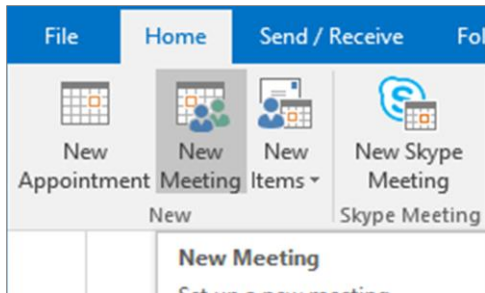# Outlook Calendar for Windows

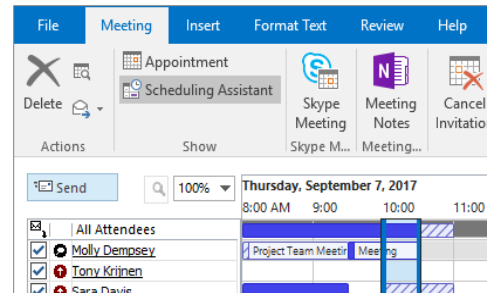## Schedule meetings and track responses

Step 1

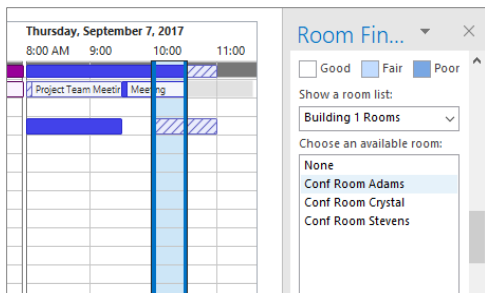Select **Home > New Meeting**.

Step 2

Select **Scheduling Assistant,** and then add attendee names to get free/busy times.
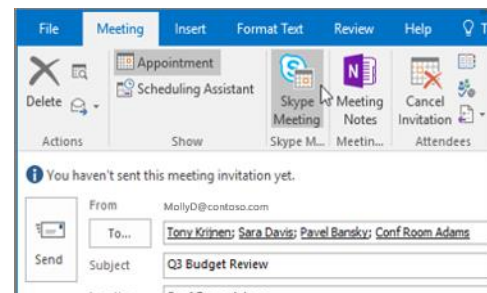

Step 3

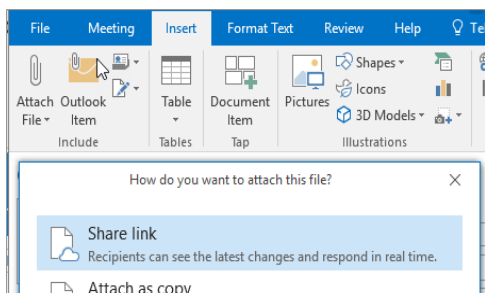In **Room Finder**, select a location from the room list, and then choose a room.

Step 4

Click **Skype Meeting** to make the meeting an online meeting.
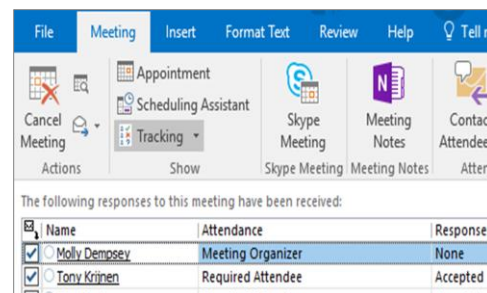

Step 5 – Attach a File

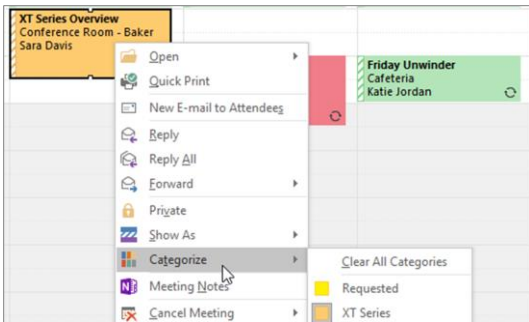Click **Insert > Attach File >** select a file, and then **Share link**.

Step 6 – Track invite responses

Select **Meeting**, select the meeting**,** and then **Tracking** to see responses.
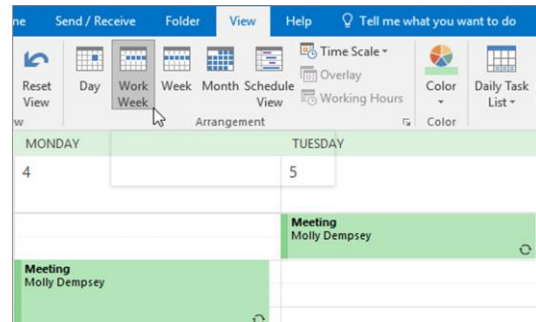
Outlook Calendar for Windows

Apply categories to sort your events

Right click an event, select **Categorize**, and then select the category.
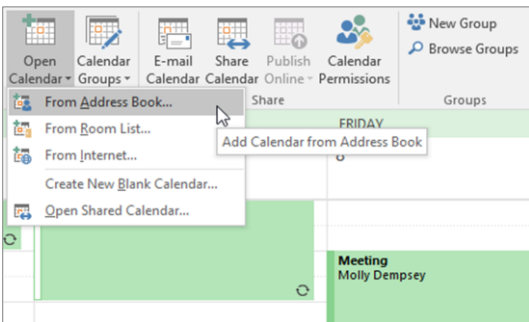

Switch calendar views

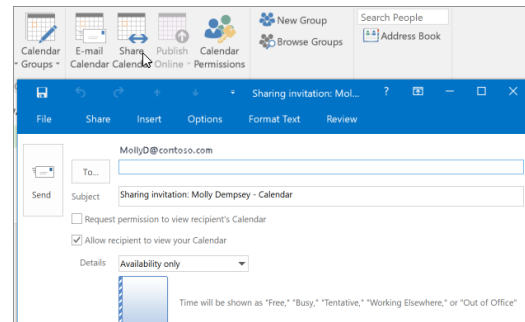Select **Home**, and then select a view option like **Day** or **Work Week**.

Add a calendar to your view

Select **Home > Open Calendar > From Address Book**… and then enter a name to see available calendars from people in your organization.

Share a calendar

Select **Home > Share Calendar**, add people to the **To** line, and select **Send**.

Keyboard shortcuts

Go to Calendar	Ctrl + 2	Create new meeting request	Ctrl + Shift + Q
Go to Mail	Ctrl + 1	Go to today	Alt+N A, F
Create Appointment	Ctrl + Shift = A	Search	Up/Down keys
Switch to day (1), work week (2), week (3), or month (4)	Shift+Alt+[1,2,3,4]		

See keyboard shortcuts for Outlook at: https://go.microsoft.com/fwlink/?linkid=864503

More info

Outlook Training,
https://go.microsoft.com/fwlink/?linkid=864509

Outlook Quick Start Guide,
https://go.microsoft.com/fwlink/?linkid=864510

Differences between desktop, online, and mobile,
https://go.microsoft.com/fwlink/?linkid=864504

Differences between Windows and Mac version of Outlook,
https://go.microsoft.com/fwlink/?linkid=864506