

From: LSA Learn <LSALearn@scstatehouse.gov>

To:

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Subject: LSA Tech Tip - Schedule a Meeting in Outlook



## LSA Tech-Tips

Tips and useful information for  
Members & Staff of the South Carolina State Legislature



### Schedule a Meeting

In Outlook, you can send a meeting request to one or more people. Outlook tracks who accepts the request and blocks out time on your calendar for the meeting.

NOTE: This process should not be used to schedule a House or Senate Committee Meeting for web publication.

01

On the Home tab, in the New group, do one of the following:

From the Inbox, choose New Items > New Meeting

or

In Calendar, click New Meeting.

Add attendees in the To box.

In the Subject box, tell your recipients what the meeting is about.

In the Location box, tell your recipients where this meeting will be held.

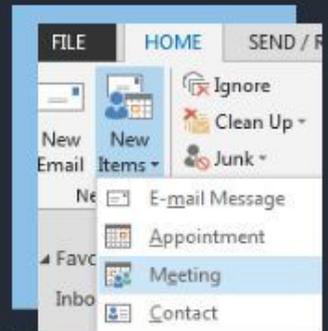
Options:

Select a start time and end time for the meeting. Or, for an all day event, select the All day event check box.

In the meeting request message box, type any information you want to share with the recipients.

You can attach a file, such as an agenda. On the Insert tab, choose Attach File, and then choose the file you want to add to the meeting request.

Tip: Click the Scheduling Assistant button on the toolbar to see when your attendees are busy.



02

Click Send



The meeting will be placed in your calendar. Recipients will receive an invitation to the meeting which they can either accept, decline, reply as tentative, suggest a new meeting time, or respond to with a question or comment.

Direct questions or comments to [lsalearn@scstatehouse.gov](mailto:lsalearn@scstatehouse.gov) or 803-212-4420