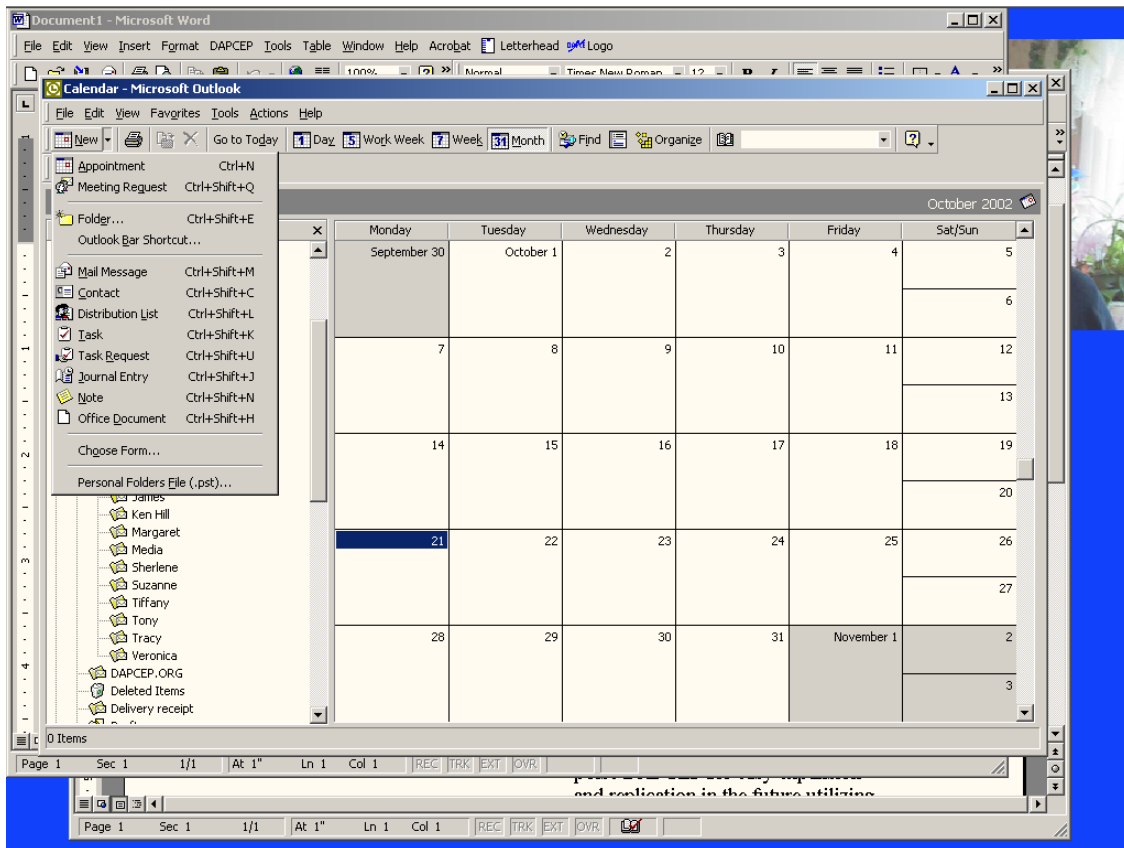
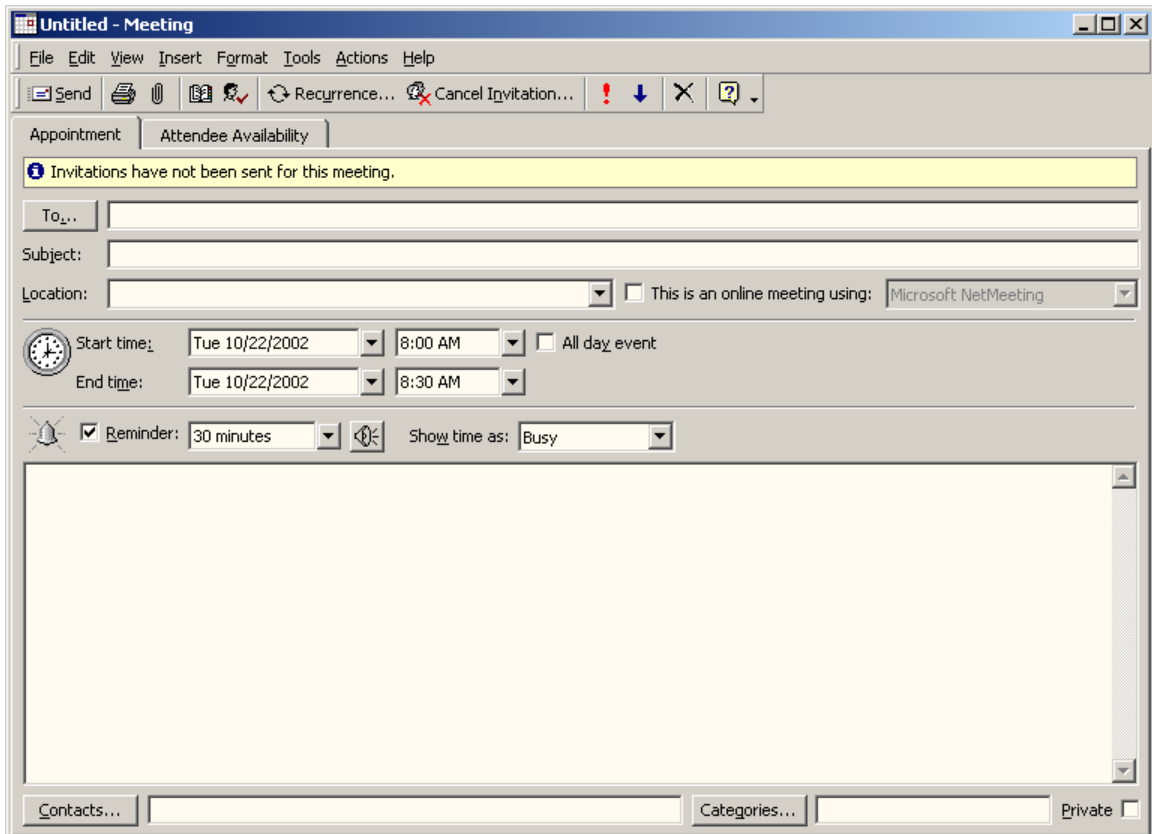


