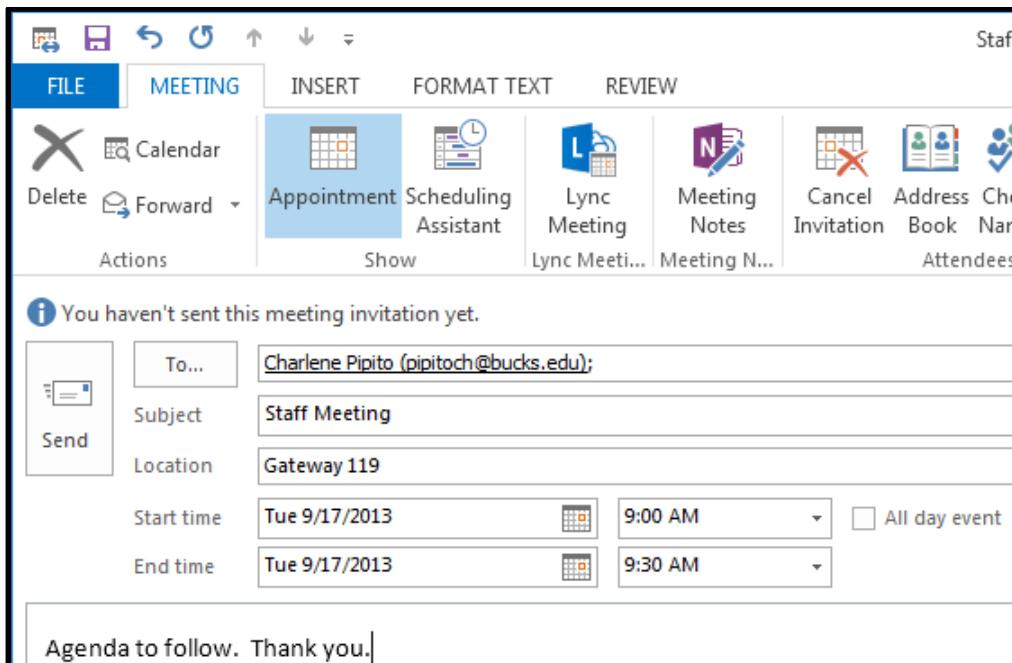# Exchange / Outlook 2013 - Scheduling Meetings

A meeting is an appointment to which you invite people or reserve resources for. You can create and send meeting requests. When you create a meeting, you identify the people to invite and you pick a meeting time. Responses to your meeting request appear in your **Inbox**. You can also add people to an existing meeting or reschedule a meeting. This tutorial covers how to schedule a meeting.

1. To invite people to a meeting, on the **Home** ribbon, click **New Items**, and then click **Meeting.**
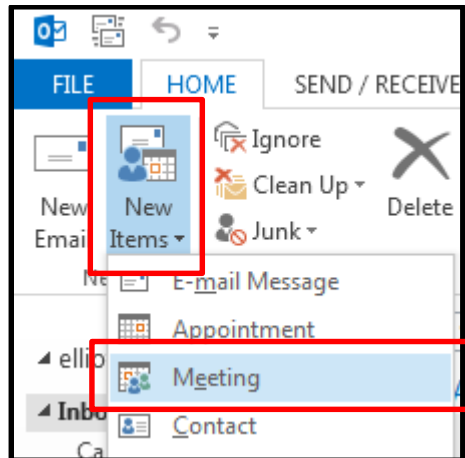
2. In the **To…** textbox type the email address of the person you want to invite or click the **To…** button and select the person from the address book. In the **Subject** textbox, type a description. In the **Location** textbox, type the location. In the **Start time** and **End time** lists, select the start and end time for the meeting. If this is an all day event, select the **All day event** check box. An all day event is a full 24 hour event lasting from midnight to midnight. In the message textbox, type information that you want to share with the recipients.

