

In the Calendar tab,  
select New Meeting

The screenshot displays the Microsoft Outlook interface with the Calendar tab selected. The ribbon at the top contains various options for creating and managing calendar items. The 'New Meeting' button is highlighted with a blue selection bar, and a black arrow points to it from the text above. Other buttons in the ribbon include 'New Appointment', 'New Items', 'New Skype Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar Online', and 'Permissions'. Below the ribbon, the calendar view shows a weekly grid for Monday, May 18, 2016, in Manhasset, New York. The grid displays several meetings with green bars, including 'Shepard Lab C' at 8 AM, 'Scharf Lab A' and 'Schoenig Lab C' at 9 AM, 'Allen Lab B' and 'Johnston Lab C' at 10 AM, 'Page Lab B' and 'Scharf Lab A' at 11 AM, 'Allen Lab B' and 'Johnston Lab C' at 12 PM, 'Johnston Lab C' and 'Wong Lab B' at 1 PM, and 'Johnston Lab C' at 2 PM. The left sidebar shows a calendar navigation pane with a monthly view for May 2016 and a list of calendars under 'My Calendars' and 'Shared Calendars'. The 'ACC' calendar is selected and highlighted in green. The bottom of the window shows the taskbar with various application icons and the system tray displaying the time as 9:14 AM on 4/18/2016.

In the To: field, type  
ACC

The screenshot shows the Microsoft Outlook Meeting window. The main window has a ribbon with tabs: FILE, MEETING, INSERT, FORMAT TEXT, and REVIEW. The MEETING tab is active, showing various options like Actions, Show, Skype Meeting, Meeting Notes, Attendees, Options, and Tags. The main area contains a form for creating a meeting with fields for To:, Subject, Location, Start time, and End time. The Room Finder pane is open on the right, displaying a calendar for April 2016 and a list of suggested times. A conflict is shown for the 9:30 AM - 10:00 AM slot, involving 'ACC'. A black arrow points from the text 'In the To: field, type ACC' to the To: field in the meeting form.

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 Busy Recurrence Time Zones Room Finder Categorize Zoom Start Inking Apps for Office

You haven't sent this meeting invitation yet. Conflicts with another appointment.

To: Subject Location Start time End time

Mon 4/18/2016 9:30 AM All day event Mon 4/18/2016 10:00 AM

Room Finder

April, 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	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

Good Fair Poor

Choose an available room:

None

Suggested times:

- 3:30 PM - 4:00 PM No conflicts
- 4:00 PM - 4:30 PM No conflicts
- 4:30 PM - 5:00 PM No conflicts
- 9:30 AM - 10:00 AM 1 conflict: ACC
- 10:00 AM - 10:30 ...

In Shared Folder ACC

Some People Pane features are turned off because Windows Desktop Search isn't available.

Enter Start date and time (correspond with period needed. i.e. 9:04-9:46 is 2<sup>nd</sup> period)

The screenshot shows the Microsoft Word interface with the Meeting ribbon selected. The ribbon includes sections for Actions (Delete, Copy to My Calendar, Forward), Show (Appointment, Scheduling Assistant), Skype Meeting (Skype Meeting), Meeting Notes (Meeting Notes), Attendees (Cancel Invitation, Check Names, Response Options), Options (Busy, Recurrence, Time Zones, Room Finder), Tags (Categorize), and Add-ins (Zoom, Start Inking, Apps for Office). The Meeting task pane is open, showing fields for To, Subject, Location, Start time (Mon 4/18/2016, 9:30 AM), and End time (Mon 4/18/2016, 10:00 AM). A message at the top of the task pane states: "You haven't sent this meeting invitation yet. Conflicts with another appointment." The Room Finder task pane is also open, displaying a calendar for April 2016. The calendar shows a conflict for the selected time slot (9:30 AM - 10:00 AM) with the contact ACC. The Room Finder pane includes a legend for Good, Fair, and Poor availability, a section for "Choose an available room:" (currently showing "None"), and a list of "Suggested times:" with conflict information for each time slot.

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	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

Legend:  Good  Fair  Poor

Choose an available room:  
None

Suggested times:

- 3:30 PM - 4:00 PM  
No conflicts
- 4:00 PM - 4:30 PM  
No conflicts
- 4:30 PM - 5:00 PM  
No conflicts
- 9:30 AM - 10:00 AM  
1 conflict: ACC
- 10:00 AM - 10:30 ...

If multiple days (recurrence) are needed, select the recurrence tab. Window appears as shown below.

The screenshot shows the Microsoft PowerPoint interface with the Meeting tab selected. The ribbon includes options like Calendar, Appointment, Scheduling Assistant, Skype Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Busy, 15 minutes, Recurrence, Time Zones, and Room Finder. An arrow points to the Recurrence button. The Appointment Recurrence dialog box is open, showing the following settings:

- Appointment time:** Start: 9:30 AM, End: 10:00 AM, Duration: 30 minutes
- Recurrence pattern:** Weekly (selected), Recur every 1 week(s) on: Monday (checked)
- Range of recurrence:** Start: Mon 4/18/2016, No end date (selected)

Buttons at the bottom of the dialog include OK, Cancel, and Remove Recurrence.

Select the start date , days of the week, then the end date

The screenshot displays the Microsoft PowerPoint 2010 interface with the 'MEETING' ribbon selected. The 'Appointment Recurrence' dialog box is open, showing the following settings:

- Appointment time:** Start: 9:30 AM, End: 10:00 AM, Duration: 30 minutes.
- Recurrence pattern:**  Weekly, Recur every 1 week(s) on:  Sunday,  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday.
- Range of recurrence:** Start: Mon 4/18/2016,  No end date,  End after: 10 occurrences,  End by: Mon 6/20/2016.

Two black arrows point from the text 'Select the start date , days of the week, then the end date' to the 'Start' date field and the 'End by' date field in the dialog box.