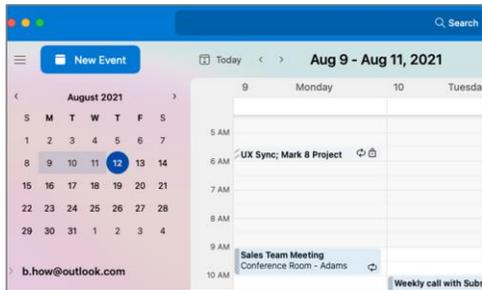


Schedule meetings and track responses

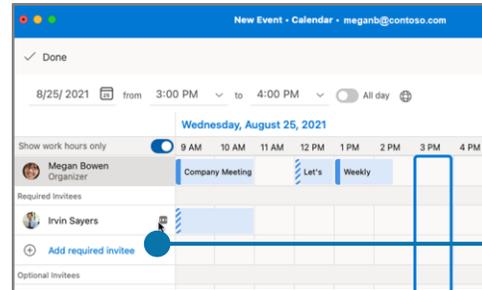
Step 1

Select **New event**.



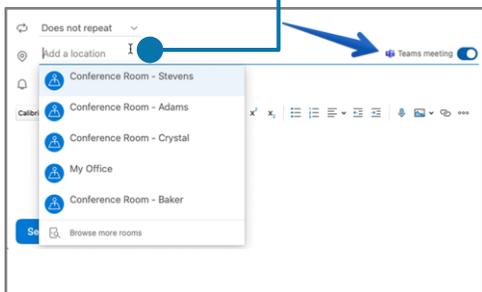
Step 2

Select **Scheduling**, then select **Add required invitee** to add attendee names.



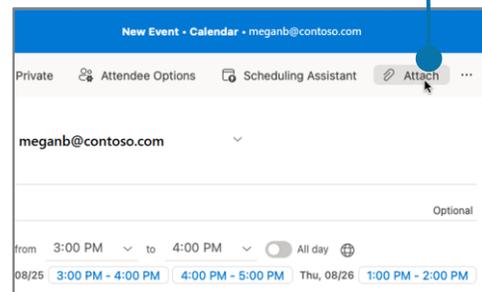
Step 3

Select **Room Finder**, select a location from the room list, and then add a location.



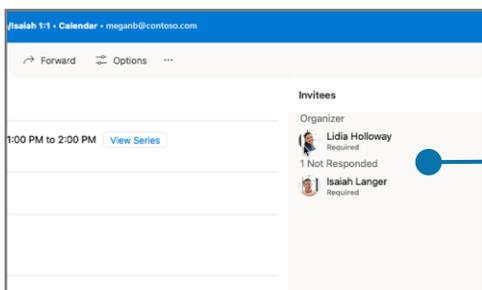
Step 4

Select **Attach** to add a link to a file you've stored on OneDrive or SharePoint.



Step 5

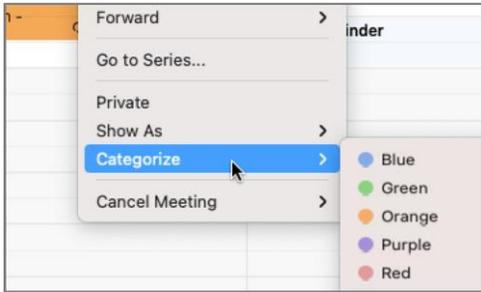
After you send the invite, see the responses on the right.



Cheat sheet - Outlook Calendar for Mac

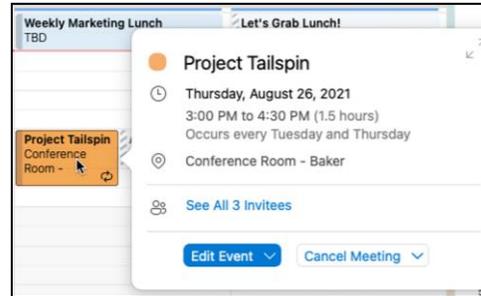
Apply categories to sort your events

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



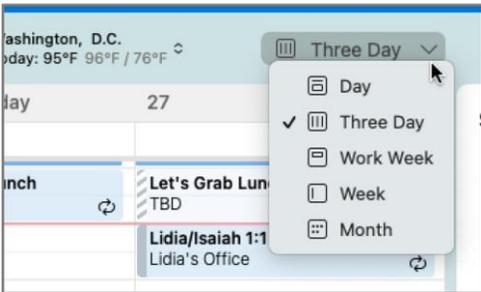
Use event cards

See everything you want to know about a meeting at a glance.



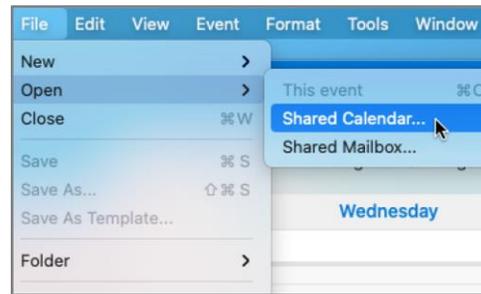
Switch calendar views

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



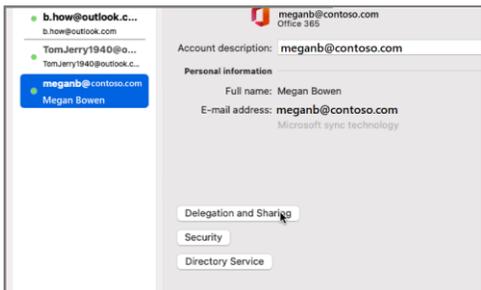
Add a calendar to your calendar view

Select **File > Open > Shared Calendar** and enter a name to see available calendars from people in your organization.



Share a calendar

Select **Tools > Accounts > Delegation and Sharing**, and then select the **Permissions** tab. Select **Add User** and choose the permissions.



Keyboard shortcuts

Go to Calendar	⌘+2	Create appointment	⌘+N (in Calendar view)
Go to Mail	⌘+1	Switch view to today	⌘+T

More keyboard shortcuts: <https://go.microsoft.com/fwlink/?linkid=864503>

Learn more

Outlook for Mac Help,
<https://go.microsoft.com/fwlink/?linkid=864508>

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