

Scheduling a meeting using Microsoft Outlook

1. Click **Calendar**.
2. On the **Actions** menu, click **Plan a Meeting**.
3. Click **Add Others**, and then click **Add from Address Book**.
4. In the **Type name or select from list** box, enter my last name (Wilmer).
5. Click **Required**. Click **OK**.
6. Adjust the meeting start date and time for when we are both available based on the time slots open.
7. Click **Make Meeting**.
8. In the **Subject** box enter (MA363 AI {your last name}).
9. Enter TH256A in the **Location** box.
10. Click **Send**.