B, and Johnston Lab C. A search bar at the top right contains the text 'Search ACC - Calendar (Ctrl+E)'. On the left, there are monthly calendars for September and October 2015, and a 'My Calendars' section with checkboxes for 'My Calendars' and 'Calendar'.

Select New Meeting using the calendar feature in Outlook

Untitled - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Delete Copy to My Calendar Forward Appointment Scheduling Assistant Skype Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Recurrence Time Zones Reminder: 15 minutes Room Finder Categorize Tags Zoom Start Inking

You haven't sent this meeting invitation yet.

To: ACC;

Subject:

Location:

Start time: Fri 9/18/2015 8:13 AM All day event

End time: Fri 9/18/2015 9:00 AM

Room Finder

September, 2015

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Select Attendees and Resources: Global Address List

Search: Name only More columns Address Book

Global Address List - keith_brussel@manh...

Name	Title	Business Phone	Location
ACC			Secondary School
Adriana Lus...			Secondary School
Adriana Marquez			Shelter Rock
Adriana Velasquez			Secondary School
Adriana Vitale			Secondary School
Adriane Jarosch			Secondary School
Adrienne Koslow			Secondary School
adtest			
AESOP			Secondary School
Agatha Gliksman			Munsey Park
Alberte Adonis			Secondary School

Required ->

Optional ->

Resources ->

OK Cancel

Send request to ACC after selecting the New Meeting tab and clicking on the To: tab

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Teacher's name goes in the subject area

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Time should correspond with period of your request.
i.e. Period 1: 8:13 AM- 9:00 AM

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Click send. A response will be sent to you informing you if the appointed day and time is available or not