Microsoft Outlook 2013

Lesson 9

Managing Meetings

Objectives

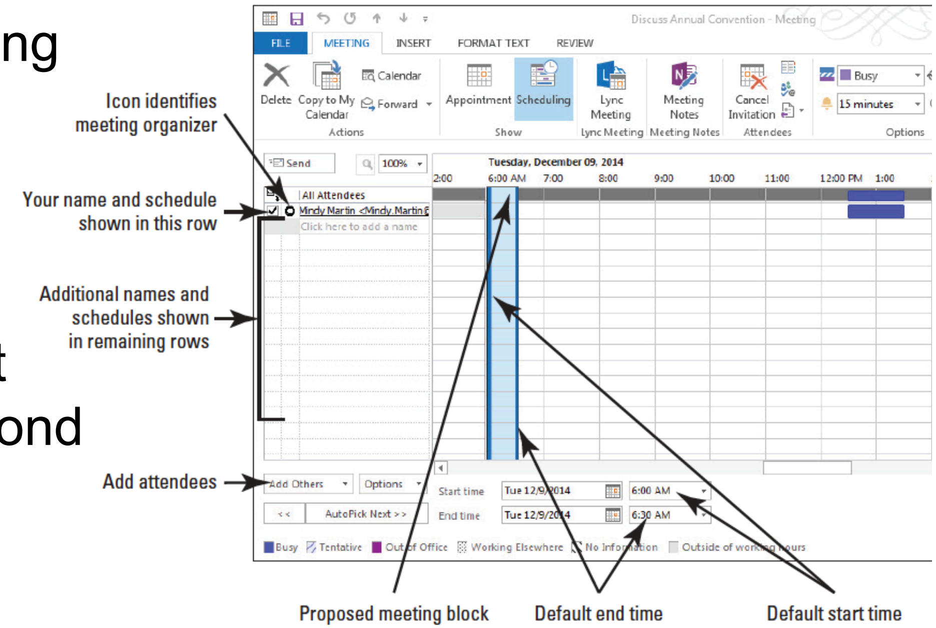
Skills	Exam Objective	Objective Number
Creating a Meeting Request	Create calendar items Use the scheduling assistant Utilize Room Finder Create calendar items from messages Set calendar item importance Configure reminders	3.2.1 3.2.7 3.2.10 3.2.4 3.3.1 3.3.3
Responding to a Meeting Request	Respond to invitations	3.3.5
Managing a Meeting		
Updating a Meeting Request	Update calendar items Schedule resources Add participants Cancel calendar items	3.3.6 3.2.9 3.3.4 3.2.3
Managing a Recurring Meeting	Create recurring calendar items	3.2.2
Sharing Meeting Notes	Share meeting notes	3.3.7

Step by Step: Create a One-Time Meeting

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
  1. Click the **Calendar** button in the Navigation bar to display the Calendar window.
  2. Use the *Date Navigator* in the Folder Pane to select [**the second Tuesday of December**].
  3. On the HOME tab, click **New Meeting** in the New group. The Meeting window is displayed. Outlook 2013 selects a default time for the meeting.
  4. Click the *Subject* field and key **Discuss Annual Convention**.
- **PAUSE. LEAVE** the Meeting window open to use in the next exercise.

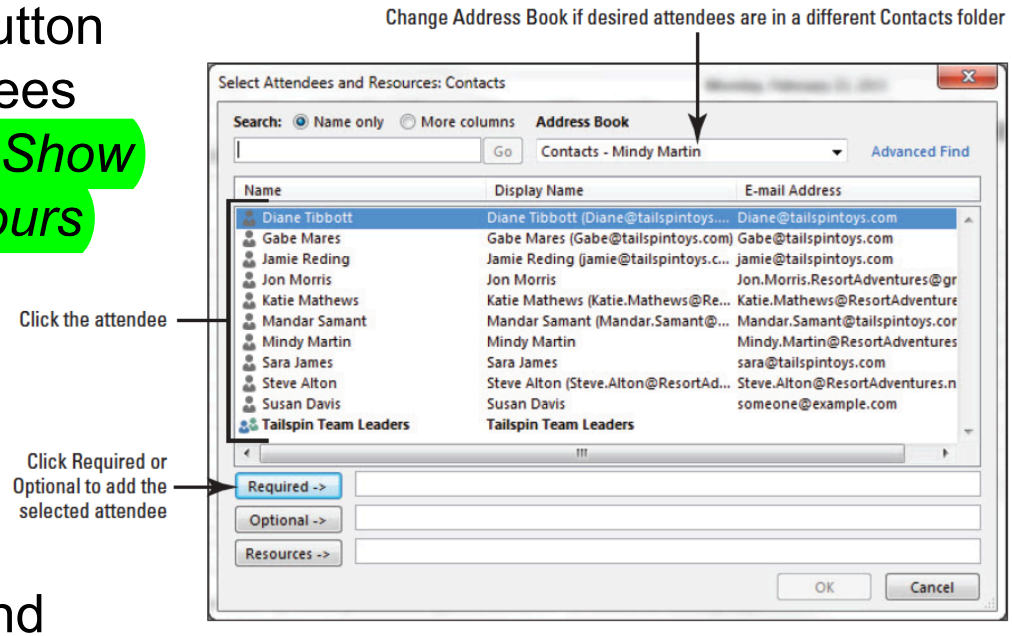
Step by Step: Invite Mandatory and Optional Attendees

- **GET READY. USE** the meeting request you began in the preceding exercise. The mandatory attendee used in this exercise must have a different active email account from you and be able to respond to your meeting invitation.



  1. Click the **Scheduling** (or **Scheduling Assistant**) button in the Show group on the Ribbon. A scheduling grid is displayed showing the scheduling information for all of the attendees, as shown above.

Step by Step: Invite Mandatory and Optional Attendees



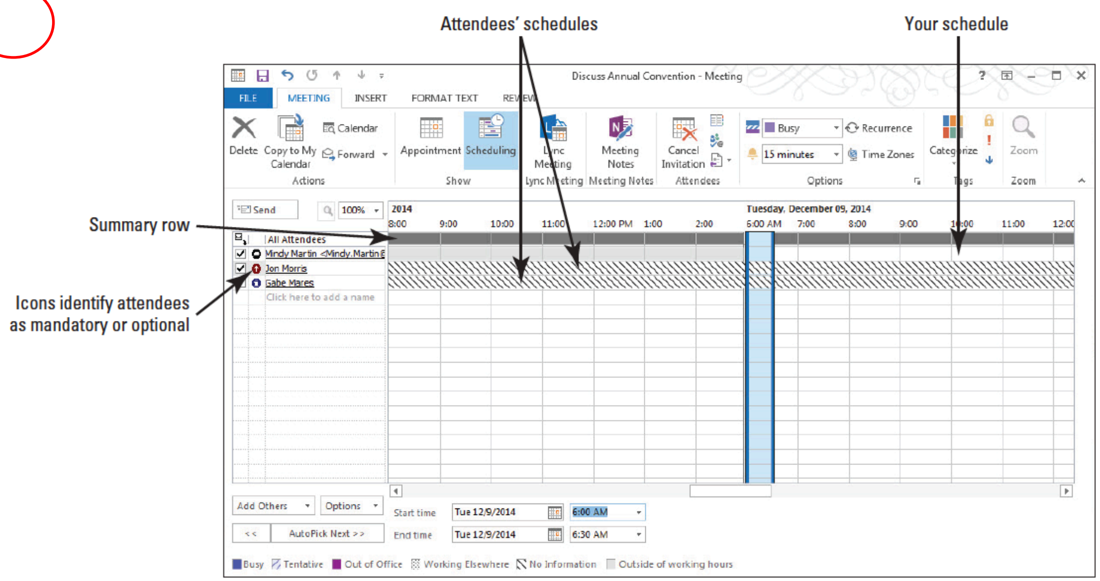
2. Click the **Options** button below the All Attendees pane and select the ***Show Only My Working Hours*** option, if necessary. The scheduling information updates to show your work hours.
3. Click **Add Others** and then click **Add from Address Book** from the dropdown list that appears. The Select Attendees and Resources: Contacts window appears, as shown above.

Step by Step: Invite Mandatory and Optional Attendees

4. In the Search box, key [the name of the person or account that is acting as your mandatory attendee] for this lesson.
5. Click [**the name of your attendee**] from the results list, then click **Required** to indicate that their attendance is mandatory. In this example, Mindy's mandatory attendee is Jon Morris.

Step by Step: Invite Mandatory and Optional Attendees

6. Click Gabe Mares' contact information. Click the **Optional** button to indicate that his attendance is optional. Click **OK** to return to the Meeting window's Scheduling page. Your mandatory attendee and Gabe have been added to the list of attendees, as shown below



Step by Step: Invite Mandatory and Optional Attendees

7. Click the Appointment button in the Show group. In the message body, key: It's time to start planning for our annual convention. Bring the comments from last year's convention and we'll create our project plan during the meeting. Gabe, I hope you can join us. [Press Enter] twice and sign with your name.

- **PAUSE. LEAVE** the meeting window open to use in the next exercise.

Step by Step: Determine When Attendees Can Meet

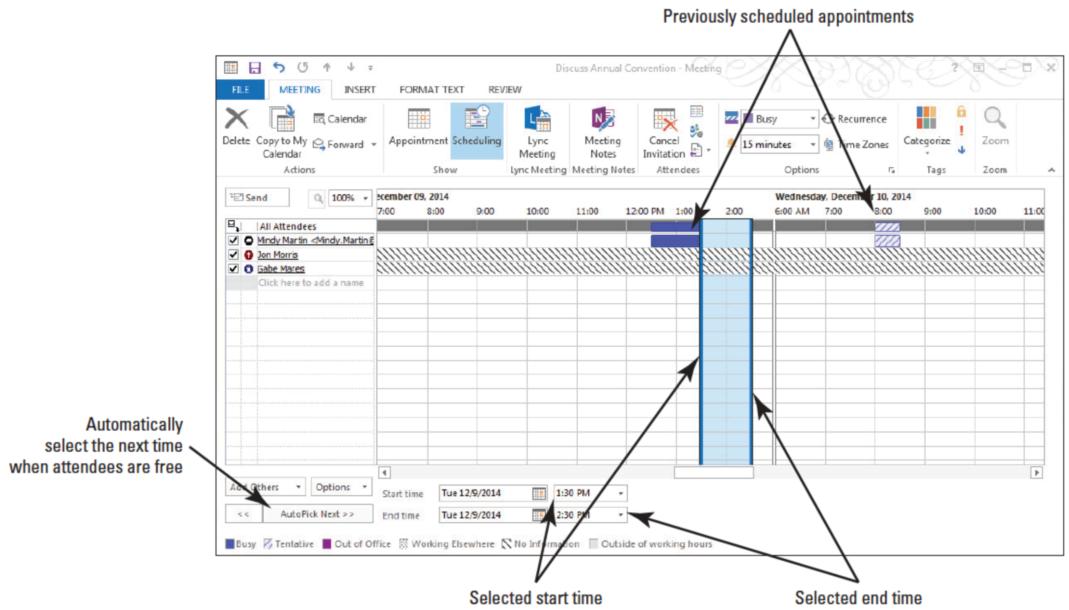
- **GET READY. USE** the meeting request you began in a previous exercise. The mandatory attendee used in this exercise must have an active email account and be able to respond to your meeting invitation.
  1. Click the **Scheduling** (or **Scheduling Assistant**) button in the Show group on the Ribbon. Scheduling information is displayed.
  2. In the *Start time* field, key or select **9:00 AM**. Notice that the vertical bars move to enclose the 9:00 AM to 9:30 AM time slot reflecting the new start and end time for the meeting.