3. From the **Meeting** ribbon, located in the **Show** group, click **Scheduling Assistant**. The **Scheduling Assistant** helps to find the best time for the meeting.
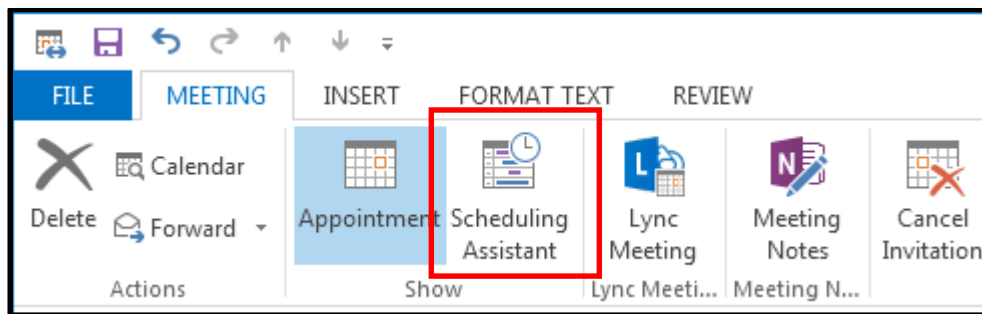
4. Click the **Add Attendees…** button at the bottom left of screen which will open the **Select Attendees and Resources: Global Address List** dialog box.
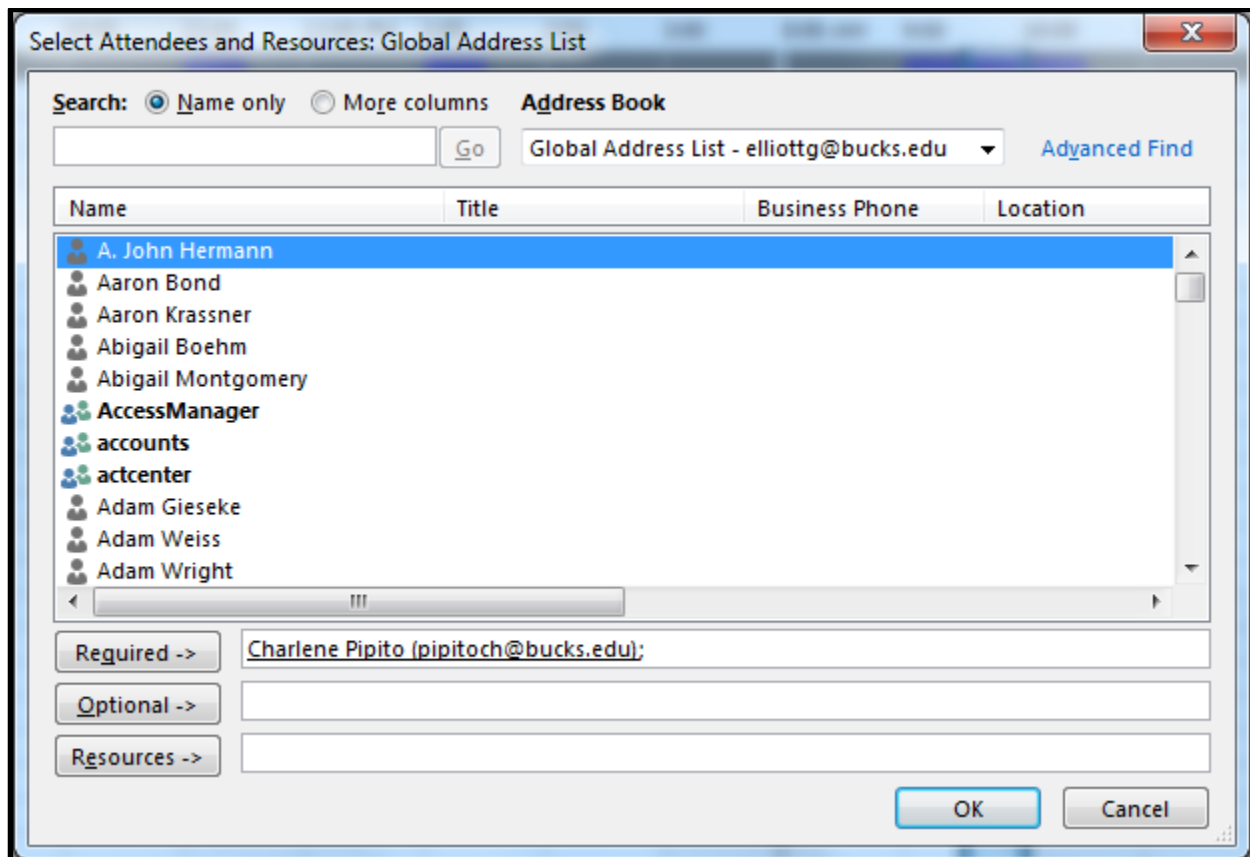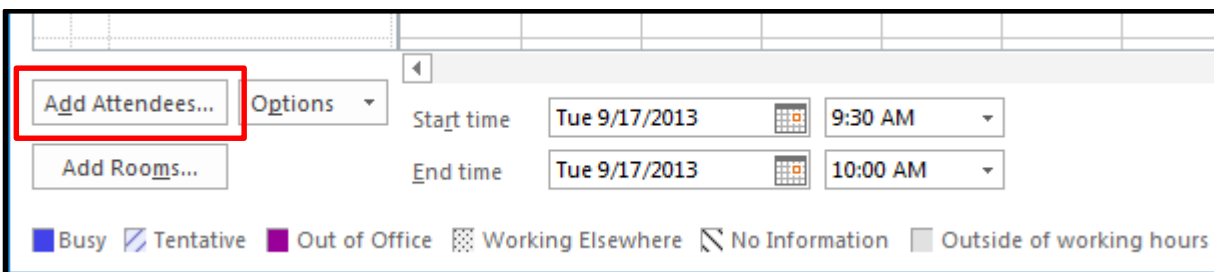
5. In the **Search** box, enter the name of the person you want to invite to the meeting in the **Select Attendees and Resources** dialog box. You can also search the **Global Address List** by going to the **Address Book** text box, clicking the down arrow and selecting **Global Address List**.

