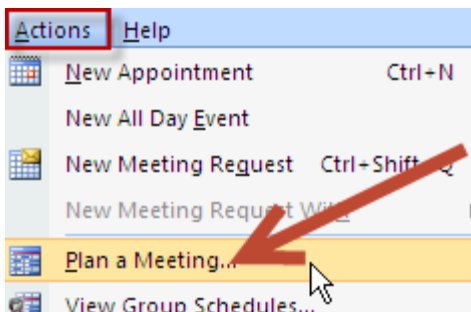


Using Outlook's Meeting Scheduler

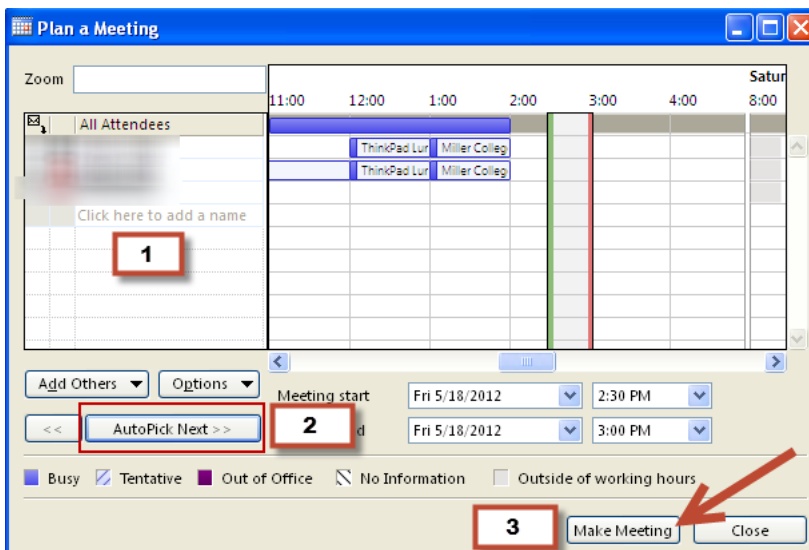
1. Click on Calendar



2. Click Actions > Plan a Meeting



3. Use the Scheduler to add attendees (1), find open meeting times (2), and make the meeting (3).



4. Enter the Subject and Location of your meeting and click Send.