Step by Step: Determine When Attendees Can Meet

3. Click the **right vertical line** and drag it farther to the right so that the bars enclose the 9:00 AM to 10:00 AM time slot. Notice that the *End time* field changed to 10:00 AM.
4. Change the *Start time* field to **1:00 PM** and change the *End time* field to **2:00 PM**. The vertical lines move again. The meeting time overlaps your scheduled appointment.

Step by Step: Determine When Attendees Can Meet

5. Click the **AutoPick Next** button to allow Outlook 2013 to automatically search for the next time slot that is free for all of the required attendees, as shown below.
6. Click the **Room Finder** button in the Options group. The Room Finder pane opens on the right of the window.



Step by Step: Determine When Attendees Can Meet

7. Click the **Show a room** drop list, and select the appropriate room list or building.
8. Select [**a room from the search results**]. The room will appear in the Location box.

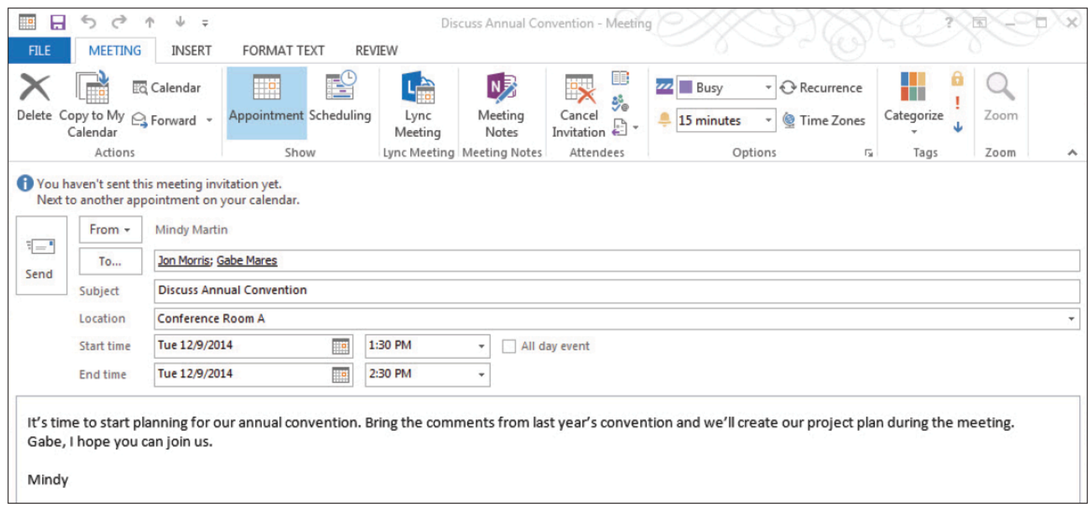
- If you have attendees that are not on the same Microsoft Exchange network, the Room Finder tool won't be able to determine their next availability. Click the Appointment button in the Show group. In the Location field, type Conference Room A.

Step by Step: Determine When Attendees Can Meet

9. Click **Appointment** from the Show group on the MEETING tab to return to the Meeting window. The *To* field is automatically filled with the attendees' email addresses, and the *Start time* and *End time* fields have been updated. Your Meeting window should resemble the figure below.

10. Click the **Send** button.

- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.



Step by Step: Send a Meeting to a Contact Group

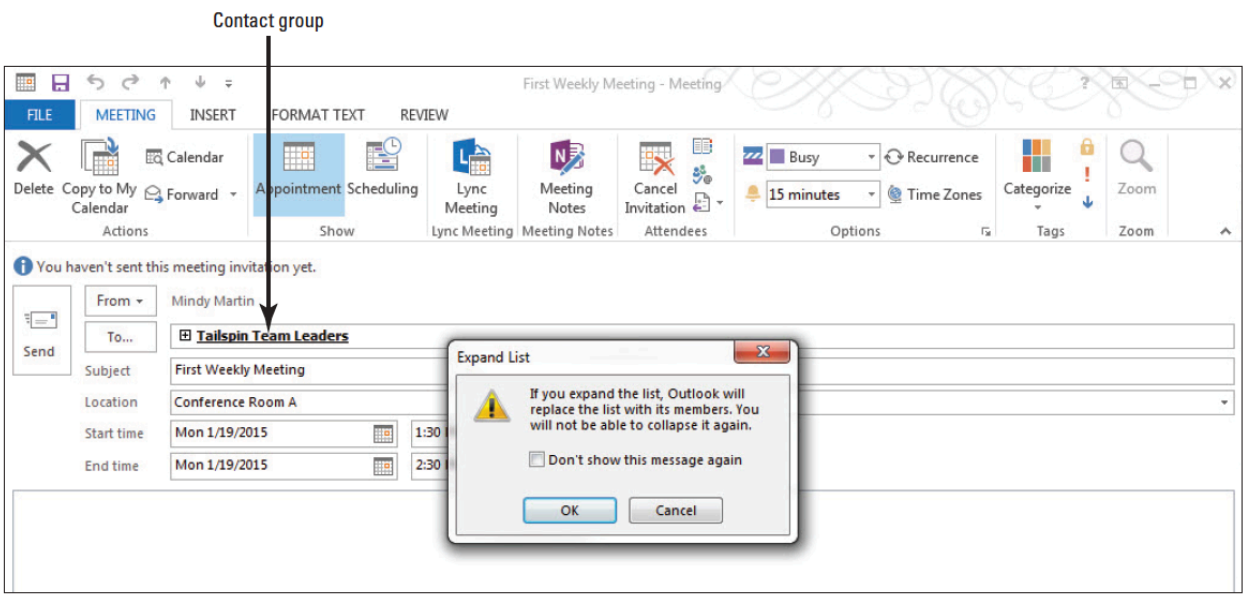
- **GET READY. USE** the Tailspin Team Leaders Contact Group you created in Lesson 6.
  1. Click the **Calendar** button in the Navigation bar to display the Calendar window.
  2. Use the *Date Navigator* in the Folder Pane to select [**the third Monday of January**].
  3. On the HOME tab, click **New Meeting** in the New group. The Meeting window is displayed.

Step by Step: Send a Meeting to a Contact Group

4. Click the *Subject* field and key **First Weekly Meeting**. In the *Location* field, key Conference Room A.
5. In the Meeting window, click the **To** button to open the Select Attendees and Resources: Contacts window. Select the **Tailspin Team Leaders Contact Group** you created in Lesson 6 and click the **Required** button to indicate that their attendance is mandatory.

Step by Step: Send a Meeting to a Contact Group

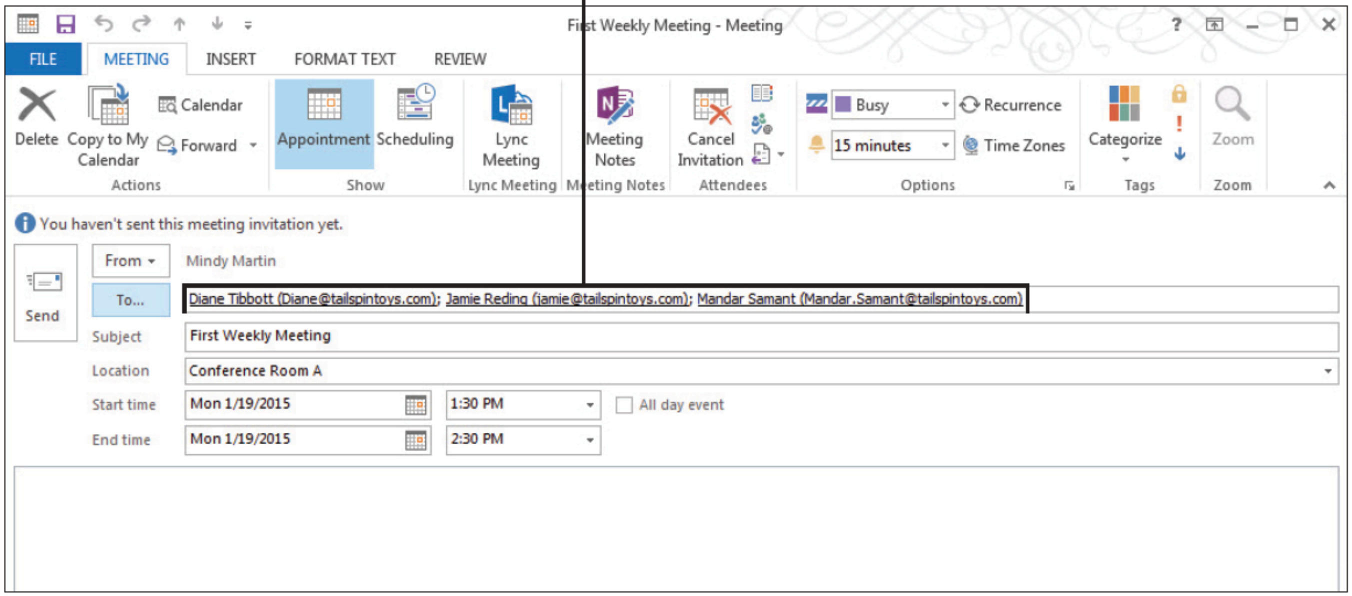
6. Click **OK** and return to the Meeting window's Scheduling page. Click the **plus sign** in front of the contact group name. The Expand List dialog box is displayed asking if you want to replace the Contact Group name with the names of the individual members, as shown below.



Step by Step: Send a Meeting to a Contact Group

7. Click **OK** to close the dialog box and return to the Meeting window. The *To* field now shows the name of each of the Contact Group's members, as shown below.

Expanded Contact Group attendees



Step by Step: Send a Meeting to a Contact Group

8. Change the *Start time* field to **2:00 PM** and change the *End time* field to **3:00 PM**, if necessary.
9. In the message body, key **Agenda: Create project plan**. [Press **Enter**]. **Assign project roles**. [Press **Enter** twice] and sign with **[your name]**.
10. Click **Send**.

- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Create a Meeting from a Message

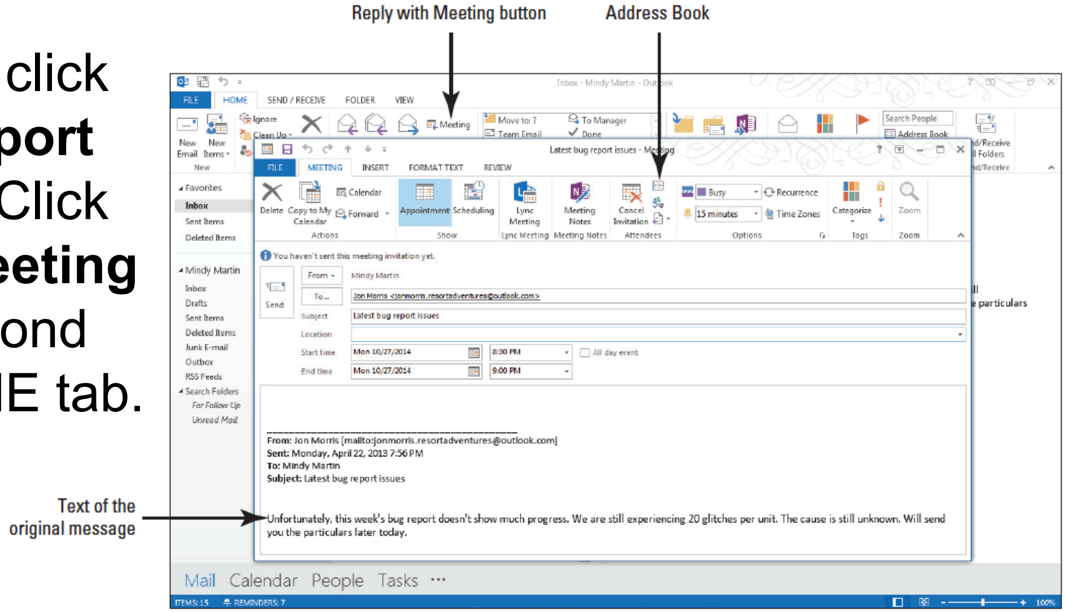
- **GET READY. USE** the Diane Tibbott contact record you created in Lesson 6.
  1. From the Calendar folder, click the **New Items** button on the HOME tab. A list of available items is displayed.
  2. Click **Email Message** in the list to display a new Message window.
  3. In the To field, key [**the email address of the person or account that is acting as your mandatory attendee**] for this lesson.

