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The tech talk will begin soon.

This presentation is being recorded.
The recording and materials will be available afterwards at it.miami.edu/TechTalk
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Select **Show Conversation** (if necessary)
Enter your question in the **Meeting chat**.
Type your question in the compose box.
Click the **Send** icon.
Who are we?

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Maximize Your Outlook Calendar
AGENDA

1. Scheduling Meetings
2. Meeting Insights
3. Calendaring Sharing and Delegation
4. Additional Calendar Features
5. Next Steps
SCHEDULING MEETINGS
Scheduling Meetings

Outlook for PC

1. Click **New Meeting**.
2. Select virtual meeting option. (Teams or Zoom)
3. Add meeting details and send invite.
Scheduling Meetings

Outlook on the web

1. Click **New Meeting**.
2. Select virtual meeting option. (Teams or Zoom)
3. Add meeting details and send invite.
Scheduling Meetings

Outlook Mobile App

1. Click the + .
2. Click **Create Event**.
3. Add meeting details.
   - Title
   - Invitees (People)
   - Online meeting options
   - Description
4. Click check ✓ to send invite.
Scheduling Meetings

Outlook for Mac

1. Click **Meeting**.
2. Select virtual meeting option. (Teams or Zoom)
3. Add meeting details and send invite.
Scheduling Assistant

Use the **Scheduling Assistant** to find time to meet with colleagues or students in the UM tenant.

**Outlook for PC**

1. Create meeting.
2. Select **Scheduling Assistant** tab.
3. Scroll to find time all invitees can meet.
4. Return to Meeting tab.
Scheduling Assistant

Use the **Scheduling Assistant** to find time to meet with colleagues or students in the UM tenant.

Outlook on the web

1. Create meeting.
2. Select **Scheduling Assistant** tab.
3. Scroll to find time all invitees can meet.
4. Return to Meeting tab.
Scheduling Assistant

Use the **Scheduling Assistant** to find time to meet with colleagues or students in the UM tenant.

**Outlook for Mac**

1. Create meeting.
2. Select **Scheduling**.
3. Scroll to find time all invitees can meet.
4. Click Appointment to go back to the meeting details.
Scheduling Recurring Meetings

Outlook for PC

1. In the Options panel, click **Recurrence**.
2. Set your Appointment Recurrence preferences:
   - Start/End times & Duration
   - Recurrence pattern: Daily/Weekly/Monthly/Yearly
   - Range of recurrence: Start & End date
3. Click **OK**.
Scheduling Recurring Meetings

Outlook on the web

1. Select Repeat: Never dropdown arrow.
2. Select Custom to create a specific recurrence pattern:
   – Start date
   – Recurrence pattern: Daily/Weekly/Monthly/Yearly
   – Range of recurrence: Days & End Date
3. Click **Save**.
1. Select **Repeat**.
2. Select recurrence pattern:
   - Daily/Weekly/Monthly/Yearly
   - Interval: every 2 weeks, etc.
   - On days
   - Until (End date)
3. Return to invite.
Scheduling Recurring Meetings

Outlook for Mac

1. In the Organizer Meeting tab, click **Recurrence**.
2. Set your Appointment Recurrence preferences:
   - Recurrence pattern: Daily/Weekly/Monthly/Yearly
   - Range of recurrence: Start & End date
   - Start/End times & Duration
3. Click **OK**.
Scheduling Online Meetings

Outlook for PC

1. Click **Teams Meeting** to add a Teams Meeting link to the body of the invite.
2. Click **Settings** to adjust Lobby options for the Teams Meeting.

   OR

1. Click **Add a Zoom Meeting** to add a Zoom Meeting link to the body of the invite.
2. Click **Settings** to open the Settings panel to add additional security to the Zoom meeting.
Scheduling Online Meetings

Outlook on the web

1. Click **Skype/Teams** dropdown menu.
2. Send invite.
3. Edit invite to set meeting preferences.

OR

1. Click **Zoom** icon > **Add a Zoom Meeting** in upper menu bar to add a Zoom Meeting link to the body of the invite.
2. Click **Zoom** icon > **Settings** to open the Settings panel to add additional security to the Zoom meeting.
1. Click Teams Meeting to add a Teams Meeting link to the body of the invite.
2. Send invite.
3. Open meeting and click Meeting options to adjust Lobby options for the Teams Meeting.

OR

1. Click Add a Zoom Meeting to add a Zoom Meeting link to the body of the invite.
2. Click Settings to open the Settings panel to add additional security to the Zoom meeting.
MEETING INSIGHTS
Meeting Insights uses built-in AI to provide relevant content for a meeting. (Documents, emails, PPTs, etc.) It can currently be found in more than 40% of all Outlook mobile and Outlook on the web meetings.
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PUBLISHING AND SHARING CALENDARS
Recommended best practice for sharing your calendar is to use Outlook on the web (OWA).