6. Select the name from the results list, and click the **Required->** or **Optional->** option followed by clicking the **OK** button.

7. **Required** and **Optional** attendees appear in the **To** box. Additional, the free/busy grid now shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting.
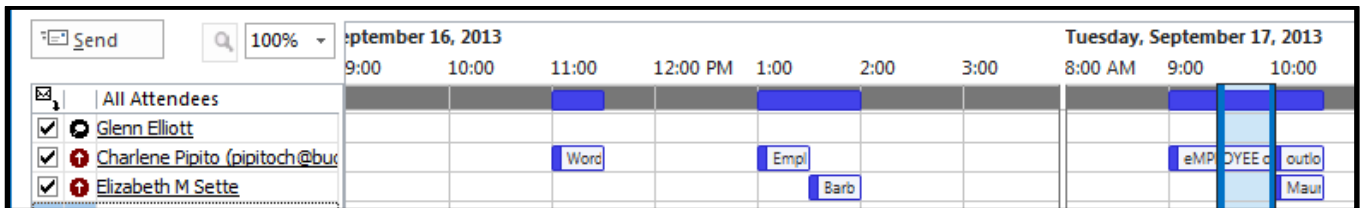

The **Suggested Times:** pane locates the best time(s) for your meeting, which is defined as the time when most attendees are available. The best meeting time appears at the top of the pane. To select any of the suggested times, click the time suggestion in the **Suggested Times:** pane. You can also manually pick a time on the free/busy grid.
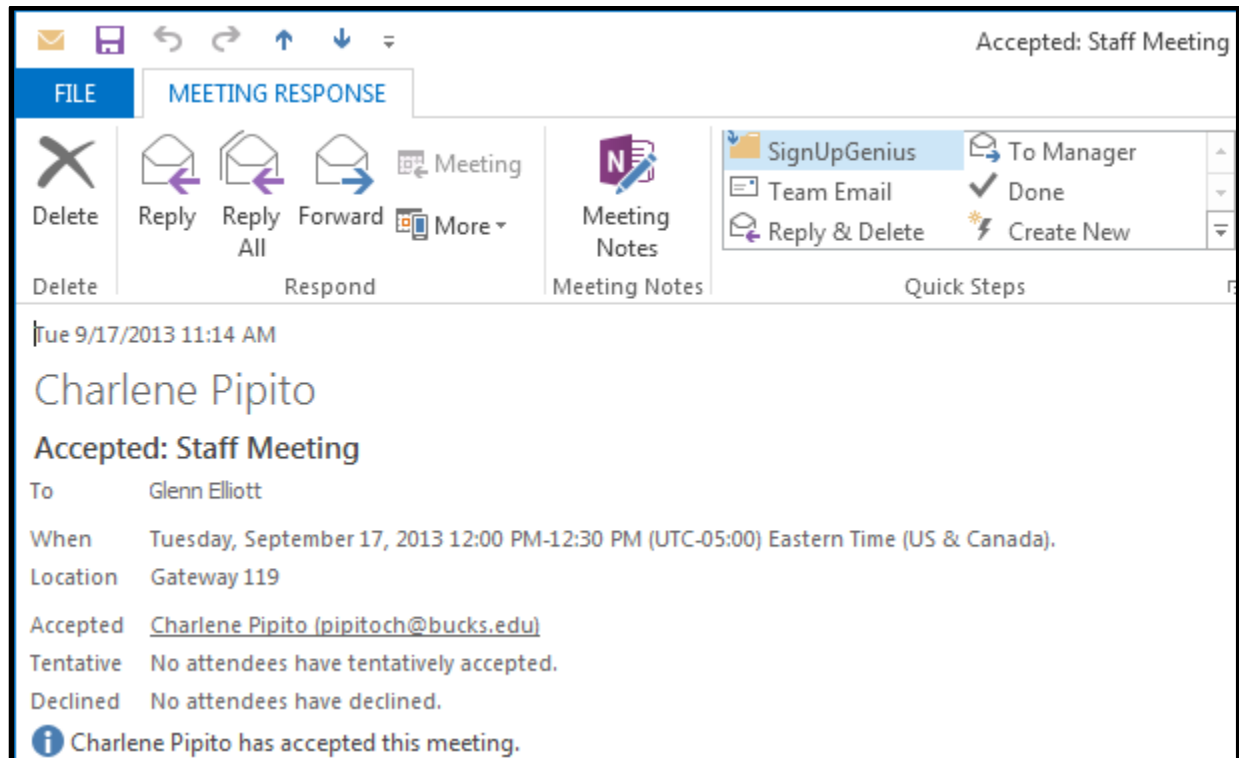
8. To send the meeting request, click **Appointment** in the **Meeting** ribbon in the **Show** group.