Step by Step: Create a Meeting from a Message

4. In the Subject field, key **Latest bug report issues**. In the message area, key **Unfortunately, this week's bug report doesn't show much progress. We are still experiencing 20 glitches per unit. The cause is still unknown. Will send you the particulars later today.** Click the **Send** button.
5. Return to your **Inbox**, if necessary. Click the **Send/ Receive All Folders** button if the message has not arrived yet.

Step by Step: Create a Meeting from a Message

6. In the mandatory attendee account, click the **Latest bug report issues** message. Click the **Reply with Meeting** button in the Respond group on the HOME tab. The *Latest bug report issues—Meeting* request window is displayed with the contents of the original message, as shown above.



Step by Step: Create a Meeting from a Message

7. Key **Wednesday** into the *Start time* field instead of a date. Key or select a start time of **9:00 AM.**
8. In the *End time* field, key **11:00 AM**.
9. Click **High Importance** in the Tags group. In the Location field, key **Design Center** 2.
10. Click the **Address Book** button in the Attendees group. Select **Diane Tibbott**, **Jamie Reding**, and **Mandar Samant** from the address book. Click **Required** and click **OK**.

- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

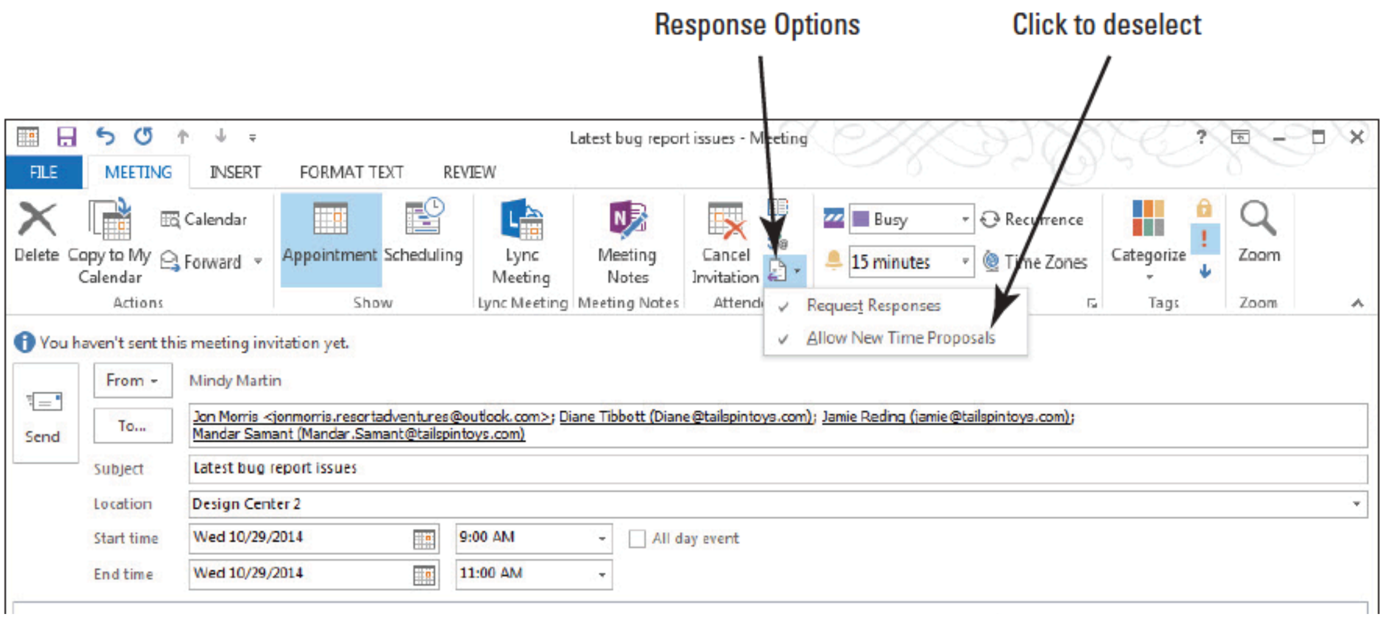
Step by Step: Set Response Options for a Meeting Request

- **GET READY. USE** the meeting request you ~~have~~ started in the preceding exercise.
    1. In the *Latest bug report issues—Meeting* window, click the message area. Key **This continuing problem is unacceptable. Bring all your data to this meeting. No one leaves until we have some answers.**

Step by Step: Set Response Options for a Meeting Request

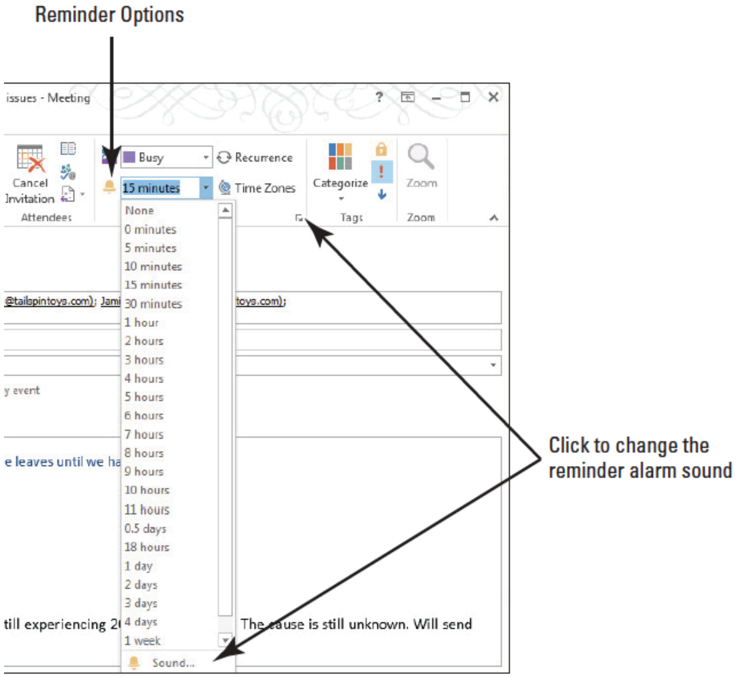
2. In the Attendees group, click the **Response Options** button. A dropdown list is displayed, as shown below.
3. Click the **Allow New Time Proposals** option to deselect it.

- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.



Step by Step: Configure Meeting Reminders

- **GET READY. USE** the meeting request you ~~have~~ started in the preceding exercise.
  1. In the *Latest bug report issues—Meeting* window, click the **Reminder** ~~drop down~~ arrow, as shown at right.
  2. Click the **1 hour** option to select it.



Step by Step: Configure Meeting Reminders

3. Click the **Options** dialog box launcher to open the Reminder Sound box.
4. Click the **Play this sound** check box to deselect it and turn off the alarm sound.
5. Click **OK** to save your changes. Click **Send**. The meeting request is sent to your attendees and the meeting is added to your calendar.

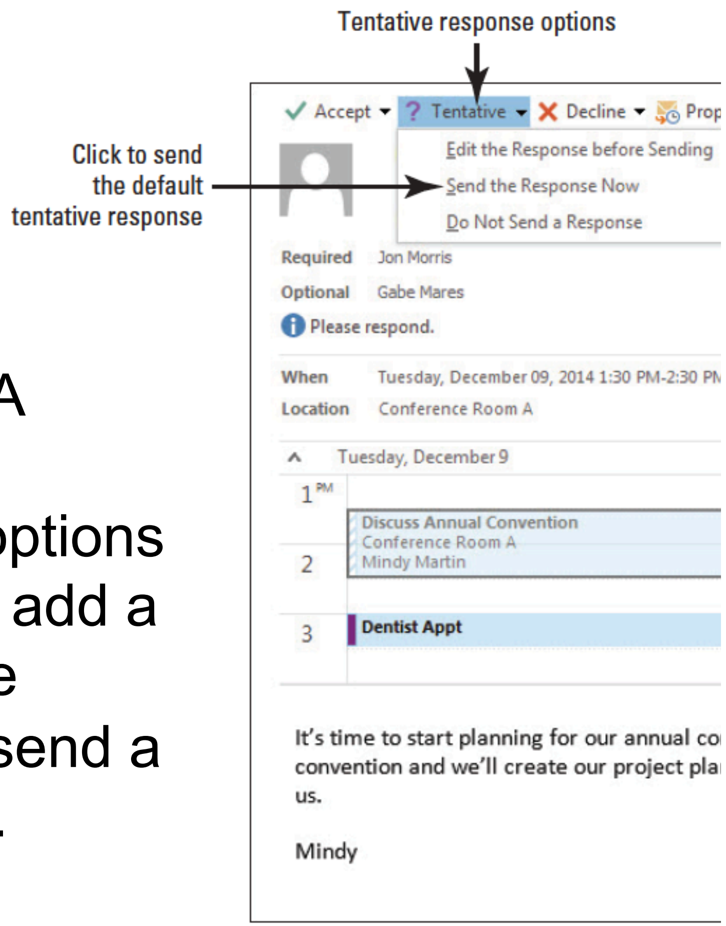
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Respond to a Meeting Request

- **GET READY. LAUNCH** Outlook 2013 if it is not already running and complete the previous exercises. The mandatory attendee used in this exercise must have a different active email account from yours and be able to respond to your meeting invitation.
  1. In the mandatory attendee's account, click the **Mail** button in the Navigation bar to display the Mail folder, if necessary.
  2. Locate the Discuss Annual Convention message in the message list. If it has not arrived, click the **Send/Receive All Folders** button on the HOME tab. The Discuss Annual Convention message is identified in the message list by the Meeting icon, which resembles the New Meeting button on the Calendar's HOME tab.

Step by Step: Respond to a Meeting Request

3. Click the **Discuss Annual Convention** message in the message list. The message is displayed in the Preview pane.
4. Click the **Tentative** button. A dropdown list of options is displayed, offering you the options to send your response now, add a comment before sending the response, or choose ~~to not~~ send a response, as shown at right.



Step by Step: Respond to a Meeting Request

5. Click the **Send the Response Now** option. The meeting request is removed from your Inbox, and the meeting is added to your calendar.

