

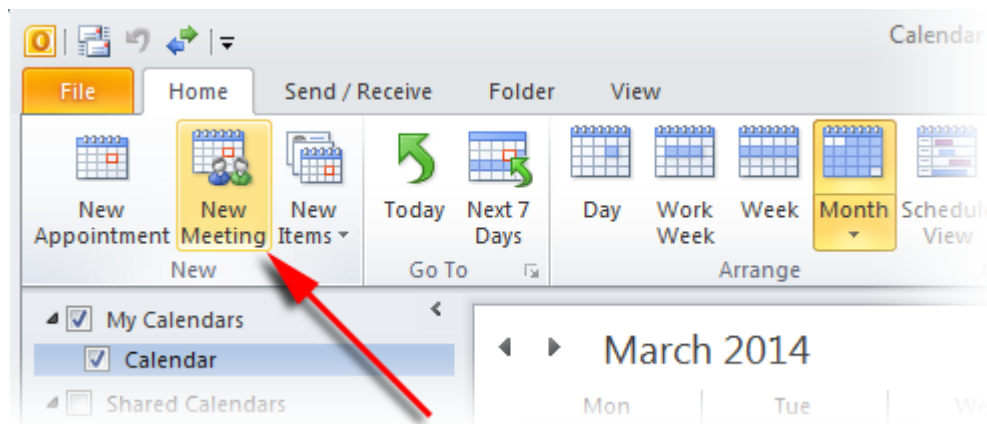
For Outlook- Free Busy data :

