## 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.

III 🔛	90**	-	quick r	meeting concerning tomorrow's dead	dline - Meeting				• X
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	Subject:	quick meeting concerning	tomorrow's deadline				Su Mo T	u We Th	Fr Sa
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Bring	Bring your questions concerning tomorrow's deadline.						Poor oom:		
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5) Immediately join the meeting by clicking on **Join Online Meeting** in the navigation ribbon.

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	Actions	Show		Online M	eeting		Attendees		Options	E.	Tags		Zoom

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

File	Meeting	Insert Format Text	Review				۵
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	🙈 Forward 🝷			🛛 🦗 😓 Check Names	Time Zones	- <b></b>	0
Delete	N OneNote	Appointment Scheduling Assistant	Join Online Meeting Meeting Options	Cancel Invitation Response Options *	🐺 Reminder: 15 minutes 🔹 🔀 Room Finder	Categorize	Zoom
	Actions	Show	Online Meeting	Attendees	Options 5	Tags	Zoom

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

Online Meeting Options Access and Presenters About	<ul> <li>Customize access and presenters for this meeting.</li> <li>Meeting with custom access level or presenters will use a dynamically generated meeting link and conference ID.</li> <li>Access</li> <li>Who gets directly into the meeting without waiting in the lobby?</li> <li>Organizer only (locked)</li> <li>People I invite from my company</li> <li>People from my company</li> <li>Everyone ingluding people outside my company (there are no restrictions)</li> </ul>
	Presenters Presenters Presenters can share content and admit people. Who is a presenter? Organizer only People from my company Everyone including people outside my company (there are no restrictions) People I choose Manage presenters

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



Please contact IT for any other questions.