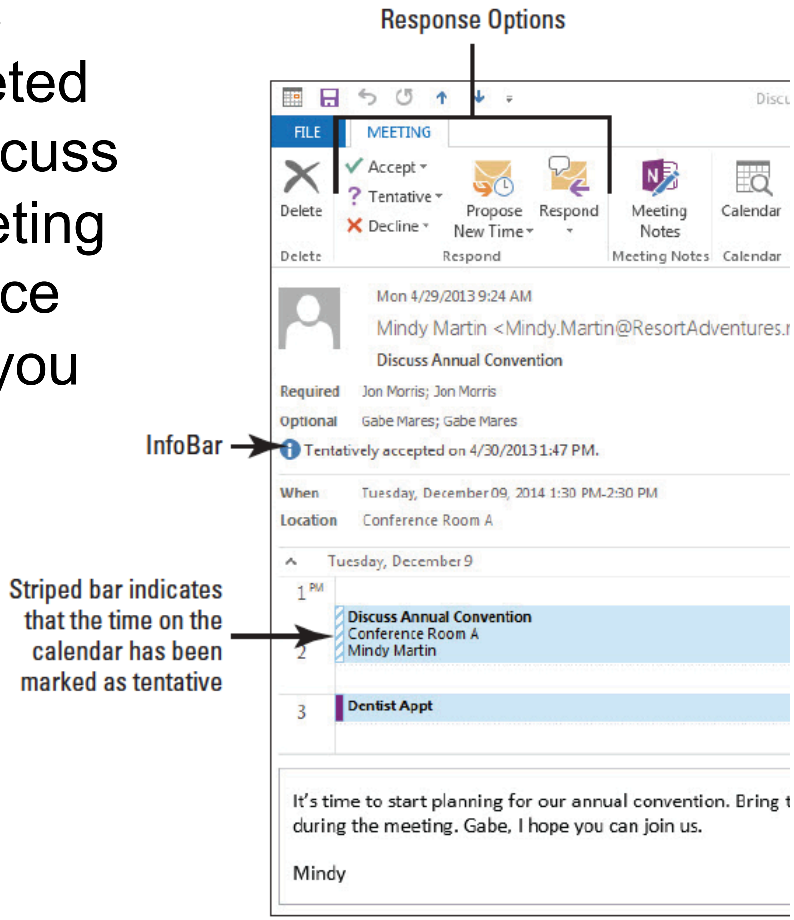
- **LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Propose a New Time for a Meeting

- **GET READY.** Before you begin these steps, complete the previous exercises. The mandatory attendee used in this exercise must have a different active email account from yours and be able to respond to your meeting invitation.
  1. In the mandatory attendee's account, click the **Mail** button in the Navigation bar to display the Mail feature, if necessary.
  2. Click the **Deleted Items** folder and locate the Discuss Annual Convention message. Because you already responded *Tentatively* to the meeting request, the message has been moved to the Deleted Items folder.

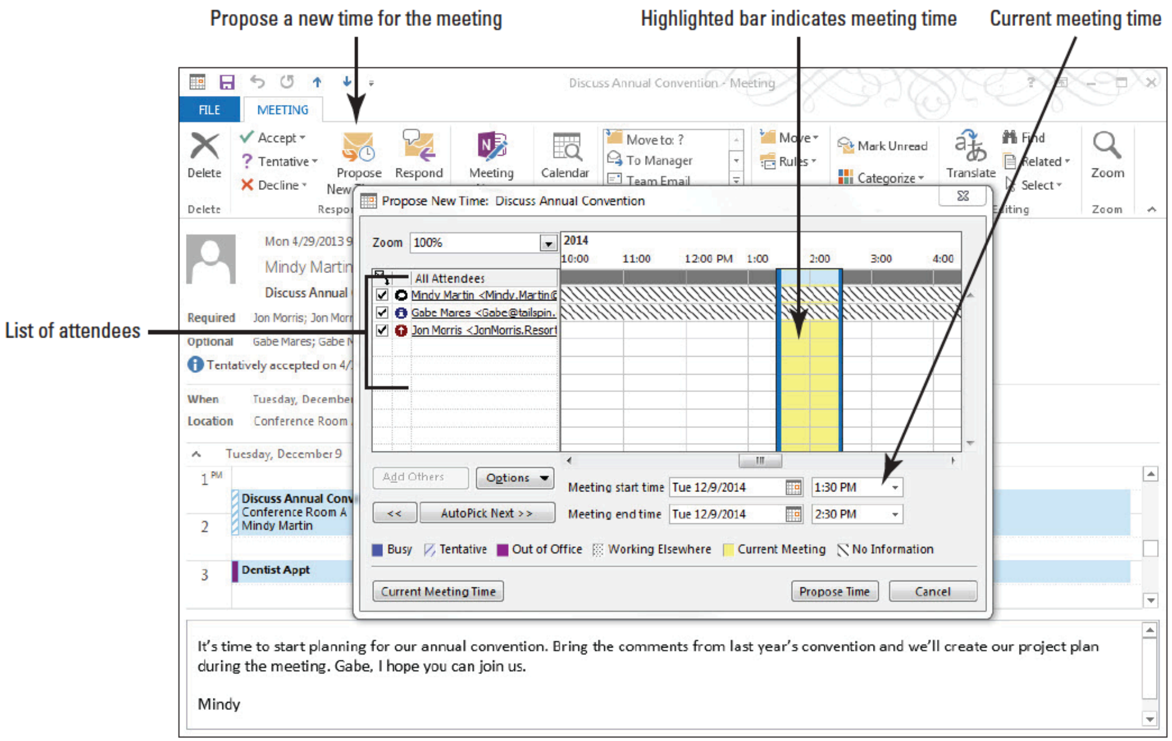
Step by Step: Propose a New Time for a Meeting

3. Double-click the **Discuss Annual Convention** deleted meeting request. The Discuss Annual Convention—Meeting window is displayed. Notice that the InfoBar reminds you that you have already responded to this request using the *Tentatively* option, as shown at right.



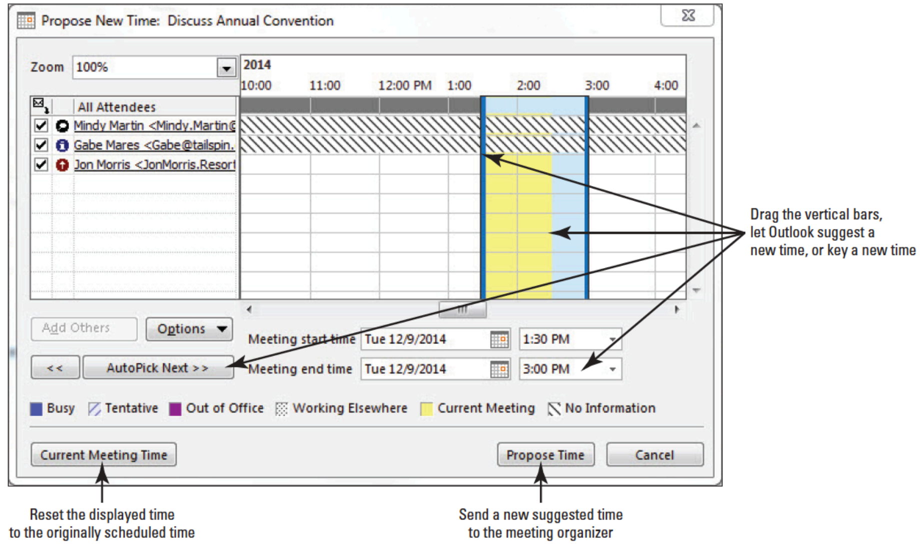
Step by Step: Propose a New Time for a Meeting

4. Click the **Propose New Time** button in the Ribbon. The Propose New Time window is displayed, as shown below. The meeting time is indicated with a yellow bar.



Step by Step: Propose a New Time for a Meeting

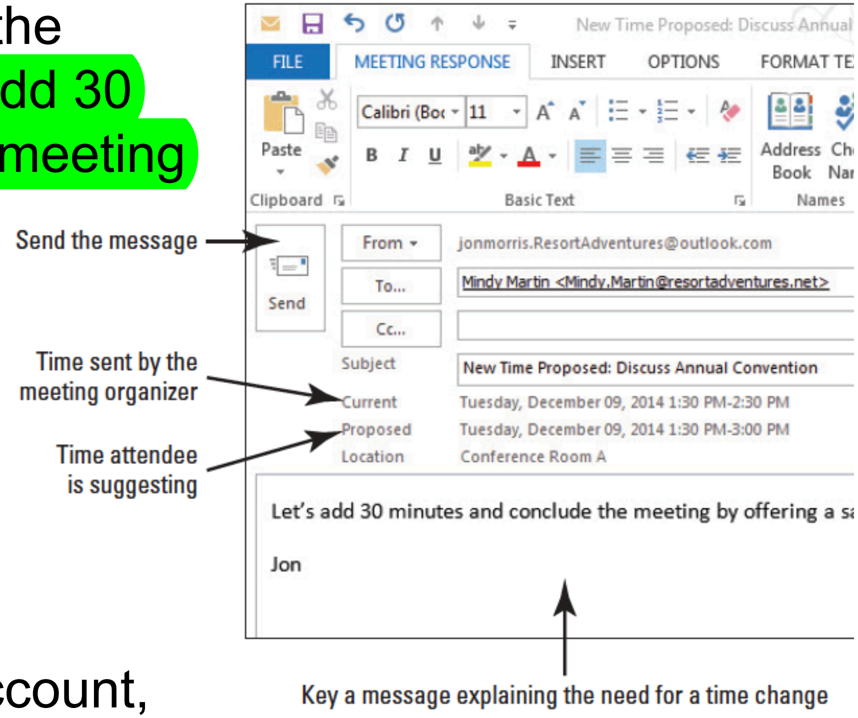
5. Verify that 1:30 is in the *Start time* field. Click the *End time* field. Key **3:00 PM**. The right vertical line indicating the meeting's end time has moved to 3:00, as shown below.
6. Click the **Propose Time** button. A Message window is displayed. Both the current and proposed meeting times are listed above the message area.



Step by Step: Propose a New Time for a Meeting

7. In the message area, key the following message: Let's add 30 minutes and conclude the meeting by offering a sampling of foods available for the convention luncheon. [Press **Enter** twice] and sign [your name], as shown at right.
8. Click the **Send** button.

- **PAUSE.** Switch to your email account, if necessary. If someone else is responding to the invitation, **LEAVE** Outlook 2013 open to use in the next exercise.



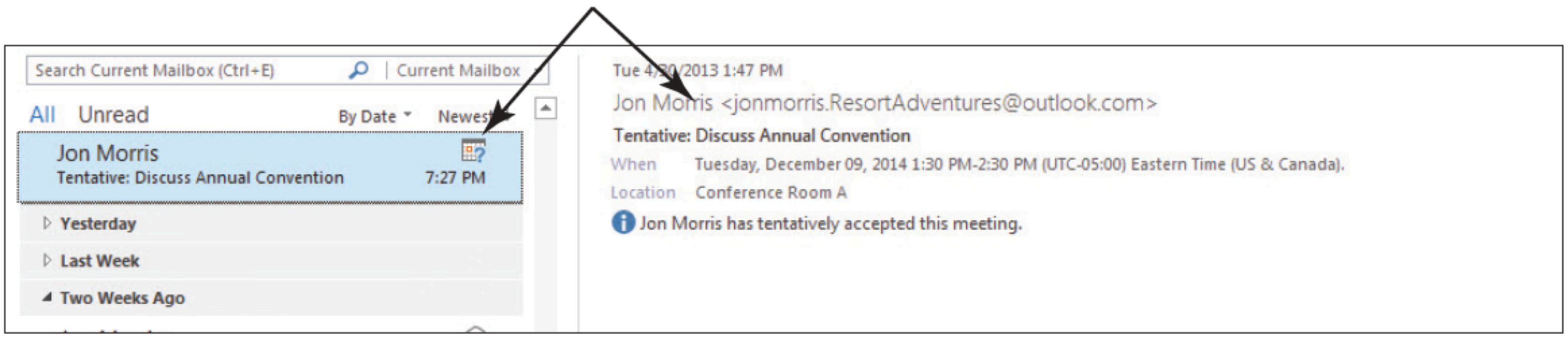
Step by Step: Track Responses to a Meeting Request

- **GET READY.** Before you begin these steps, complete the previous exercises. The mandatory attendee used in this exercise must have a different active email account from yours and be able to respond to your meeting invitation.
  1. In your account, click the **Mail** button in the Navigation bar to display the mailbox, if necessary. If the *Tentative: Discuss Annual Convention* message has not arrived, click the **Send/Receive All Folders** button.