## How do I check people's availability when planning a meeting in Outlook or OWA?

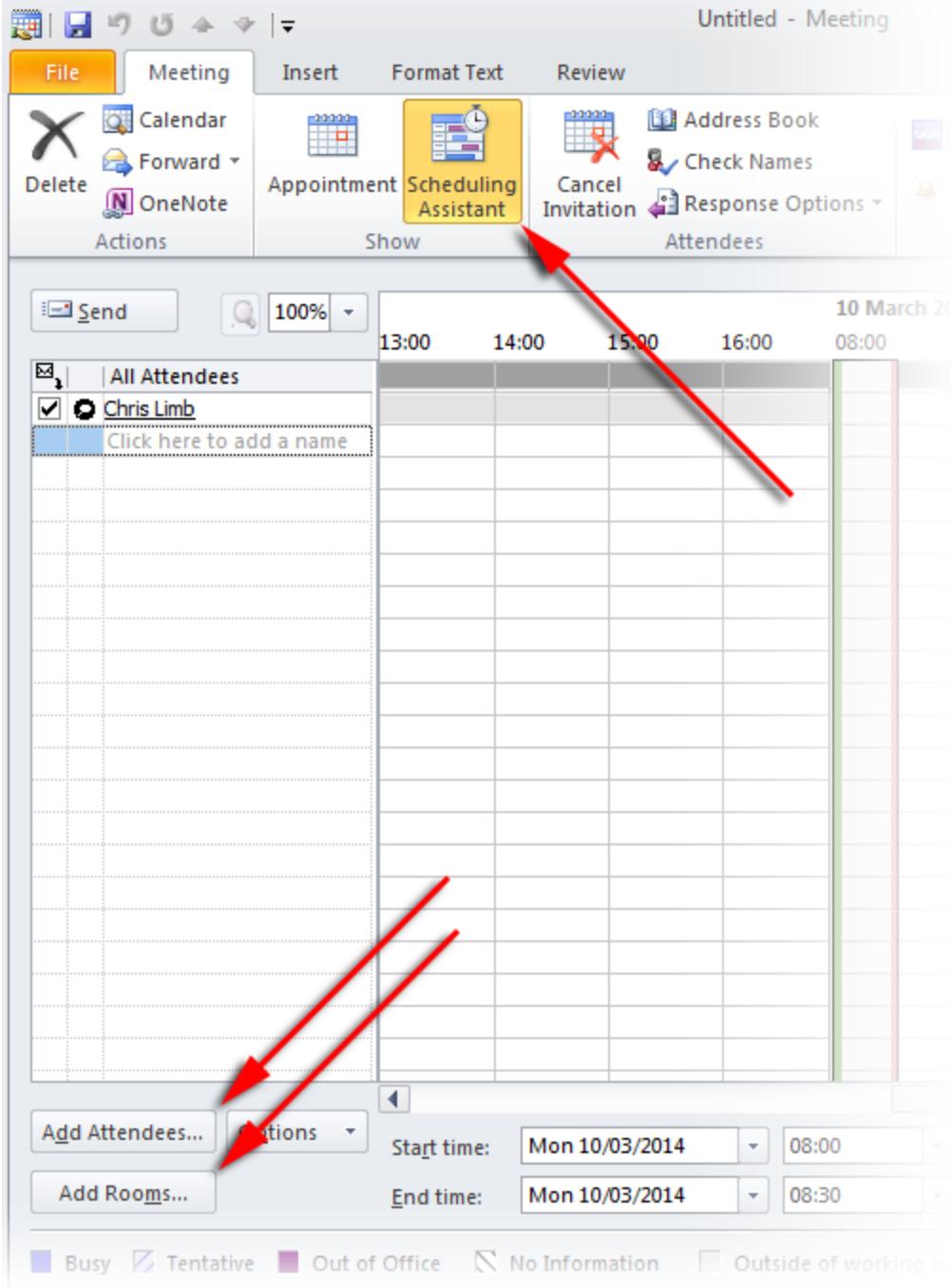
### Using Outlook

The procedure for using **Scheduling Assistant** is broadly similar when using **Outlook 2010**, although there are significant differences in the interface.

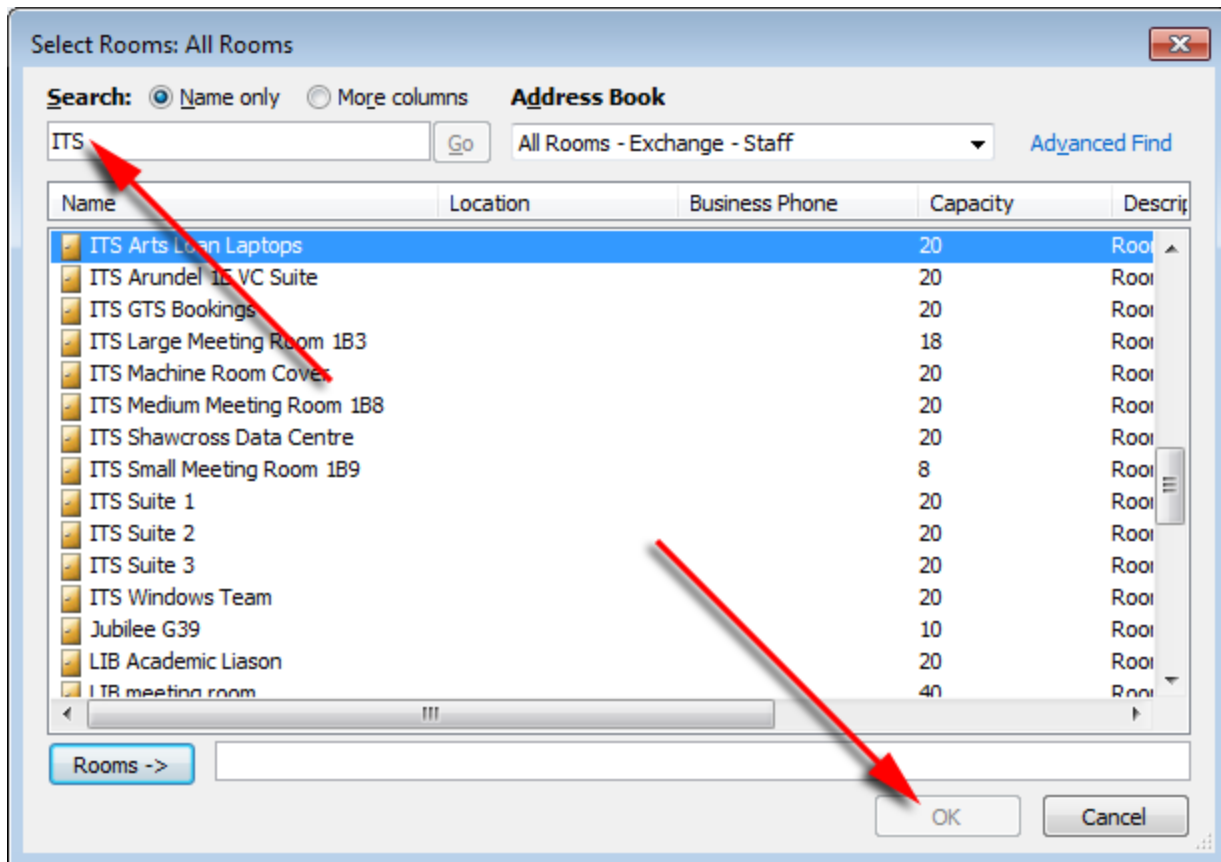
To use **Scheduling Assistant**, switch to **Calendar** view and then click on the **New Meeting** icon towards the top left hand end of the toolbar:



This will open a new **Untitled Meeting** window. Click on the **Scheduling Assistant** icon in the toolbar:



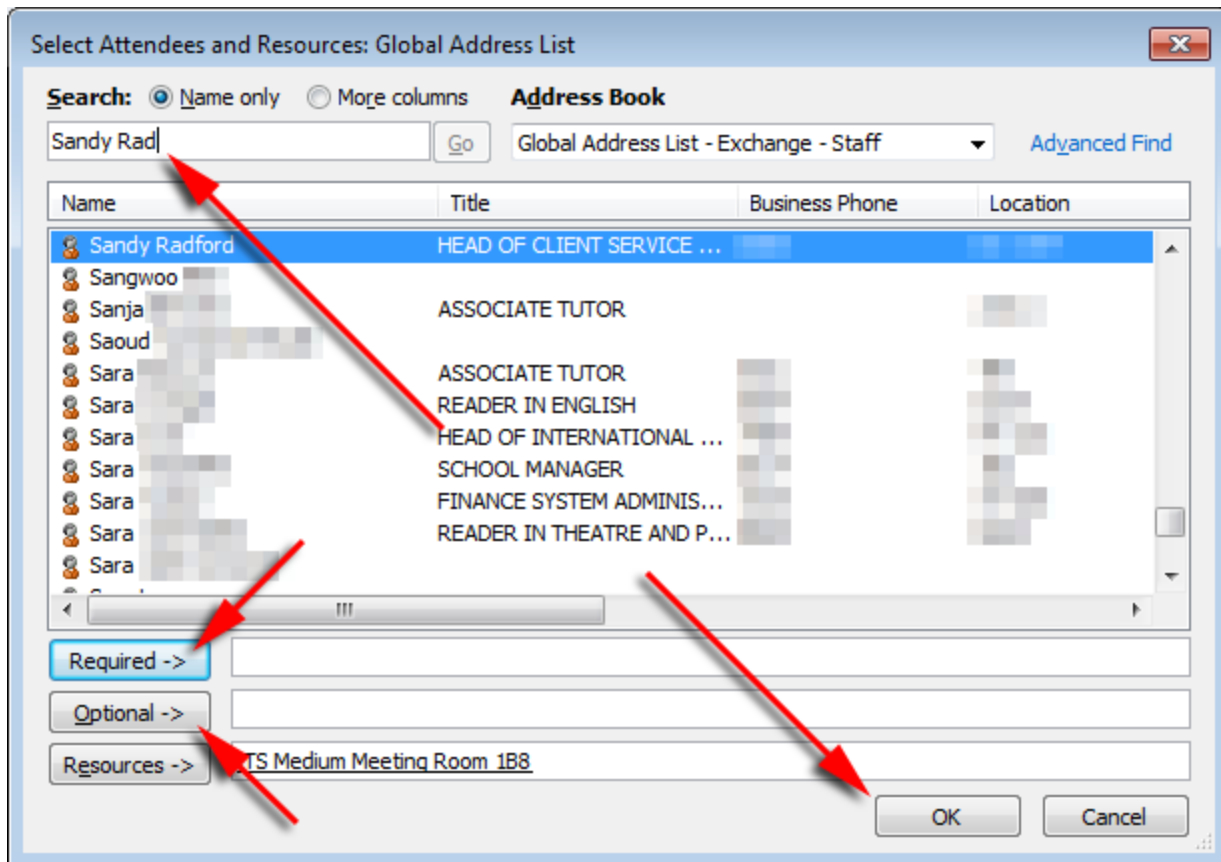
To add a room, use the **Add Rooms...** button towards the bottom left hand corner. This will open the **Select Rooms** window in which you can search for the room you need:



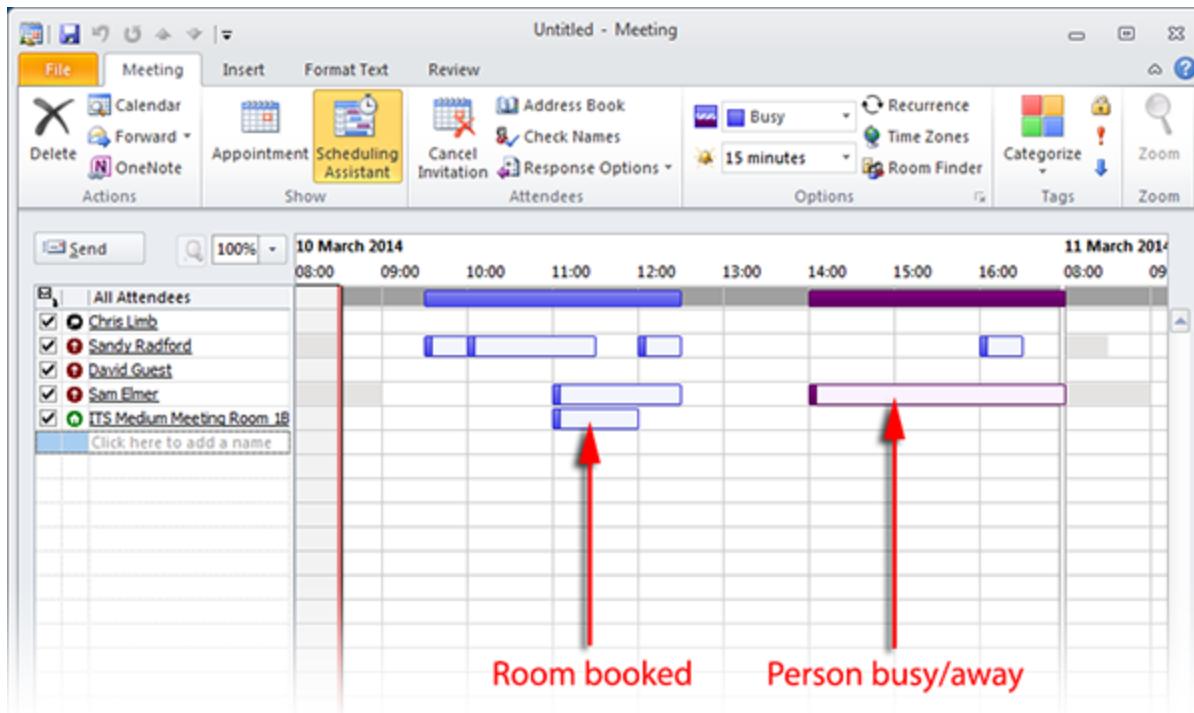
Once you have selected it, click **OK** and then repeat the process for attendees using the **Add Attendees...** button which opens the **Select Attendees** window.

