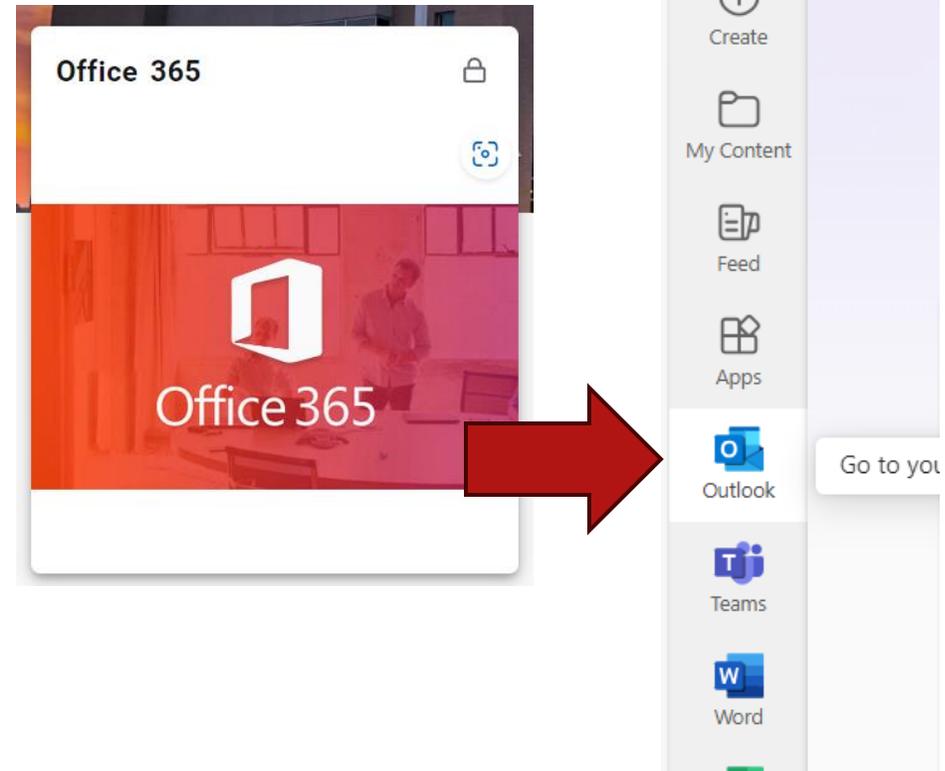


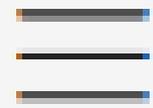


Microsoft365 Outlook

EVENT CALENDAR SCHEDULING

Log in to Outlook:
Open your web browser and navigate to the Pierpont Portal on the web ([Pierpont C&TC\(wvnet.edu\)](http://PierpontC&TC(wvnet.edu))).