Step by Step: Track Responses to a Meeting Request

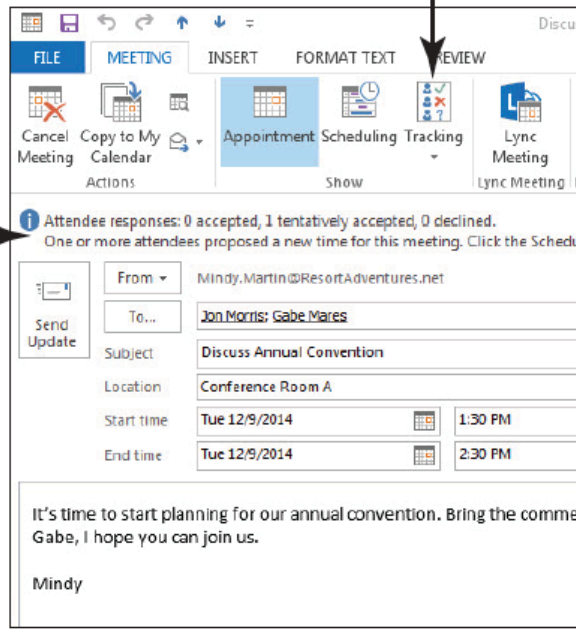
2. Click the **Tentative: Discuss Annual Convention** message in the message list to preview it in the Reading Pane, as shown below.

Response to meeting invitation



Step by Step: Track Responses to a Meeting Request

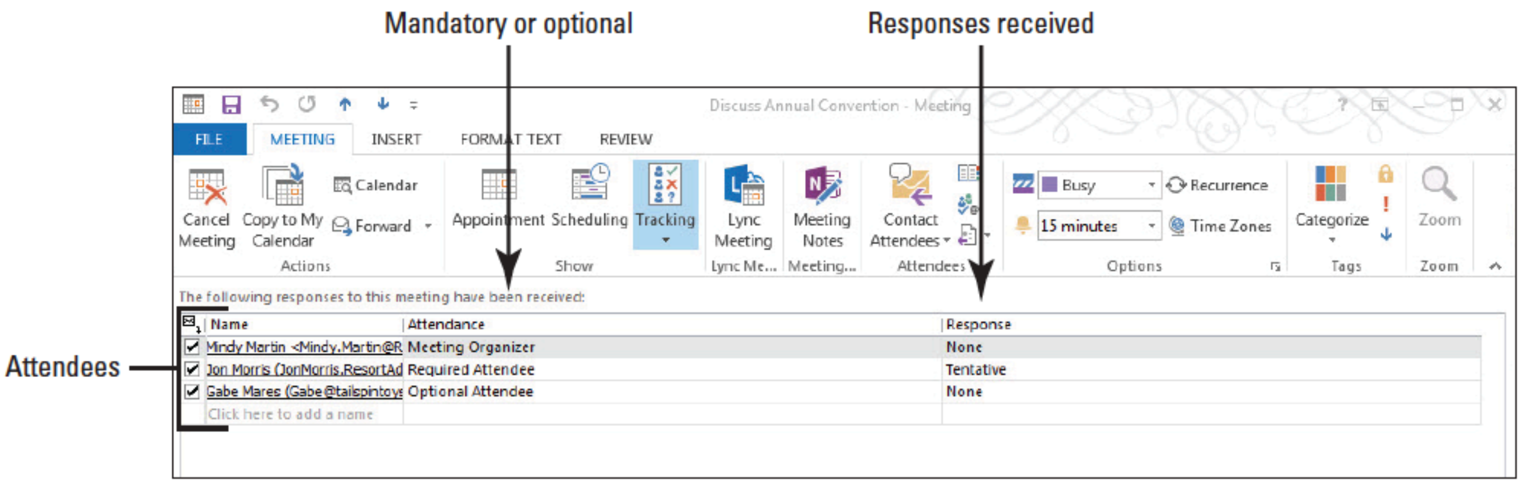
3. Click the **Calendar** button in the Navigation bar to display the Calendar folder. Click the **Month** button to display the Month view, if necessary, and navigate to next December.
4. Double-click the **Discuss Annual Convention** meeting item on the calendar. The Discuss Annual Convention—Meeting window is displayed, as shown ~~i~~at right. The InfoBar contains a summary of the responses received.



Step by Step: Track Responses to a Meeting Request

5. Click the **Tracking** button on the MEETING tab. Detailed tracking information is displayed, as shown below. You can see at a glance which attendees have responded.

- **PAUSE. LEAVE** Outlook 2013 open for the next exercise.

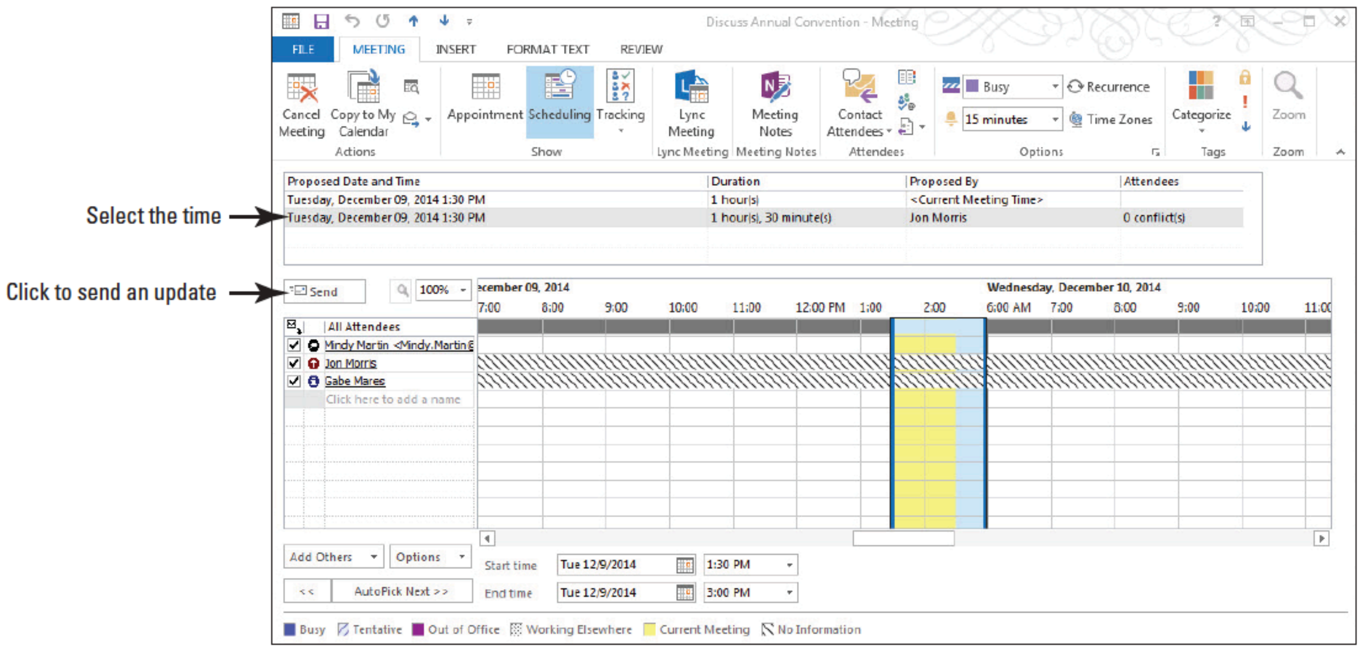


Step by Step: Accept a Proposed New Meeting Time

- **GET READY.** Before you begin these steps, complete the previous exercises. The mandatory attendee used in this exercise must have a different active email account from yours and be able to respond to your meeting invitation.
  1. If necessary, open the Discuss Annual Convention Meeting request that you had open in the previous exercise.
  2. Click the **Scheduling** (or **Scheduling Assistant**) button in the Show group on the Ribbon. All proposed times appear in the scheduling grid so that you can see how each time affects the mandatory attendees.

Step by Step: Accept a Proposed New Meeting Time

3. Click [**the new time proposed by your required attendee**] in the *Proposed Date and Time* box. The schedule changes to show how the new time will affect the attendees, as shown below.



Step by Step: Accept a Proposed New Meeting Time

4. On the MEETING tab, click **Contact Attendees** in the Attendees group and select **Reply to All with Email** from the dropdown menu.
5. A message window opens. In the message body, key~~:~~ **Jon had a great suggestion that we take advantage of the scheduled meeting to sample some of the food we will provide at the luncheon. I'm adding time at the end of this meeting for that purpose.** ~~[~~Press **Enter** twice~~]~~ and sign ~~[~~**your name**~~]~~.
6. On the MEETING tab, click the **Send** button above the scheduling grid.
7. Close the meeting window, if needed. Save changes if requested.

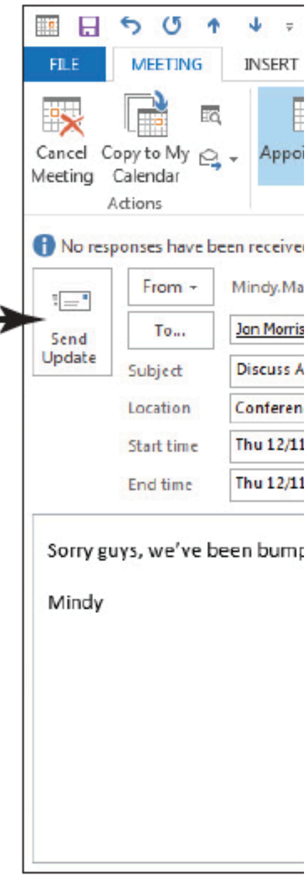
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Change a Meeting Time

- **GET READY.** Before you begin these steps, complete the previous exercises. The mandatory attendee used in this exercise must have a different active email account from yours and be able to respond to your meeting invitation.
  1. In your account, click the **Calendar** button in the Navigation bar to display the Calendar folder. Click the **Month** button to display the Month view, if necessary.
  2. Use the Date Navigator to select the month of **December**.
  3. Double-click the **Discuss Annual Convention** meeting item on the calendar. The Discuss Annual Convention—Meeting window is displayed.

Step by Step: Change a Meeting Time

4. Click the *Start time* field. Key **Thursday**. [Press **Enter**]. The *End time* field automatically changes to match.
5. In the message area, select the text and [press **Delete**]. Then key **Sorry guys, we've been bumped out of Conference Room A. The next availability isn't until Thursday.** [Press **Enter** twice] and ~~key~~ **[your name]**. Compare your Meeting window to the figure at right.