Search for and add all the people you need. Double clicking on a person's name will automatically add them to the **Required** list - alternatively highlighting their name allows you to choose using the **Required->** or **Optional->** buttons.

Once complete, click **OK**:



Busy times for all attendees and for the room are indicated in the right hand panel as blocks. You can now select a time when the room is available which is convenient for all participants:

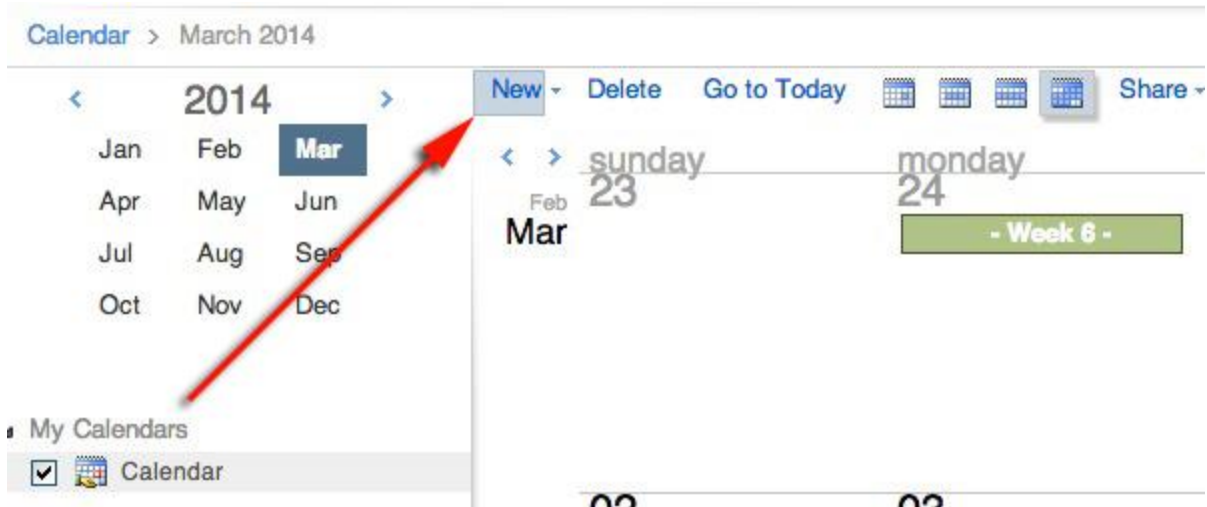


For Webmail: (<http://myemail.ucdenver.edu>)

