

# Appointment Setting with Microsoft Outlook

# Hello!

**I am Christina White!**

I am here because I love  
to give presentations and  
I am passionate about  
civic engagement.



# Goal

Ensure public officials can set Outlook calendar appointments smoothly, so policymaking can take priority.

# Agenda

- Tools & Rules
- Setting a New Appointment
- Review
- Questions

# Tools & Rules

- Limit Distractions
- Use Action Buttons



Red “X” = STOP



Yellow “Raise Hand” = Slow Down



Green “Checkmark” = Proceed

“

Reading furnishes the mind only with materials of knowledge; it is thinking that makes what we read ours.

— John Locke

# Let's look at the steps

1

Access Your Calendar

2

Select New Appointment

3

Complete Your Appointment  
Details

4

Save & Close

# Step 1

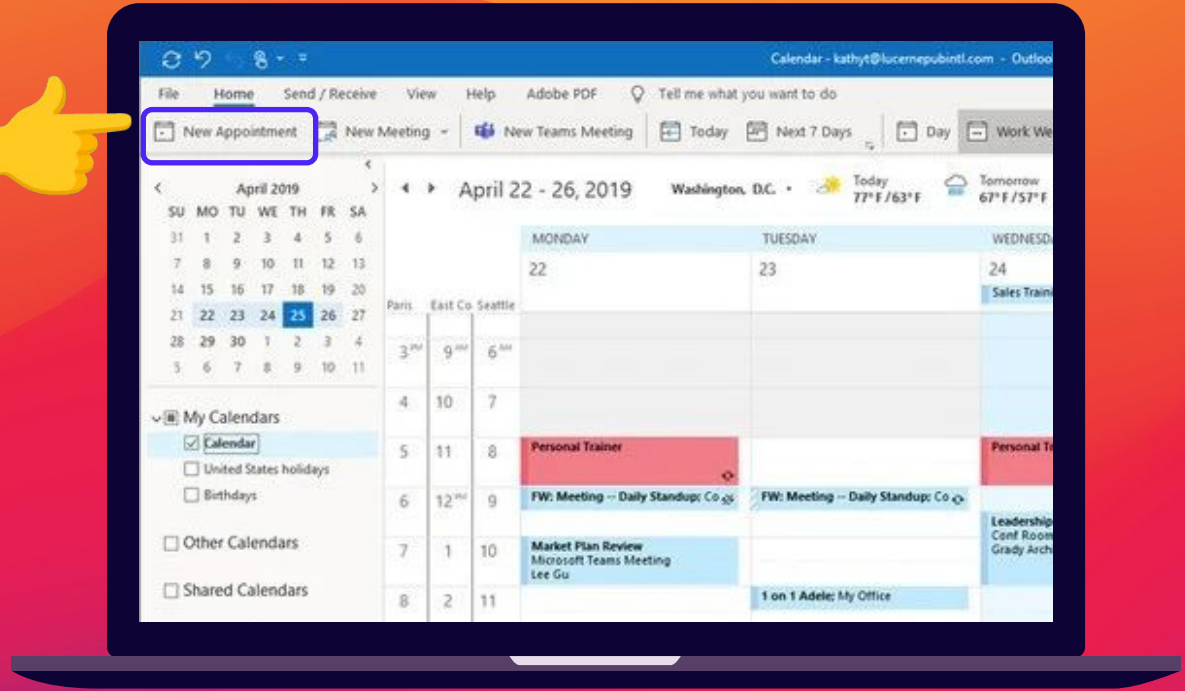
Access your  
Outlook Calendar





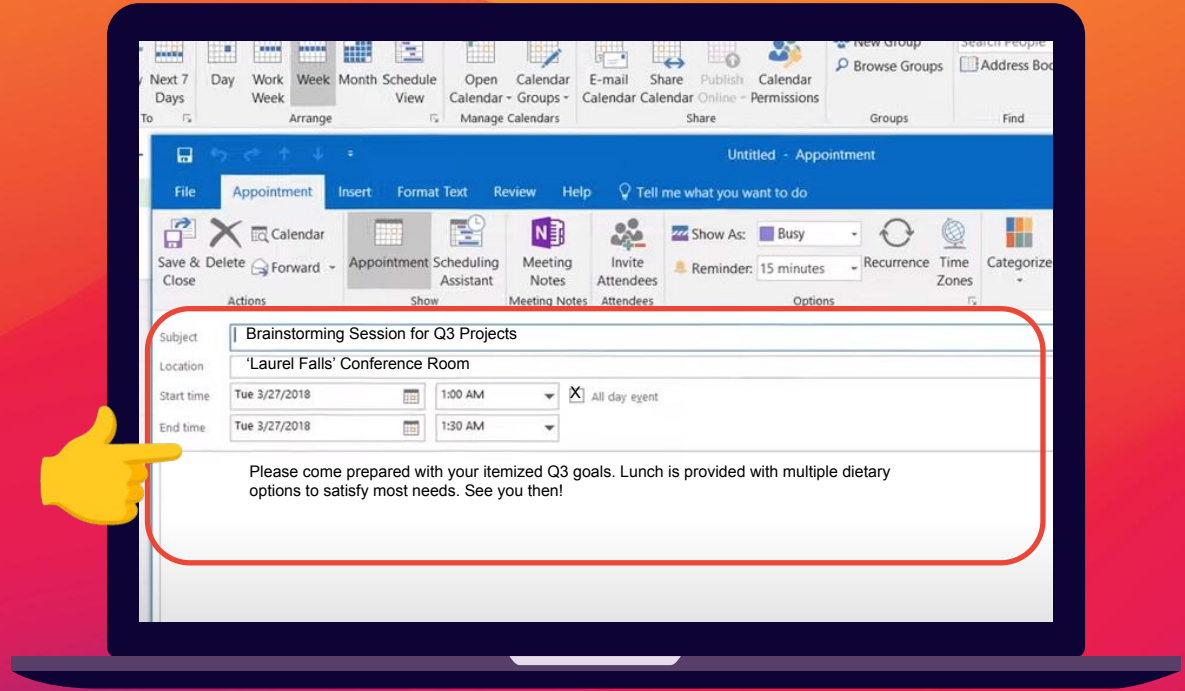
## Step 2

Click the **New Appointment** button



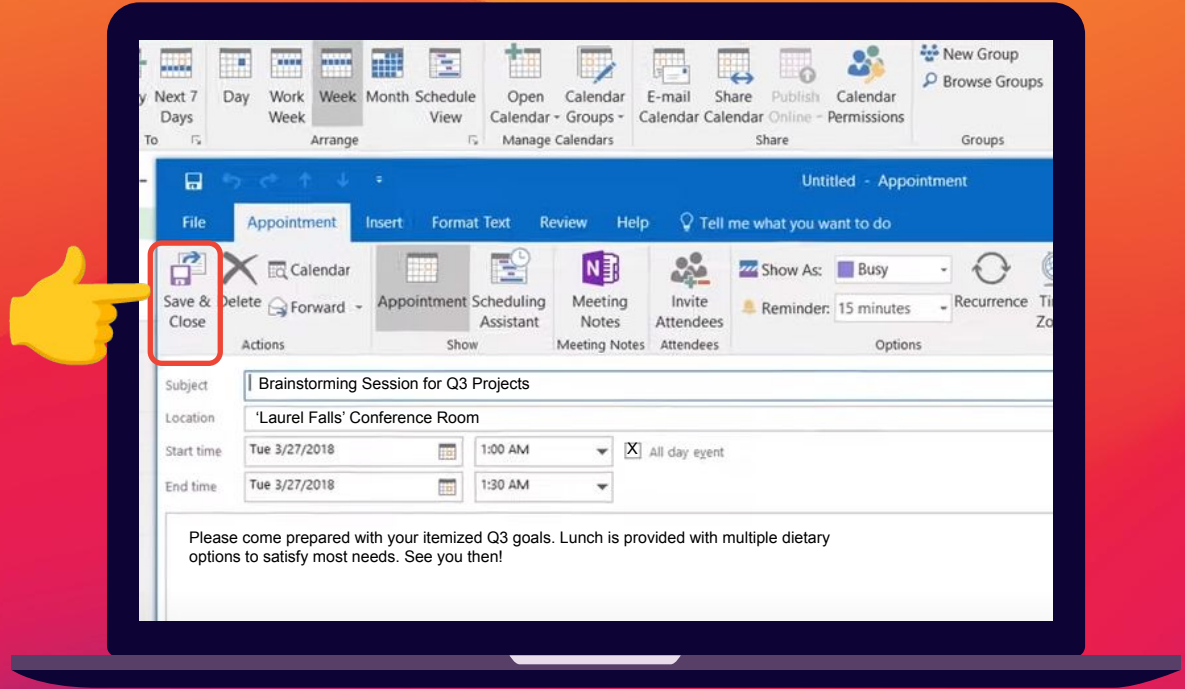
## Step 3

Complete the details for your appointment



## Step 4

Click the **Save & Close** button

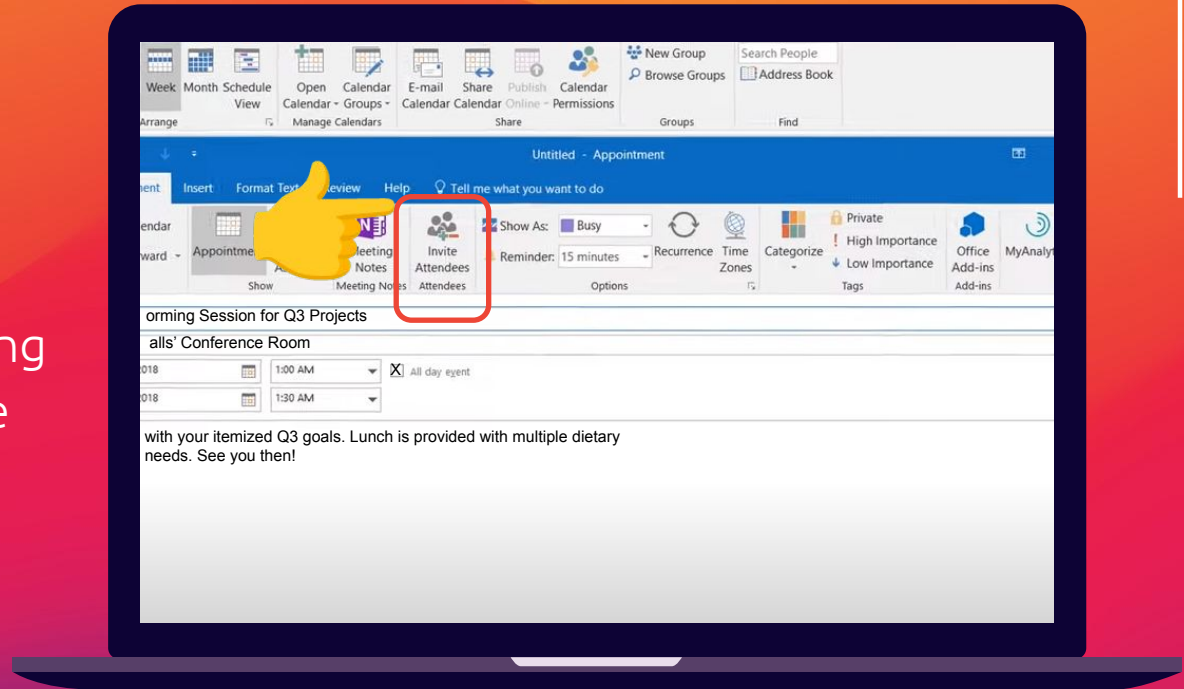


# Need a Meeting Instead?

No Problem!

Convert your new appointment to a meeting by adding invitees to the same appointment!

Outlook will do the rest!



# Let's review the steps

1

Access Your Calendar

2

Select New Appointment

3

Complete Your Appointment  
Details

4

Save & Close

# Join Us!

*Coming up next time:*

- Use the **Scheduling Assistant** to Coordinate with Meeting Attendees
- **Share** Your Calendar with Others
- **Synch** Your Calendar Across Devices



# Thanks!

**Any questions?**

You can find me at:

[thatssogrant.com](https://thatssogrant.com)