Step by Step: Change a Meeting Time

6. Click the **Send Update** button below the InfoBar to send the modified time information to the attendees.

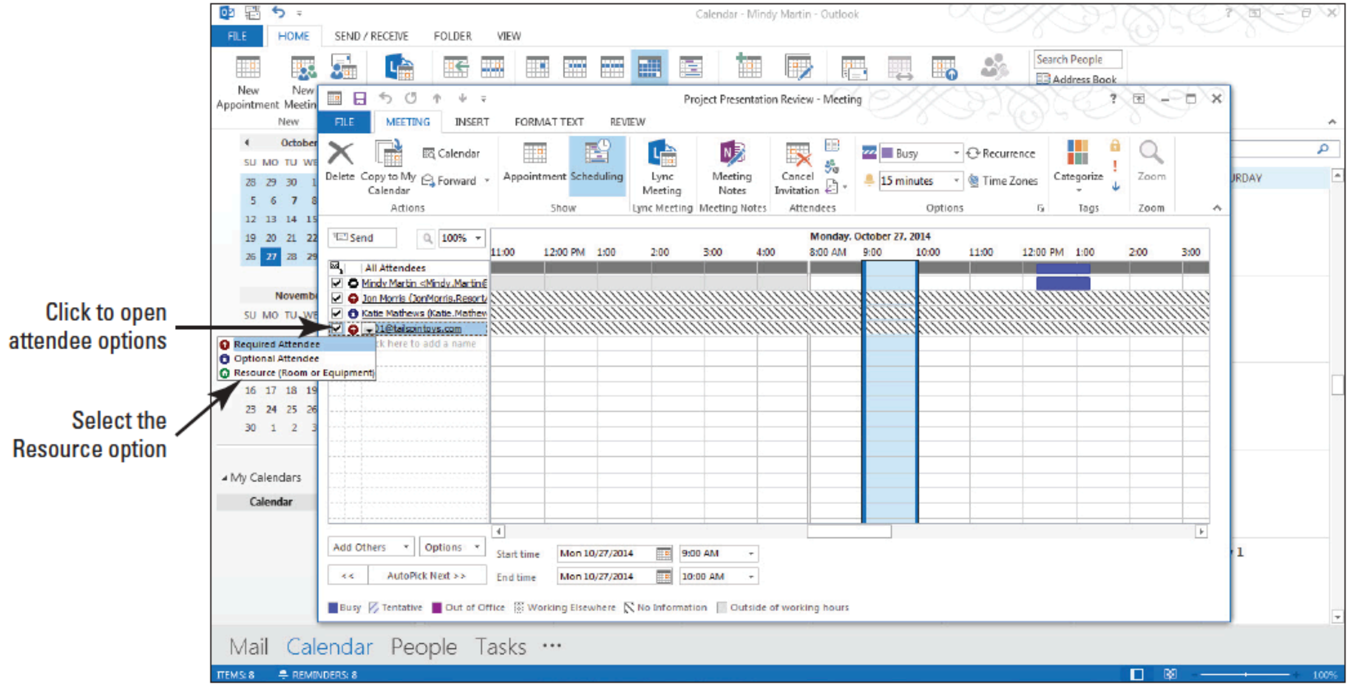
- **PAUSE.** Switch to the mandatory attendee’s account, if necessary. If someone else is responding to the invitation, **LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Schedule a Meeting Resource

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
  1. In your account, click the **Calendar** button in the Navigation bar to display the Calendar folder.
  2. On the HOME tab, click **New Meeting** in the New group. The Meeting window is displayed.
  3. Click the *Subject* field and key **Project Presentation Review**. In the *Location* field, key Dept Room **62.**
  4. Click the **Scheduling** (or **Scheduling Assistant**) button in the Show group on the Ribbon. Scheduling information is displayed.
  5. Change the *Start time* field to **9:00 AM** and change the *End time* field to **10:00 AM**. The blue vertical lines move.

Step by Step: Schedule a Meeting Resource

6. In the scheduling grid, click the **Click here to add a name** text in the Meeting window. Key **AV01@tailspintoys.com** and click the box just to the left of the email address. A dropdown list of attendee types appears as shown below.



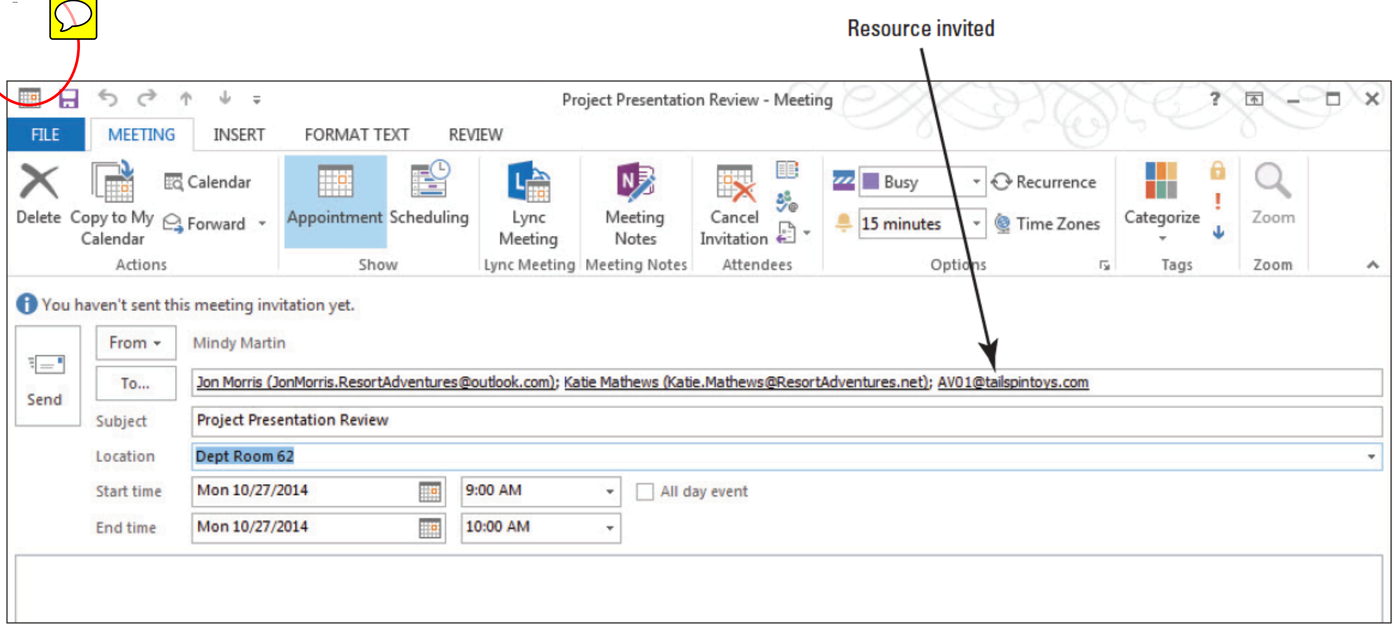
Step by Step: Schedule a Meeting Resource

7. Select **Resource (Room or Equipment)**. [Press **Enter**]. A dialog box will be displayed asking if you want to update the location to AV01. Click **No**.
8. Click the **Appointment** button in the Show group on the Ribbon.

Step by Step: Schedule a Meeting Resource

9. Compare your Meeting window to the figure below.
10. Click the **Send** button. Your calendar is updated to display the meeting.

- **PAUSE. LEAVE** Outlook 2013 open to use in the next exerc



Step by Step: Add and Update a New Attendee

- **GET READY. USE** the meeting request you sent in the preceding exercise.
  1. In your account, click the **Calendar** button in the Navigation bar to display the Calendar folder. Click the **Month** button to display the Month view, if necessary.
  2. Double-click the **Project Presentation Review** meeting item on the calendar. The Project Presentation Review—Meeting window is displayed.

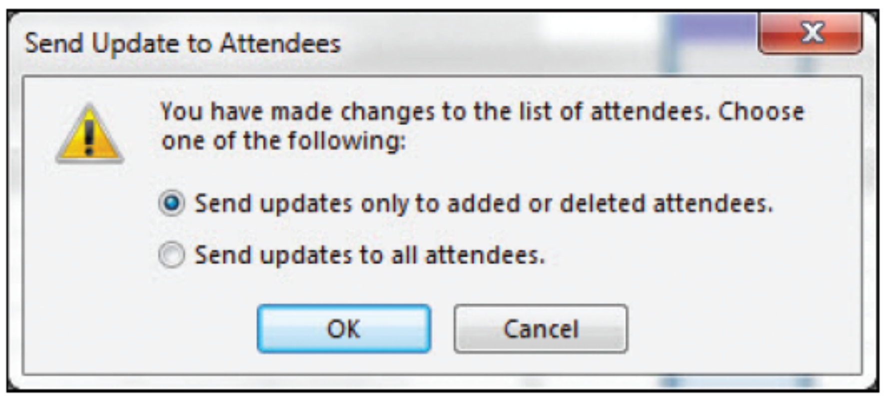
Step by Step: Add and Update a New Attendee

3. Click the **Scheduling** (or **Scheduling Assistant**) button in the Show group on the Ribbon.
4. Click the **Add Others** button below the scheduling grid.
5. Click **Add from Address Book**. The Select Attendees and Resources window is displayed. The mandatory attendee and the projector are already displayed in the fields.
6. Click the **Jamie Reding** contact record to add that person as an attendee and click the **Optional** button. Click **OK** to return to the Meeting window.

Step by Step: Add and Update a New Attendee

7. Click the **Send** button. Outlook 2013 recognizes that the list of attendees has changed and displays the Send Update to Attendees dialog box shown below.
8. Click **OK** to ~~only~~ send the message to the added attendee. The updated meeting information is sent to Jamie Reding.

- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

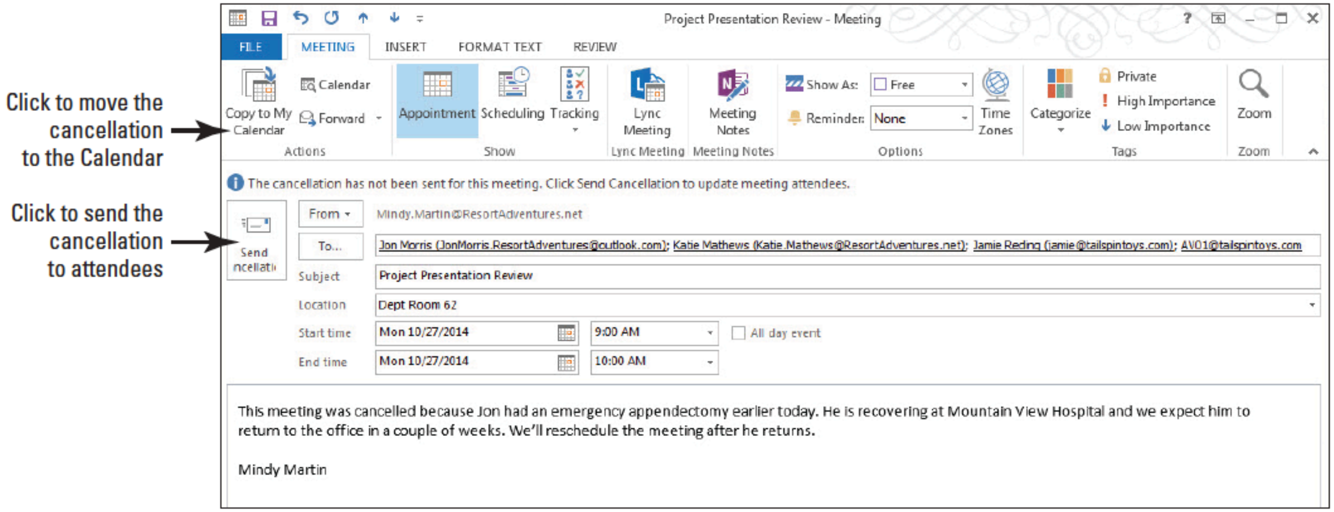


Step by Step: Cancel a Meeting or Invitation

- **GET READY. LAUNCH** Outlook 2013 if it is not already running. Before you begin these steps, complete the previous exercises.
  1. Click the **Calendar** button in the Navigation bar to display the Calendar folder. Click the **Month** button to display the Month view, if necessary.
  2. Double-click the **Project Presentation Review** meeting item on the calendar. The Project Presentation Review—Meeting window is displayed.
  3. On the MEETING tab, click **Cancel Meeting** in the Actions group. The InfoBar changes to let you know that the cancellation has not been sent yet.