Calendar



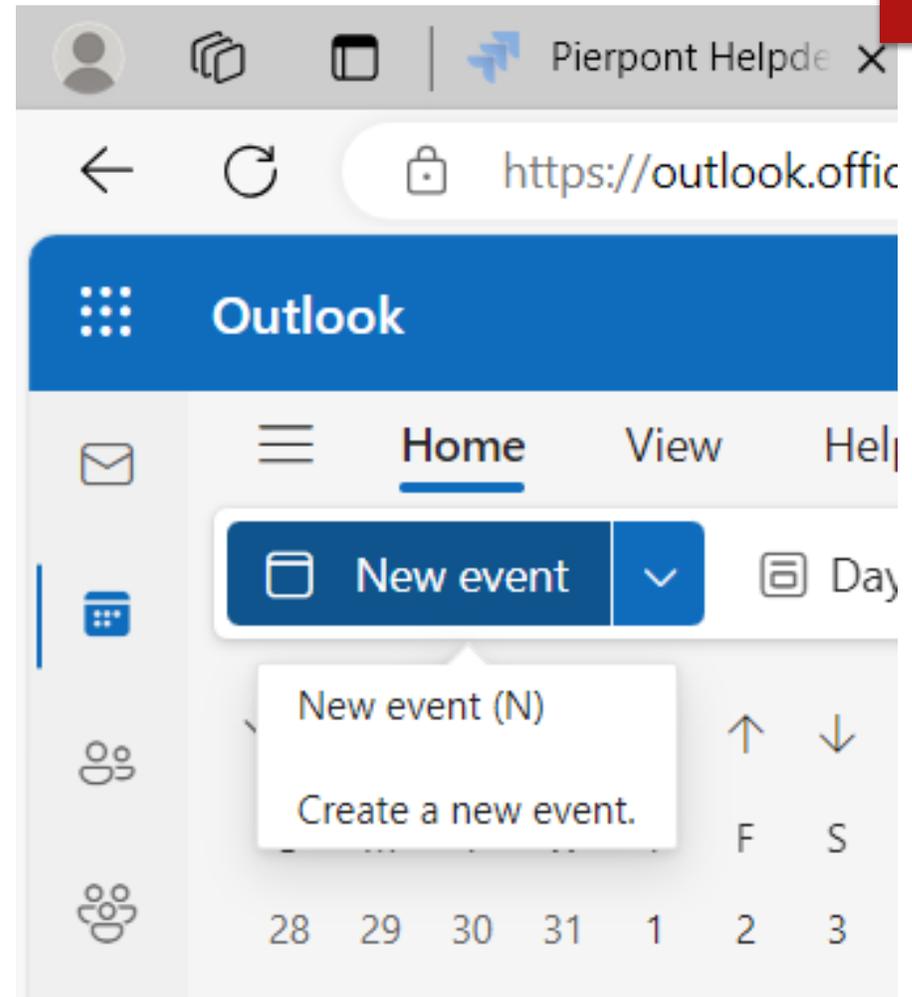
▼ Favorites



Inb

Go to Calendar: Click on the "Calendar" icon located at the bottom left corner of the Outlook window to access your calendar.

Create a New Meeting: Click on the "New event" button located at the top left corner of the calendar view. This will open a new event window.



New event - Calendar - jgray2@pierpont.edu

Event Scheduling Assistant

Response options Busy 15 minutes before Sensitivity Categorize Private Scheduling poll

