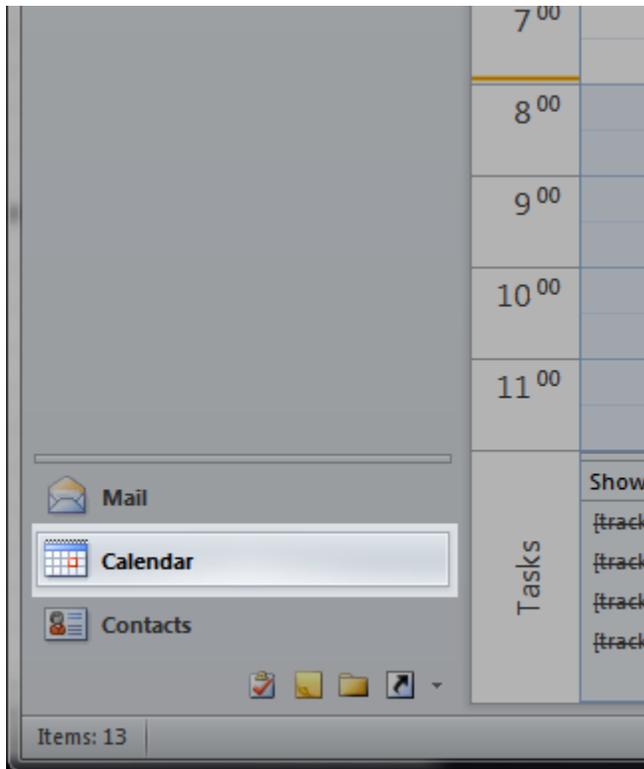


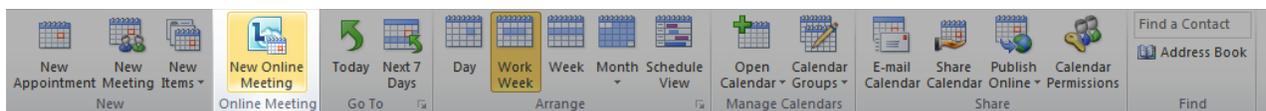
How to

1) Start **Outlook**.

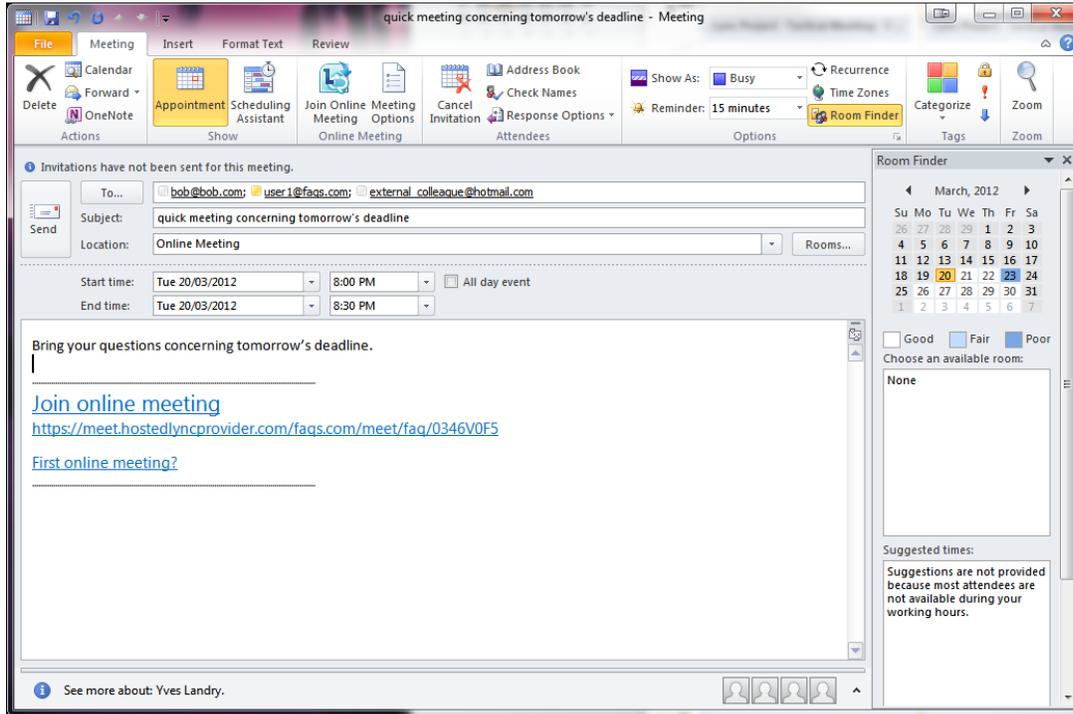
2) Click on **Calendar**.



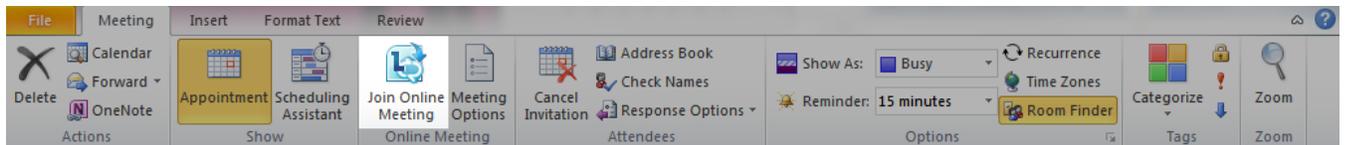
3) Click on **Home** in the navigation ribbon and then click on **New Online Meeting**.



