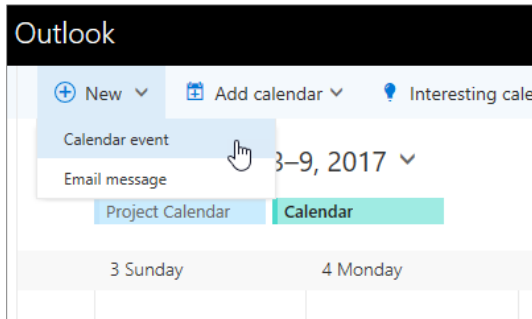# Outlook on the web Calendar

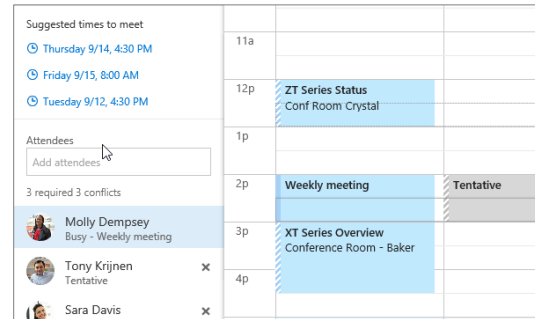## Schedule meetings and track responses

Step 1 – Schedule a meeting

Select **New > Calendar Event**, and then enter attendee names in the **Add People** box under **People**.
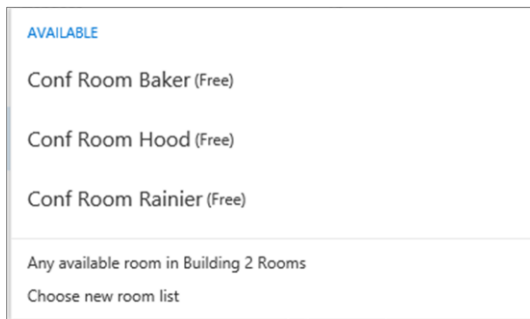

Step 2 - Get free/busy times for attendees

Click 📅 **Scheduling Assistant** see free/busy times. Scheduling Assistant appears after you add a person in the **Add People** box.
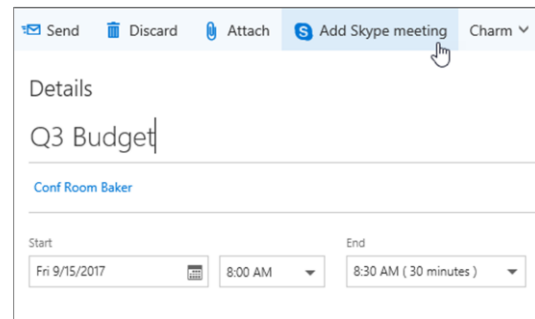

Step 3 - Add a room

In **Scheduling Assistant,** click **Add Room**, select a location from the room list, and then choose a room.
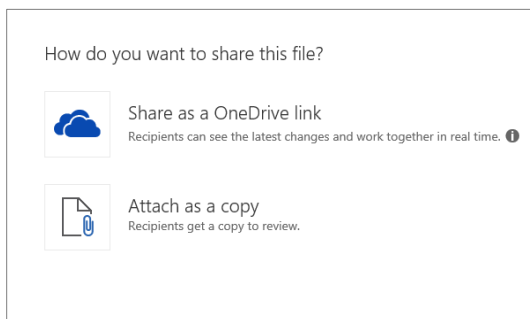

Step 4 – Make it a Skype Meeting

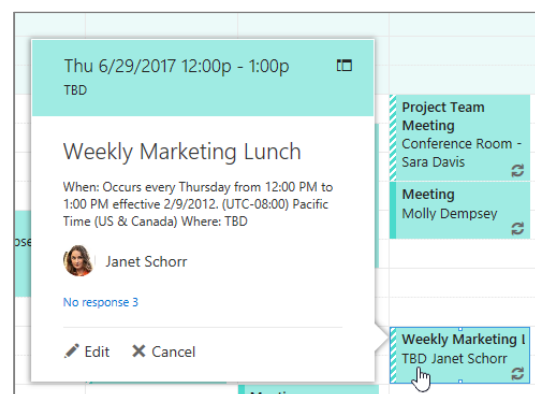Select **Add Skype Meeting** to make the meeting an online meeting.

Step 5 – Attach a File

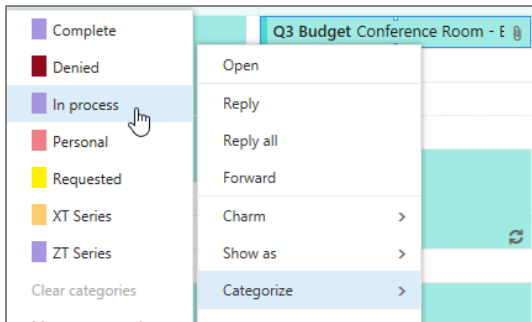Click **Insert > Attach File >** select a file and then **as a Share link.**

Step 5 – Track invite responses

Select the **Meeting** tab**>** select a meeting**,** and then select **Tracking** to see responses.
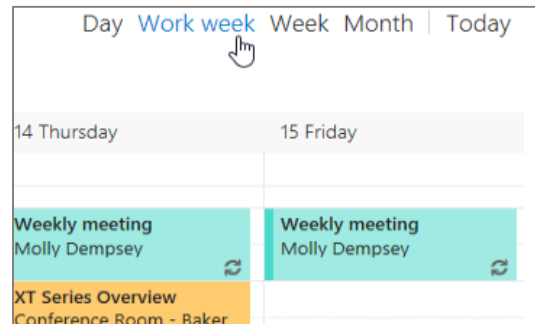
Apply categories to sort your events

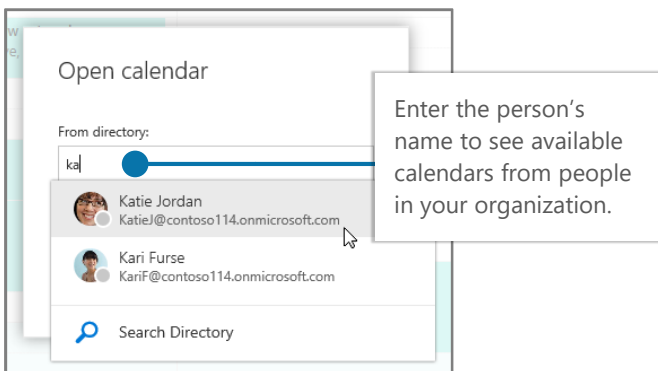Right click an event, select **Categorize**, and then select the category.

Add a calendar to your calendar view

To add another calendar to your calendar view, select **Add Calendar > From Directory**.

Enter the person's name to see available calendars from people in your organization.

Switch calendar views

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

Share a calendar

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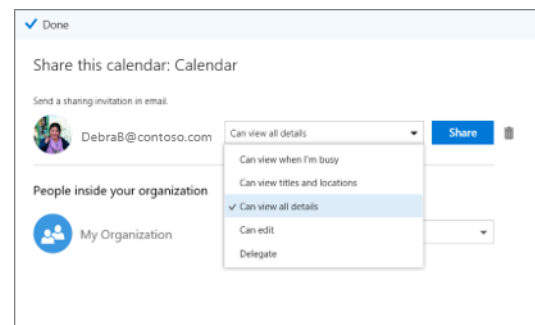
Keyboard shortcuts

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]		

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

More info

Outlook for Web Help,
https://go.microsoft.com/fwlink/?linkid=864505

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