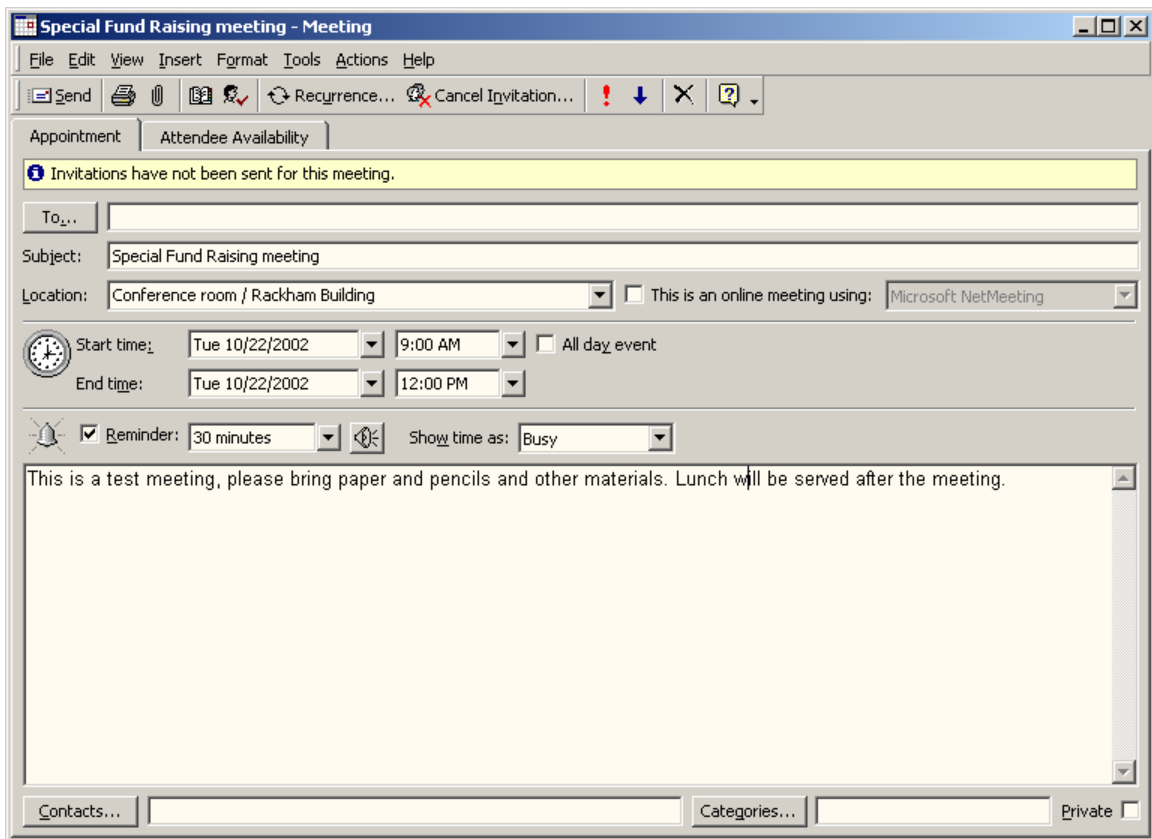
# Scheduling Appointments in Outlook 2000

