Manage Your Calendar and Contacts in Outlook

Schedule an appointment

1. In **Calendar**, select **New Appointment**.
2. Add a **Subject**, **Location**, and the start and end times.
3. Select **Invite Attendees** to turn the appointment into a meeting.
4. Select **Save & Close** to finish, or **Send** if it's a meeting.

Schedule an appointment in Outlook

Use the Scheduling Assistant

When you create a meeting, use the **Scheduling Assistant** to see when attendees and rooms are available.

- From a new meeting request, select **Scheduling Assistant**.
- The shaded area with vertical bars shows the meeting time. Drag the bars to adjust the meeting time.
- The grid shows when attendees are available. To the right of the meeting request, Outlook shows suggested times and the number of conflicts.

Scheduling Assistant Tool

Add a contact

1. Select the **People** icon.
2. Select **New Contact** or press Ctrl+N.
3. Enter a name and any other information that you want to include for the contact.
4. Select **Save & New** to create another contact, or **Save & Close** if you're done.

Add a contact in Outlook

Additional Microsoft resources

- Quick Start Guide
- Outlook Training

- Outlook Help
- eBook: Outlook Tips & Tricks
- Download PDF: Outlook Quick Start Guide

Revision #6
Created 2021-06-22 19:04:27 UTC by Brian Stapleton
Updated 2023-12-06 15:57:53 UTC by Joshua Setzler