Step by Step: Cancel a Meeting or Invitation

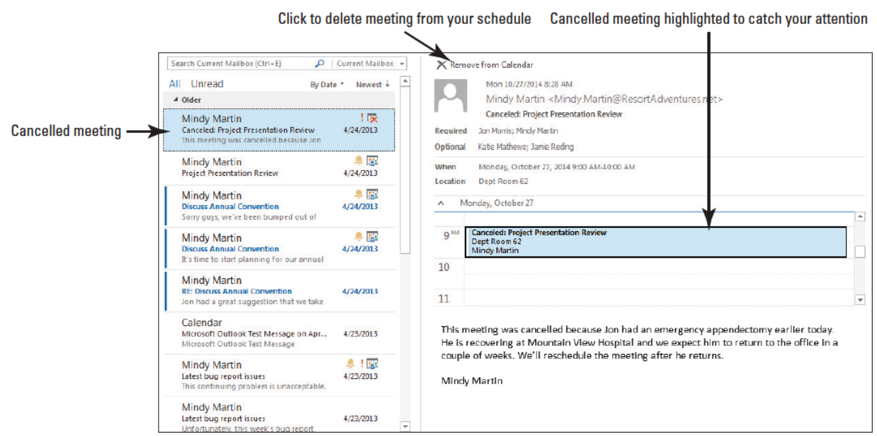
4. Click the message body. Delete [**any existing text**] and key the following message: **This meeting was cancelled because Jon had an emergency appendectomy earlier today. He is recovering at Mountain View Hospital and we expect him to return to the office in a couple of weeks. We'll reschedule the meeting after he returns.** [Press **Enter** twice] and sign **[your name]**. Compare your Meeting window to the figure below.



Step by Step: Cancel a Meeting or Invitation

5. Click the **Send Cancellation** button. The message is sent and the meeting is removed from your calendar.

- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.
- In the attendee's mailbox, the cancellation notice is automatically assigned a High Importance. The attendee opens the message and clicks the Remove from Calendar button in the Respond group. The attendee's calendar is updated, as shown below.



Step by Step: Create a Recurring Meeting

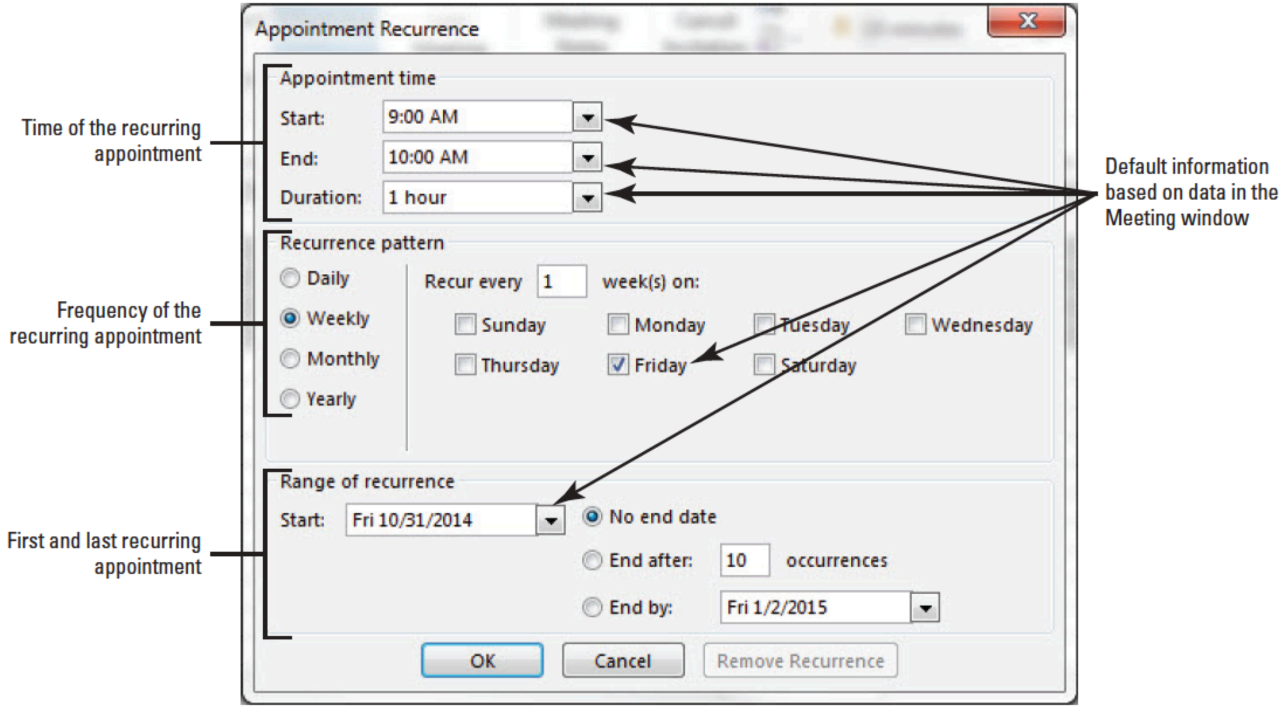
- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
  1. In your account, click the **Calendar** button in the Navigation bar to display the Calendar window.
  2. Use the Date Navigator to select [**the next Friday**].
  3. On the HOME tab, click **New Meeting**. The Meeting window is displayed.
  4. Click the *Subject* field and key **Project Status**. In the *Location* field, key **Dept Room 62**.
  5. Click the **Scheduling** (or **Scheduling Assistant**) button in the Show group on the Ribbon.

Step by Step: Create a Recurring Meeting

6. Click the **Add Others** button and click **Add from Address Book**. The Select Attendees and Resources window is displayed.
7. ~~[~~Press **Ctrl**~~]~~ while clicking the **four Tailspin Toys employees**. Click **Required**. Click **OK** to return to the Meeting window.
8. Change the *Start time* field to **9:00 AM** and change the *End time* field to **10:00 AM**, if necessary. The vertical lines move.

Step by Step: Create a Recurring Meeting

9. Click the **Recurrence** button in the Options group on the Ribbon. The Appointment Recurrence dialog box is displayed, as shown below.



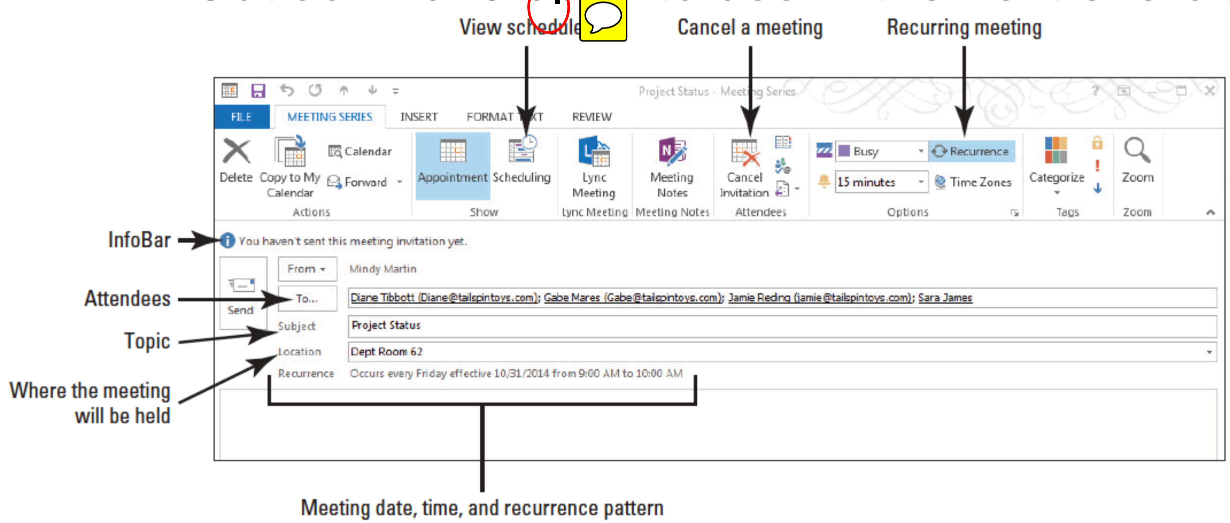
Step by Step: Create a Recurring Meeting

10. By default, Outlook 2013 assumes a weekly recurrence pattern on the same day you originally suggested, *Friday*. In this case, the pattern is correct. The Project Status meeting will be held every Friday. Click **OK** to accept the recurrence pattern and return to the Meeting window.

Step by Step: Create a Recurring Meeting

11. Click the **Appointment** button in the Show group on the Ribbon. The *To* field is automatically filled with the attendees' email addresses, as shown below.
12. Click the **Send** button. Your calendar is updated, and the 9:00 AM to 10:00 AM time slot is displayed as busy for every Friday.

- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.



Step by Step: Change One Occurrence of a Recurring Meeting

- **GET READY.** Before you begin these steps, complete the previous exercise to create the recurring meeting.
  1. In your account, click the **Calendar** button in the Navigation bar to display the Calendar window. Click the **Month** button to display the Month view, if necessary.
  2. Double-click [**the second occurrence of the Project Status**] meeting item on the calendar. The Open Recurring Item dialog box is displayed, as shown above, with the Just this one option already selected.

Step by Step: Change One Occurrence of a Recurring Meeting

3. Click **OK** to open the single occurrence. The Project Status—Meeting Occurrence window is displayed. The meeting information applies to the single Occurrence only.
4. Click the *Start time* field. Key or select **10:00 AM** and [press **Enter**]. The *End time* field automatically changes to 11:00 AM. Click the **Send Update** button.
5. In your calendar, the single occurrence is modified to show the new time. The other occurrences are not changed.

