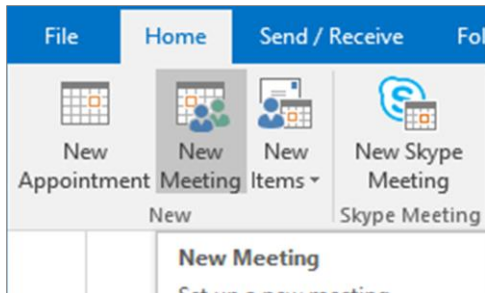


## Schedule meetings and track responses

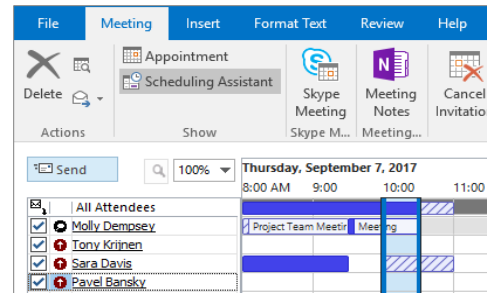
### Step 1

Select **Home > New Meeting**.



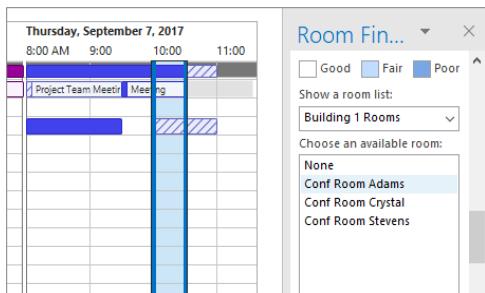
### Step 2

Select **Scheduling Assistant**, and then add attendee names to get free/busy times.



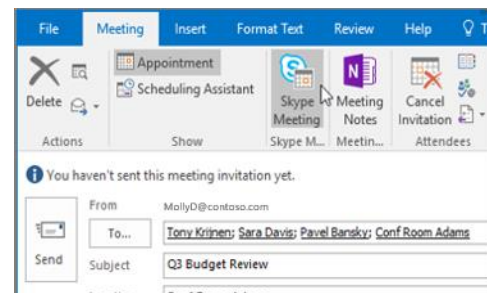
### Step 3

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



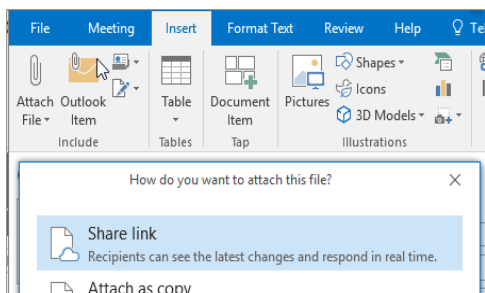
### Step 4

Click **Skype Meeting** to make the meeting an online meeting.



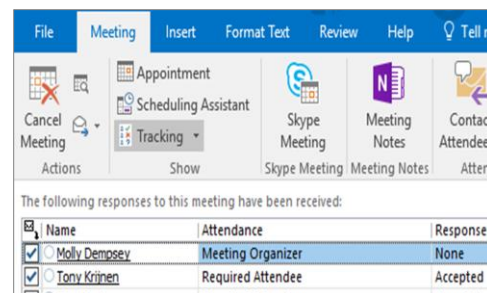
### Step 5 – Attach a File

Click **Insert > Attach File** > select a file, and then **Share link**.



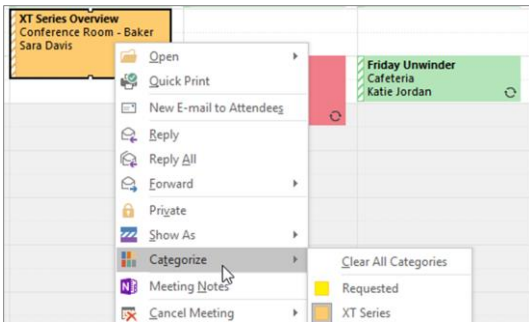
### Step 5 – Track invite responses

Select **Meeting**, select the meeting, and then **Tracking** to see responses.



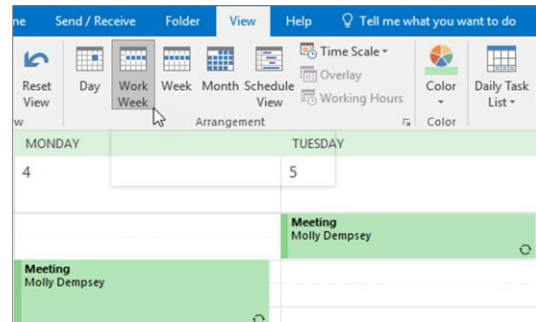
## Apply categories to sort your events

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



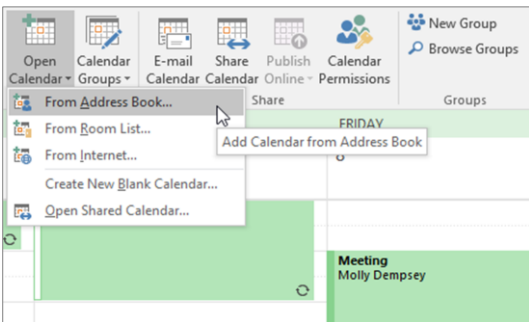
## Switch calendar views

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



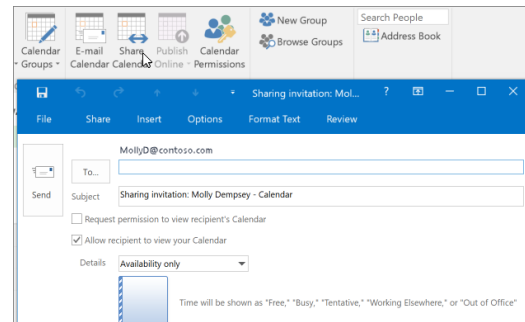
## Add a calendar to your view

Select **Home > From Address Book...** and then enter a name to see available calendars from people in your organization.



## Share a calendar

Select **Home > Share Calendar**, add people to the **To** line, and select **Send**.



## Keyboard shortcuts

Go to Calendar	Ctrl + 2	Create new meeting request	Ctrl + Shift + Q
Go to Mail	Ctrl + 1	Go to today	Alt+N A, F
Create Appointment	Ctrl + Shift = A	Search	Up/Down keys
Switch to day (1), work week (2), week (3), or month (4) Shift+Alt+[1,2,3,4]			

See keyboard shortcuts for Outlook at <https://aka.ms/OutlookKeyboardShortcuts>

## More info

Outlook Training, <https://aka.ms/OutlookVideoTraining>

Outlook Quick Start Guide, <https://aka.ms/OutlookQuickStartGuide>

Differences between desktop, online, and mobile, <https://aka.ms/CompareOutlook2016>

Differences between Windows and Mac version of Outlook, <https://aka.ms/CompareOutlookWinMac>