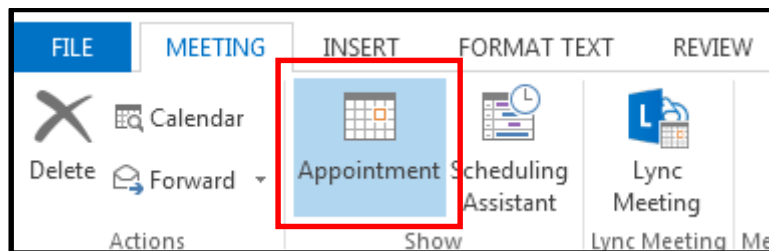
9. At the next screen, click the **Send** button. An invitation will be sent to the recipient(s). The message will appear in the recipient's **Inbox**.
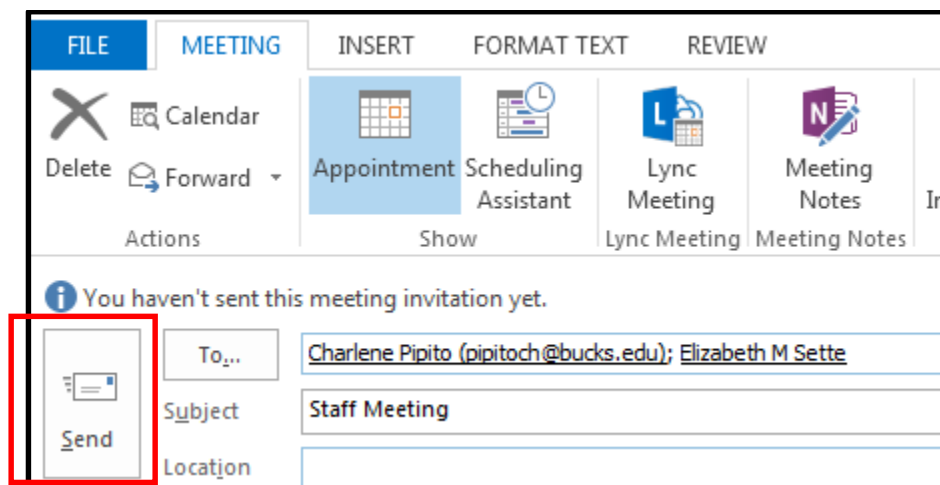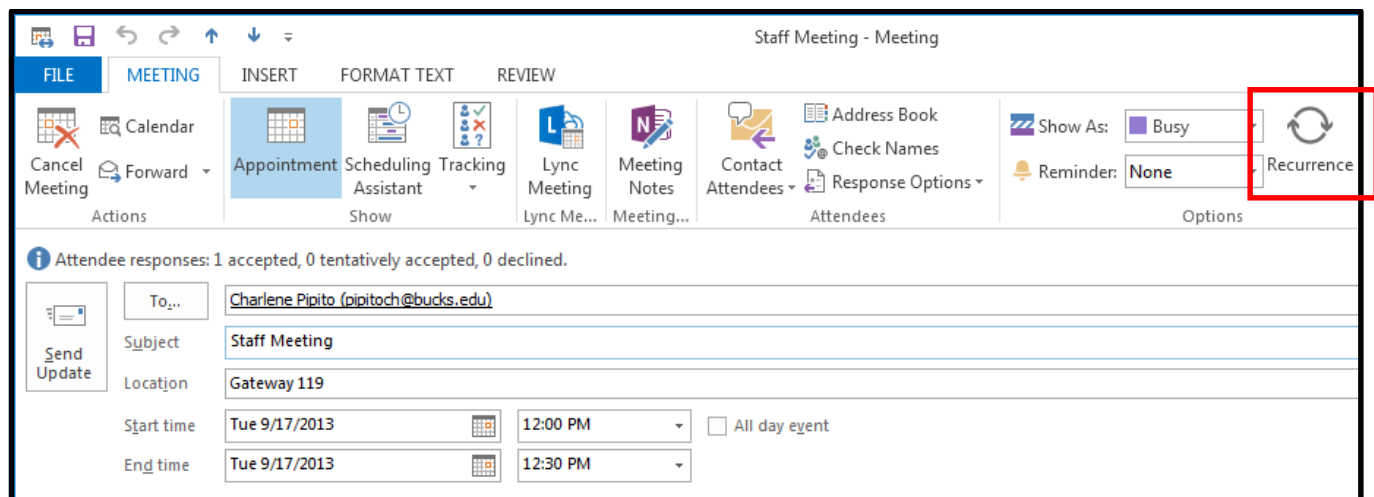
Below is an example of the meeting acceptance notification sent to the meeting scheduler's Inbox:
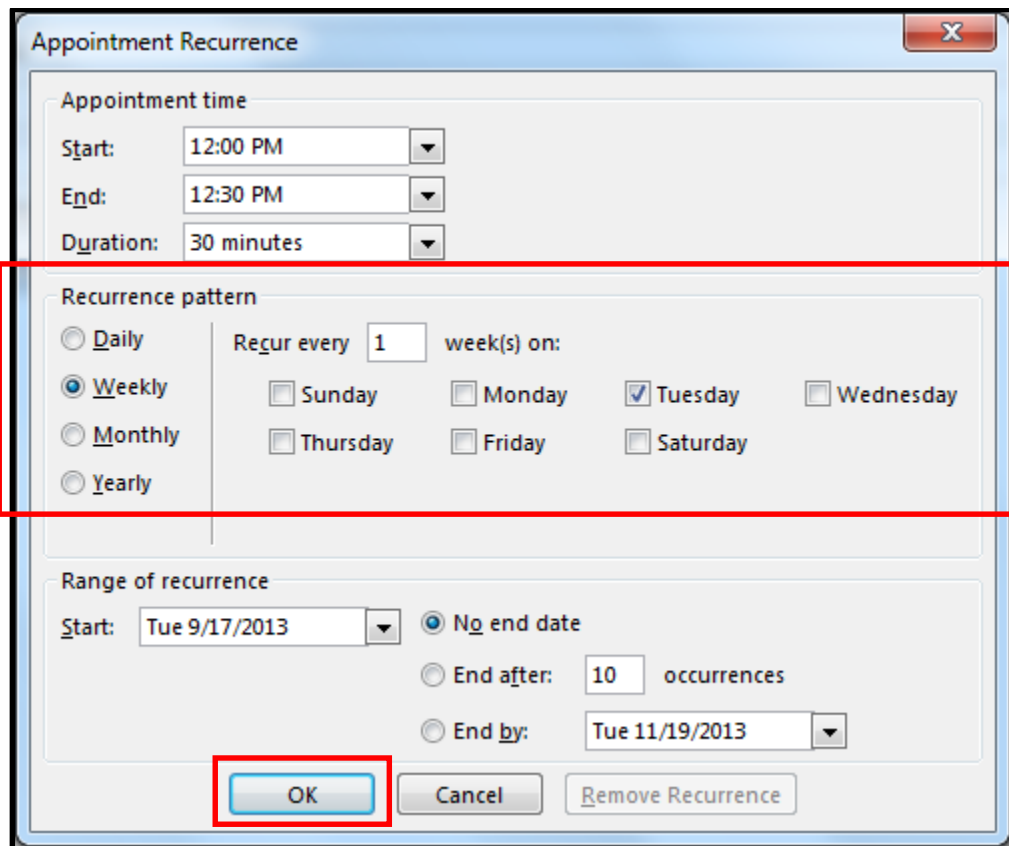