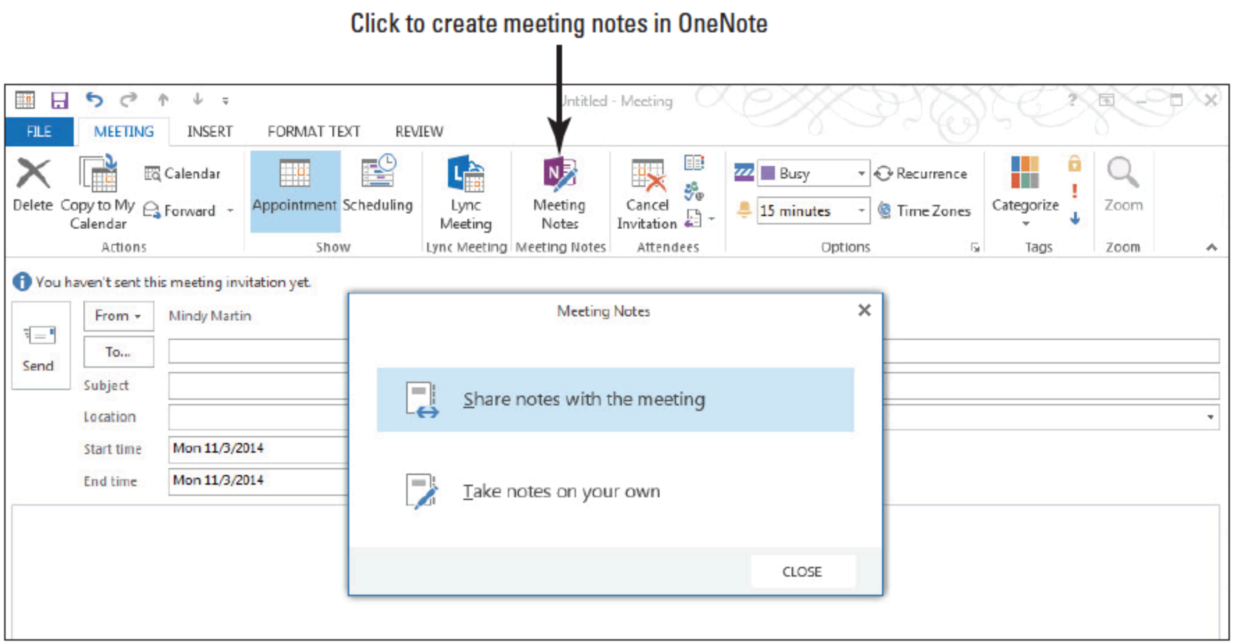
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Share Meeting Notes

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
  1. In your account, click the **Calendar** button in the Navigation bar to display the Calendar window.
  2. On the HOME tab, click **New Meeting**. The Meeting window is displayed.
  3. In the *To* field, key [**your email address and that of a friend**]. In the *Subject* field, key **Meeting Notes** and set the Location as **Executive Conference Room**.

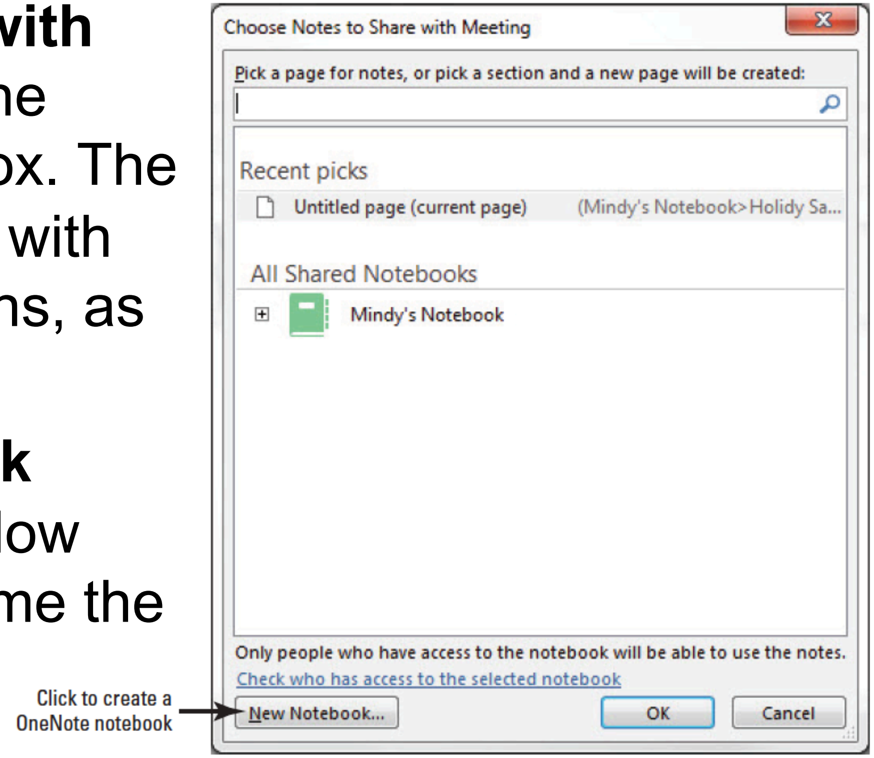
Step by Step: Share Meeting Notes

4. Click the **Meeting Notes** button on the MEETING tab. The Meeting Notes dialog box appears, asking whether you are going to take your own notes or share them with the attendees, as shown below.



Step by Step: Share Meeting Notes

5. Click the **Share notes with the meeting** option in the Meeting Notes dialog box. The Choose Notes to Share with Meeting dialog box opens, as shown at right.
6. Click the **New Notebook** button. A OneNote window opens asking you to name the new Notebook.

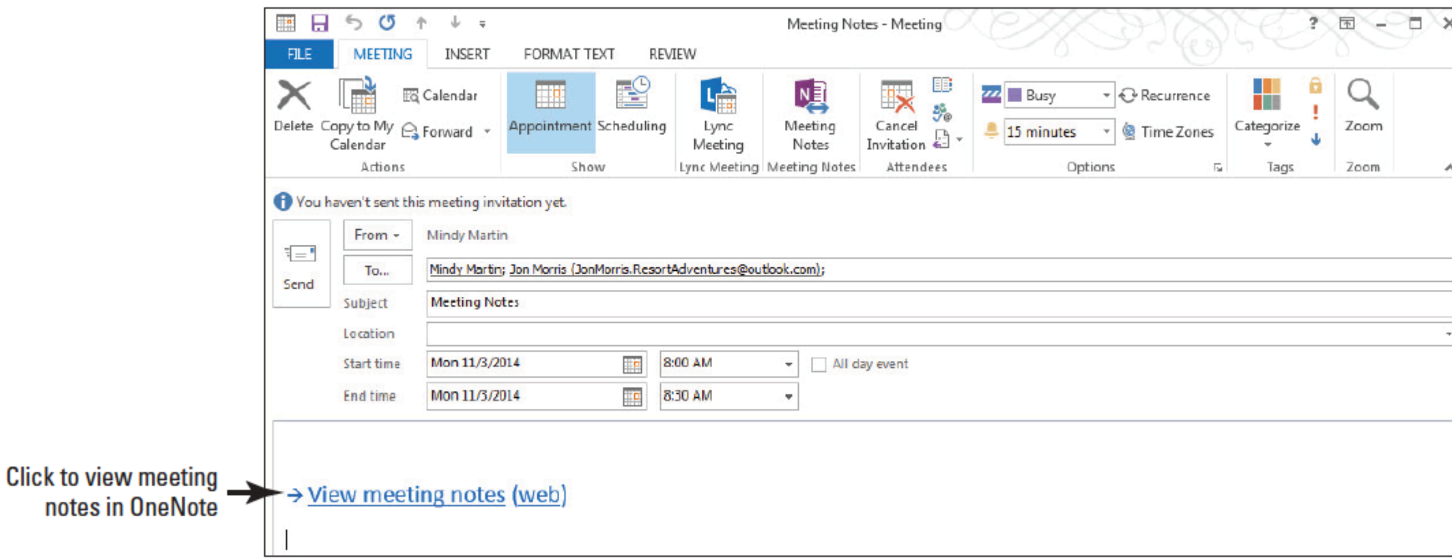


Step by Step: Share Meeting Notes

7. Select your SkyDrive or shared location and key **XX_Meeting Notes** (where the *XX* indicates your initials). Click the **Create Notebook** button.
8. Click the **Not Now** button; the Meeting Notes Notebook opens.
9. Double-click the **New Section 1** tab and key **Lesson** 9. [Press **Enter**]. Close the OneNote window.

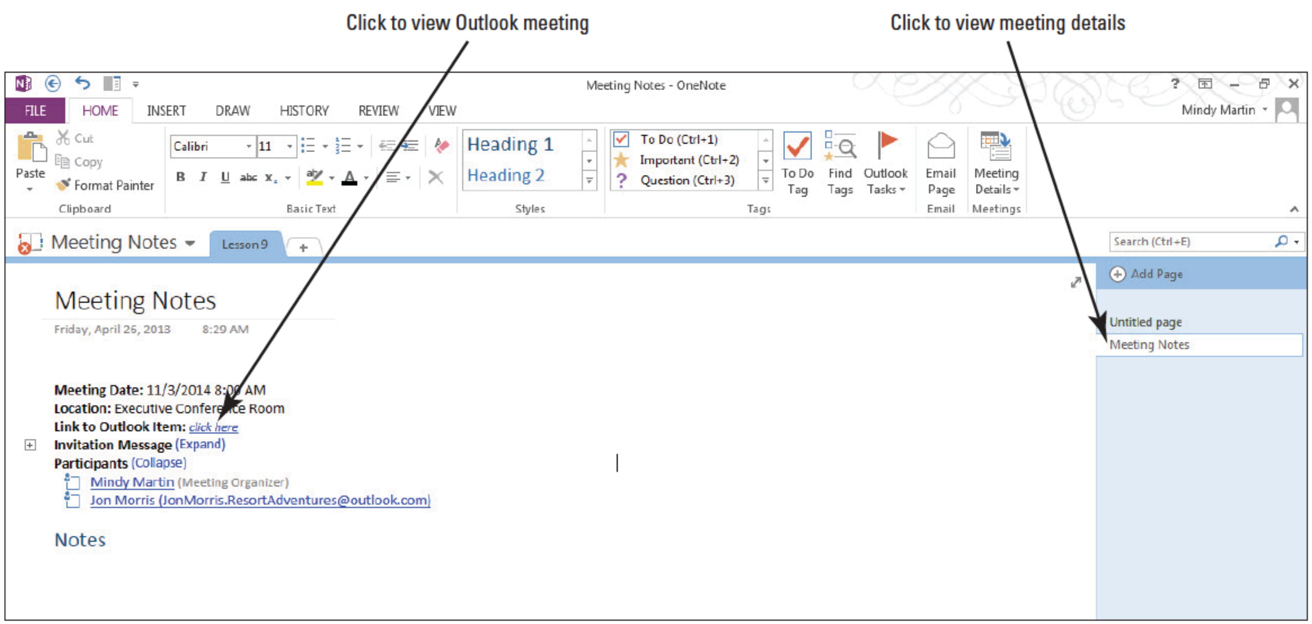
Step by Step: Share Meeting Notes

10. In the Choose Notes to Share with Meeting dialog box, navigate to the **Lesson 9** tab in the XX_Meeting Notes notebook. Click **OK**. A link to the meeting notes appears in the Meeting window, as shown below.
11. Click **Send** to send the meeting request.



Step by Step: Share Meeting Notes

12. During the meeting, you'll want to open the Meeting Notes notebook in OneNote and click the **Meeting Notes** item in the page navigator on the right of the window. The details of the meeting~~s~~ appear, as shown below.



Step by Step: Share Meeting Notes

13. Under the word **Notes** in the body of the page, key **This is a sample of meeting notes.**
14. Click the **Link to Outlook Item: click here** link. The meeting window opens.
15. Close OneNote.

- **PAUSE. CLOSE** Outlook 2013.

Skill Summary

Skills	Exam Objective	Objective Number
Creating a Meeting Request	Create calendar items Use the scheduling assistant Utilize Room Finder Create calendar items from messages Set calendar item importance Configure reminders	3.2.1 3.2.7 3.2.10 3.2.4 3.3.1 3.3.3
Responding to a Meeting Request	Respond to invitations	3.3.5
Managing a Meeting		
Updating a Meeting Request	Update calendar items Schedule resources Add participants Cancel calendar items	3.3.6 3.2.9 3.3.4 3.2.3
Managing a Recurring Meeting	Create recurring calendar items	3.2.2
Sharing Meeting Notes	Share meeting notes	3.3.7