Save Calendar

Add a title

Invite attendees Optional

2/29/2024 2:00 PM All day Time zones

2/29/2024 2:30 PM Don't repeat

Search for a room or location Teams meeting

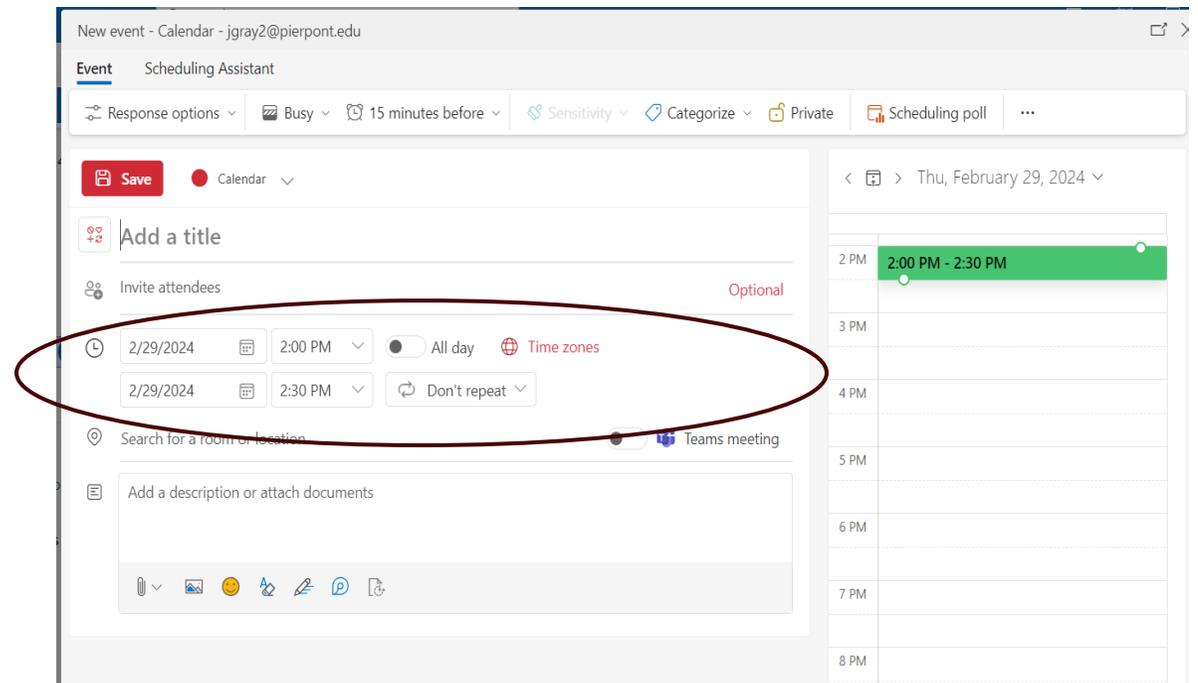
Add a description or attach documents

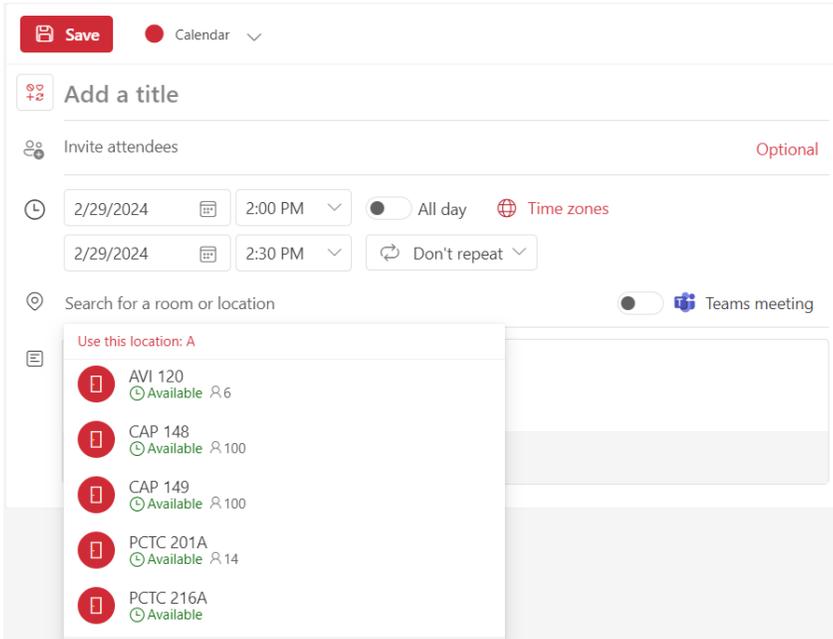
Thu, February 29, 2024

2 PM	2:00 PM - 2:30 PM
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	

Add Attendees: In the new event window, enter the email addresses of the attendees in the "Invite someone" field. You can also select attendees from your contacts list by clicking on the "People" icon.

Set Date and Time:
Choose the date and time for the meeting by clicking on the "Start time" and "End time" fields and selecting the desired date and time from the calendar and dropdown menus.





The screenshot shows a meeting creation form with the following elements:

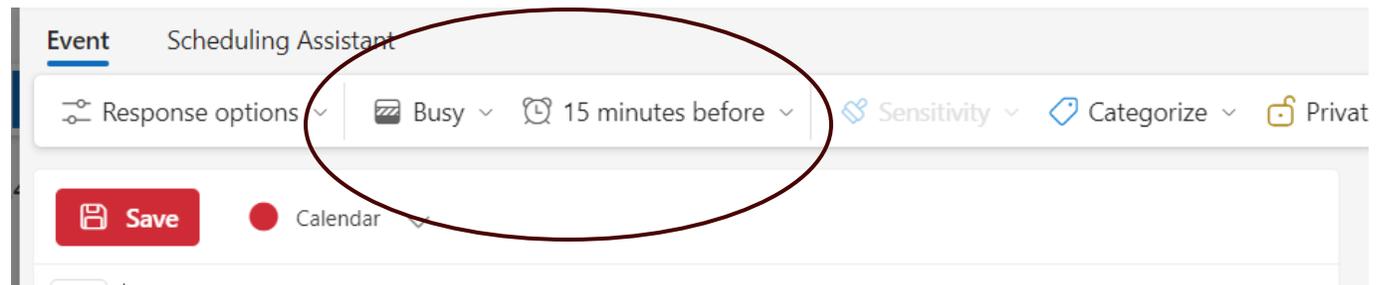
- Save** button and **Calendar** dropdown.
- Add a title** field.
- Invite attendees** field with an **Optional** label.
- Date and time selection: **2/29/2024** at **2:00 PM**, with an **All day** toggle and **Time zones** link.
- Recurrence: **2/29/2024** at **2:30 PM** with a **Don't repeat** dropdown.
- Search for a room or location** field with a **Teams meeting** toggle.
- A dropdown menu showing room options:
 - Use this location: A
 - AVI 120 (Available, 6 seats)
 - CAP 148 (Available, 100 seats)
 - CAP 149 (Available, 100 seats)
 - PCTC 201A (Available, 14 seats)
 - PCTC 216A (Available)

Add Location: In the event window, you should see a field labeled "Location." Click on this field to enter the location of the meeting. You can type in the address or name of the location.

