


Instructions for Setting Appointments through Outlook Calendar

Be sure your computer's clock as well as the Outlook Calendar clock is set to Butler's time zone (Eastern). *Note:* You may need to reset your computer's clock *each time* to return to the Eastern Time Zone such as when travel home and into another time zone. On most business days, you can find me in the office from 8:30am-4:30pm.

1. Log in to Outlook. Select Calendar icon  (on far left side).
2. Click on "New event" (blue button above calendar dates on top left side)
3. Populate the specifics that are requested.
 - For **'Add a Title'** line – please include your last name, my last name and why we are meeting (e.g. Speed-[YOUR LAST NAME] Student Employment paperwork)
 - For **'Invite attendees'** type the email addresses of the person (or individuals, if you are meeting with a group) you are requesting attend the meeting (e.g. mspeed@butler.edu)
 - Pick the date/time you want to meet and duration. **Make sure Time Zone is Local Time Indiana East.** *Duration is typically 15 minutes.*
 - For **Room/Location** – use Jordan Hall Room 184C
4. click on the 'Scheduling Assistant' on top of page (just under blue bar)
 - Requested attendee calendars will show up side-by-side
 - If I'm free it will show *no* shading beside my name.
 - If it shows I am busy, please pick a different date/time when I or other participants are free.
6. In the **'Add a description'** message box (toward the bottom) – To the extent possible, please include a *brief* message so I know what you want to discuss...some examples may be showing identification for I-9 employment verification, discussing where to find New Hire documents required by the University.
7. Hit *'Send'* when complete. I will get a message inviting me to the meeting. When I accept, we are all set!