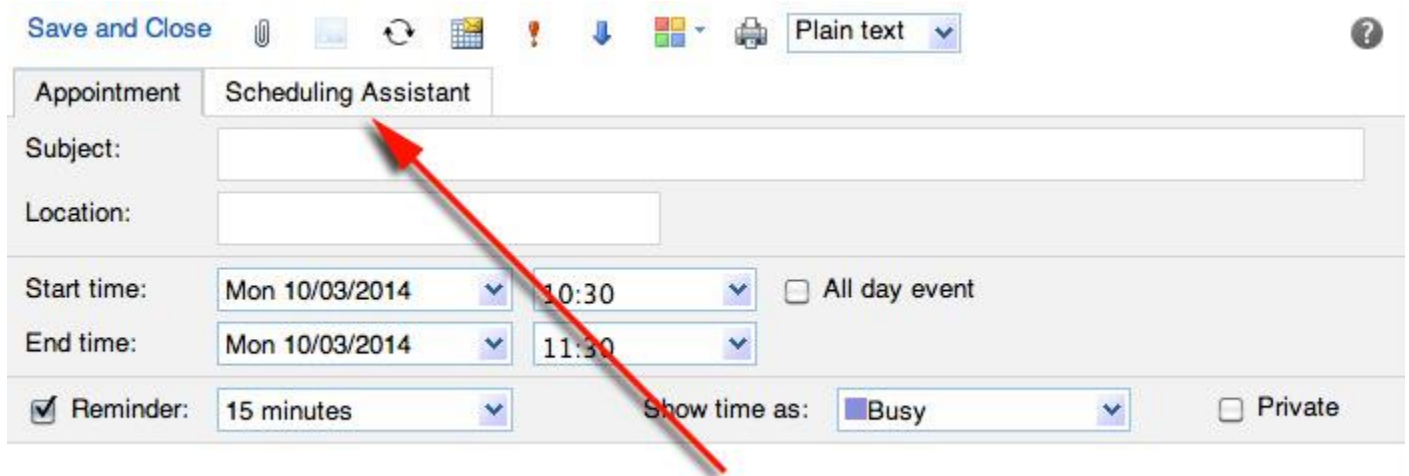
Both **Outlook** and **OWA** have a facility known as the **Scheduling Assistant** which can help you book meetings when the required participants are free - it is also useful for seeing when rooms are available for a meeting.

## Using OWA










To use **Scheduling Assistant**, switch to **Calendar** view and then click on the **New** link towards the top left hand corner:



This will open a new **Untitled Appointment** window. Click on the **Scheduling Assistant** tab:



Set the **Start** and **End** times using the dropdowns provided and then start adding required participants by clicking on the **Add a name** link:

Save and Close         Plain text 

Appointment | Scheduling Assistant

Start: Mon 10/03/2014 10:30 End: Mon 10/03/2014 11:30

Show only working hours

Select Attendees	March 2014						Suggested Times
	:00	09:00	10:00	11:00	12:00	13:00	
<input checked="" type="checkbox"/> <a href="#">Chris Limb</a> <a href="#">Add a name</a>							<p>March 2014</p> <p>S M T W T F S</p> <p>23 24 25 26 27 28 01</p> <p>02 03 04 05 06 07 08</p> <p>09 <b>10</b> 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31 01 02 03 04 05</p> <p>Duration: 1 hour</p>
<input type="checkbox"/> <a href="#">Add a room</a>							
<input type="checkbox"/> <a href="#">Add a room</a>							
<input type="checkbox"/> <a href="#">Add a room</a>							

Start typing the name in and select the name when it is autocompleted. Similarly, select a room by clicking on the **Add a room** link, starting to type its name and clicking on it when it is autocompleted.

Busy times for all participants and for the room are indicated in the central panel as blocks. You can now select a time when the room is available which is convenient for all participants:

Send [Icons] Plain text

Appointment Scheduling Assistant

Start: Mon 10/03/2014 12:30 End: Mon 10/03/2014 13:30

Show only working hours

	11:00	12:00	13:00	14:00	15:00
<b>Select Attendees</b>					
<input type="checkbox"/> Chris Limb					
<input type="checkbox"/> Sandy Radford	Busy	Busy			
<input type="checkbox"/> David Guest					
<input type="checkbox"/> Sam Elmer		Busy		Away	
<input type="checkbox"/> Add a name					
<b>Select Rooms</b>					
<input type="checkbox"/> ITS Medium Meeting Rm	Busy				
<input type="checkbox"/> Add a room					

Room booked

Person busy/away

**Suggested Times**

< March 2014 >

S	M	T	W	T	F	S
23	24	25	26	27	28	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

Duration: 1 hour

13:30 - 1 room available  
 3 of 4 free

14:00 - 1 room available  
 3 of 4 free

14:30 - 1 room available

Good  Fair  Poor

100%

The right hand panel contains suggested optimum times when as many of the participants as possible are available.