Outlook on the web

1. Click **Share**. (Drop-down will appear if more than one calendar)
2. Type in the name or email address of the person you’d like to share the calendar with.
3. Select permissions:
   - Can view all details
   - Can view when I’m busy
   - Can view titles and locations
   - Can edit
   - Delegate
4. Click **Share**.
5. Once the contact accepts the shared calendar, it will appear in their list of calendars under People’s calendars.
Outlook on the web

1. Click the Settings icon.
2. Click View all Outlook settings.
3. Select Shared calendars from the middle panel.
4. Use the “Select a calendar” drop-down under the Publish a calendar heading.
5. Select permissions.
   - Can view when I’m busy
   - Can view titles and locations
   - Can view all details
6. Click Publish.

Calendar Link Types
- HTML: Add to a website or share via email (opens in a browser)
- ICS: Downloads a calendar file and can be added to Outlook
Recommended best practice for assigning calendar delegates is using Outlook on the web (OWA).

### Calendar Delegates

Outlook on the web

1. Click **Share**. (Drop-down will appear if more than one calendar)
2. Type in the name or email address of the person you’d like to share the calendar with.
3. Select **Delegate** from the share options.
4. Decide if delegate can view private events.
5. Click **Share**.
6. Select who will receive and respond to invitations.

Calendar Delegates can ONLY be added to a primary calendar.
ADDITIONAL CALENDAR FEATURES
Additional Calendaring Features: Categories

Use **categories** to color code your calendar. Categories can be created in OWA or the Outlook Desktop App and sync across platforms.

Outlook on the web

1. Click the **Settings** icon.
2. Click **View all Outlook settings**.
3. Select **General > Categories**.
4. Select **+ Create category**.
5. Name category, select color > Save
6. Create event and select category before sending event invite
Additional Calendaring Features: Categories

Use **categories** to color code your calendar. Categories can be created in OWA or the Outlook Desktop App and sync across platforms.

**Outlook on the web**

1. Click the **Settings** icon 🛠.
2. Click **View all Outlook settings**.
3. Select **General > Categories**.
4. Select **+ Create category**.
5. Name the category and select a color.
6. Click **Save**.
7. Create event and select category before sending event invite.
**SCHEDULING MEETINGS**

1. Create a new email and add details.
2. Click the ... in the send bar at the bottom of the email.
3. Select **FindTime**.
4. Select the meeting settings.
5. Click a few suitable meeting times and send the email.
6. Wait for everyone to respond.
7. Click **Schedule** in response email.
8. Click **New meeting** beside the meeting date/time that works for the majority to schedule the event.

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**Additional Calendaring Features: FindTime**

**FindTime** helps people reach consensus on a meeting time. The organizer proposes one or more times to attendees so everyone can vote. Attendees see the dates and times that work best for everyone. After consensus is reached, FindTime can send out a meeting invitation on behalf of the organizer.
**SCHEDULING MEETINGS**

**Outlook for PC and Mac**

1. Create a new email and add details.
2. Click **New Meeting Poll** in the Message ribbon.
3. Select the meeting settings.
4. Click a few suitable meeting times and send the email.
   - Can enable “Schedule when attendees reach consensus.”
5. Wait for everyone to respond.
6. Click **Schedule** in response email
7. Click **New meeting** beside the meeting date/time that works for the majority to schedule the event

**FindTime** helps people reach consensus on a meeting time. The organizer proposes one or more times to attendees so everyone can vote. Attendees see the dates and times that work best for everyone. After consensus is reached, FindTime can send out a meeting invitation on behalf of the organizer.
Resource Calendars are calendars that appear in the Global Address List and allow for automated or moderated booking a resource, such as a conference room or piece of equipment.

Outlook, Outlook on the web, Outlook for iOS/Android

1. Create meeting.
2. Add meeting details; including the resource as an invitee.
3. Scroll to find time all invitees can meet.
4. Click Appointment to go back to the meeting details.
ANY QUESTIONS?
ANY FEEDBACK?
NEXT STEPS
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Our Next Tech Talk

**Email Blasts – Do's, Don'ts, and Important Tips**

*Tuesday, May 18, 2021*

*Virtual*

*3 PM – 4 PM*
Give Us Feedback

Fill out our survey and let us know how we’re doing

Scan the QR code to the right using your phone’s camera

Get In Touch With Us

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- techtalk@miami.edu
Thank you for attending!