## 1. Select New Meeting Request

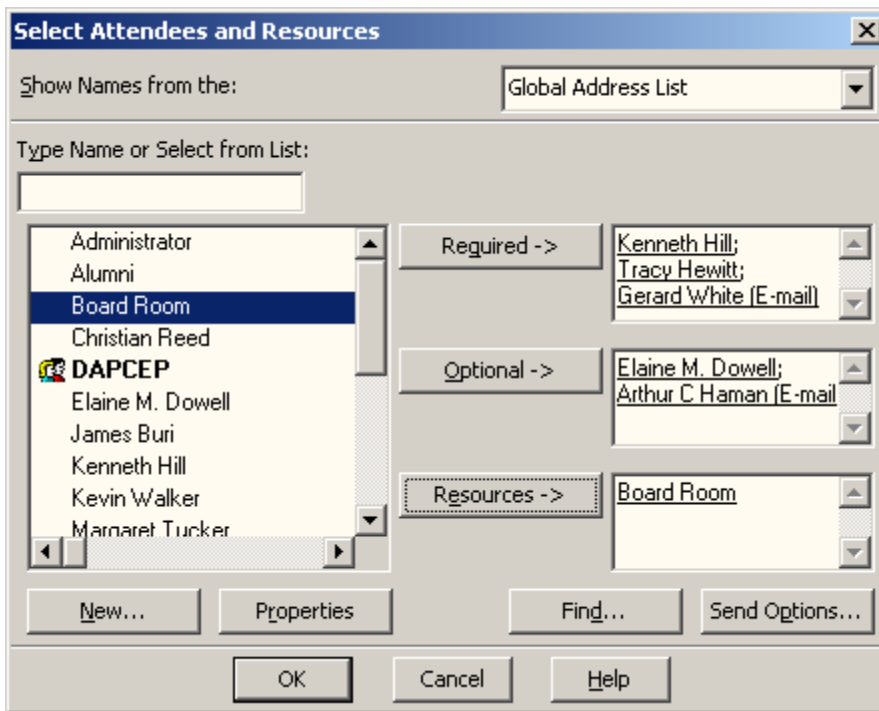


## 2. Fill out this part as you normally would

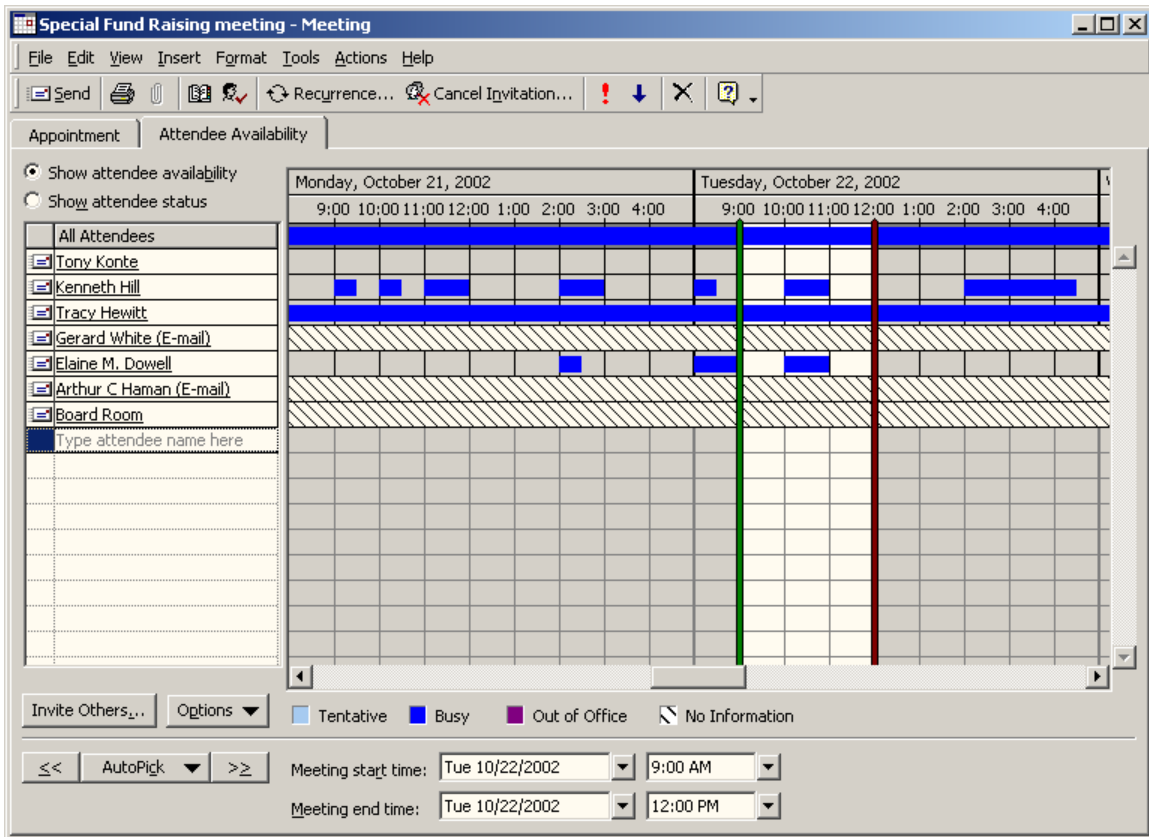




3. Select the To.. and enter all attendees, both inside and outside of the organization. You can also select the conference room and it will show as busy during that period.



4. Click on Attendee Availability and it will show the availability for ALL Internal people and resources



5. Click send and you will get responses back indicating acceptance
6. This is what the recipient will see if they also have outlook, otherwise they will get a regular looking email that asks the same questions. Clients with Outlook including us will automatically have their calendar filed out with this meeting request.