Recurring Meeting

1. Open the meeting that you want to make recurring. On the **Meeting** ribbon, in the **Options** group, click **Recurrence**.
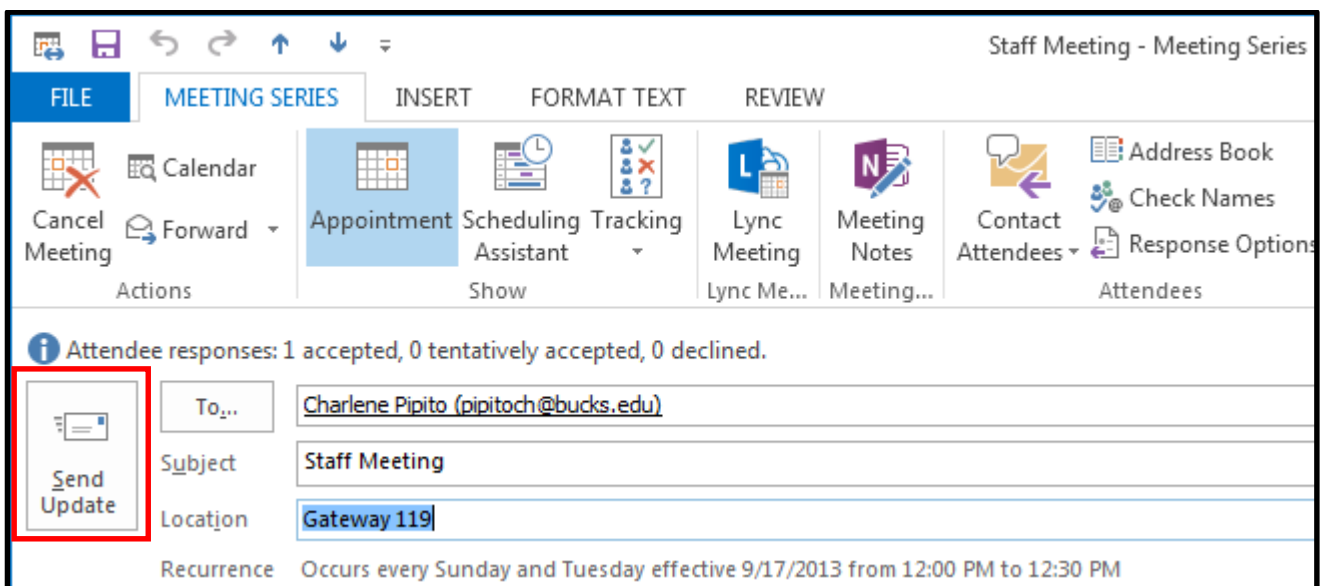
2. Choose the recurrence pattern – **Daily, Weekly, Monthly or Yearly** and then select options for the frequency. When finished, click the **OK** button.

3. Click the **Send Update** button when finished.

Change a Meeting

1. **Change options for a meeting that is not part of a series:**
   Open the meeting you want to change.
   Change any options, such as subject, location, and time.
   Click **Send Update**.

2. **Change options for all meetings in a series:**
   Click **Open the series**.
   Change any options, such as subject, location, and time.

3. **To change recurrence options:**
   On the **Recurring Meeting** tab**,** in the **Options** group**,**
   Click **Recurrence**, change the options, such as time, recurrence pattern, or range
   of recurrence, and then click **OK**.
   Click **Send Update**.

4. **Change options for one meeting that is part of a series**
   Click **Open this occurrence.**
   On the **Recurring Meeting** tab, change the options, such as subject, location,
   and time.
   Click **Send Update.**