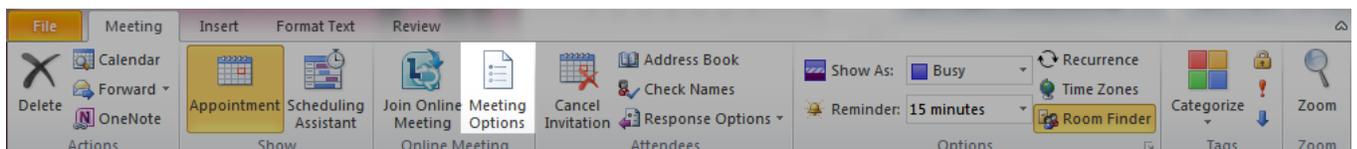
4) Add attendees in the **TO** field. Give the meeting a title in the **Subject** field. Add a little description of the purpose of the meeting in the body of the meeting.



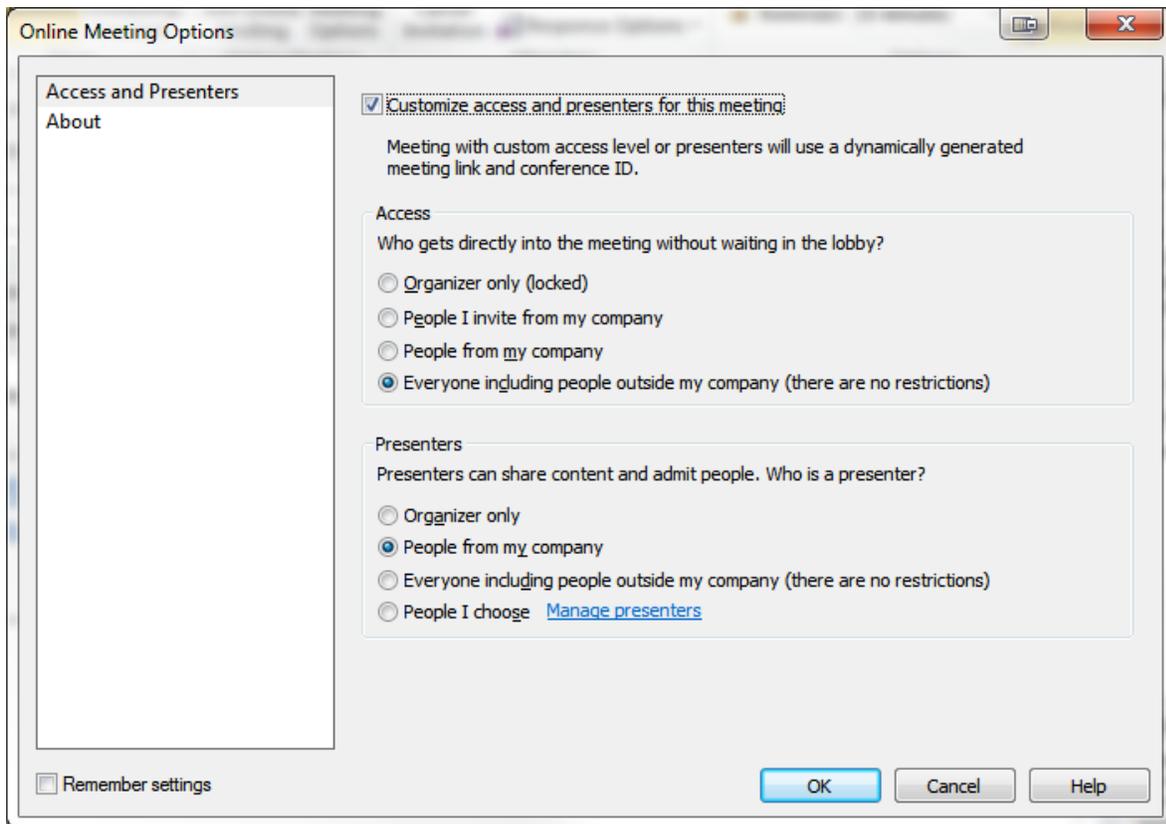
5) Immediately join the meeting by clicking on **Join Online Meeting** in the navigation ribbon.



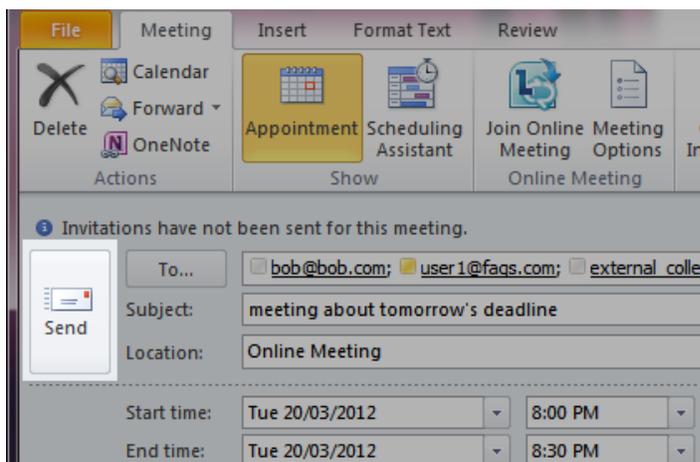
6) To setup the meeting options, click on **Meeting Options**.



7) The **Access and Presenters** section has the exact same options that can be found in this guide.



8) Once you are done setting up the meeting options, click on **OK**. Then click on **Send**.



Please contact IT for any other questions.