TYPE THE ROOM NAME IN THE BOX THE "BROWSE WITH ROOM FINDER"

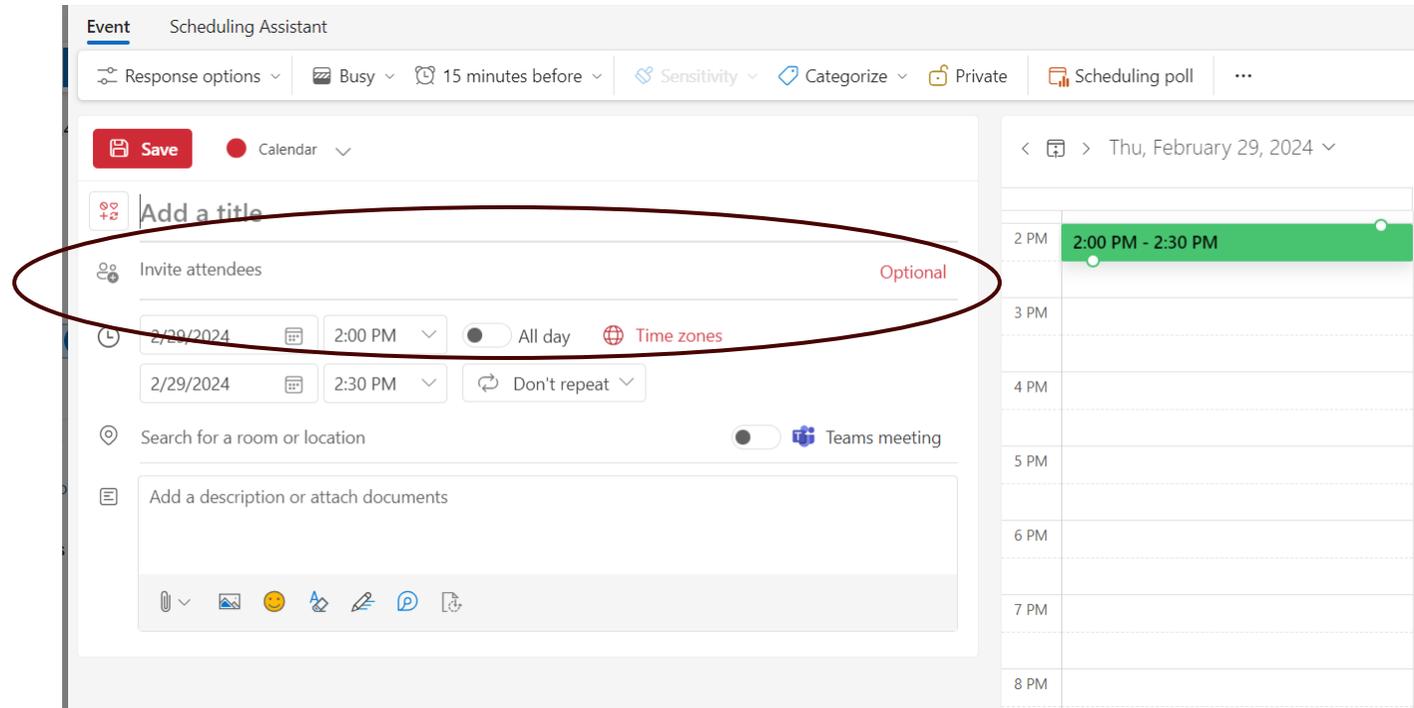
IS NOT FUNCTION PROPERLY

Set Reminder (Optional): If you want to set a reminder for the meeting, you can do so by clicking on the "Add a reminder" dropdown menu and selecting an appropriate option.



Add Meeting Details (Optional): You can add additional details about the meeting in the "Add a message to attendees" field. This could include the agenda, meeting objectives, or any other relevant information.

The screenshot shows the Microsoft Teams 'Event' scheduling interface. The top navigation bar includes 'Event' and 'Scheduling Assistant'. Below this, there are various settings: 'Response options', 'Busy', '15 minutes before', 'Sensitivity', 'Categorize', 'Private', and 'Scheduling poll'. The main form area includes a 'Save' button, a 'Calendar' dropdown, and a text input field for 'Add a title'. Below the title field is the 'Invite attendees' section, marked as 'Optional'. The date and time settings are set to '2/29/2024' at '2:00 PM', with an 'All day' toggle and 'Time zones' option. The recurrence is set to 'Don't repeat'. There is a search field for 'Search for a room or location' and a 'Teams meeting' toggle. The bottom section, 'Add a description or attach documents', is circled in red and contains a rich text editor with icons for attachments, images, emojis, undo, redo, bold, italic, link, and insert. To the right of the form is a calendar view for 'Thu, February 29, 2024', showing a green meeting block from 2:00 PM to 2:30 PM.



Send the Meeting Invitation: Once you have filled in all the necessary details, click on the "Send" button located at the top of the event window to send the meeting invitation to the attendees. They will receive an email with the meeting details and can accept or decline the invitation.