
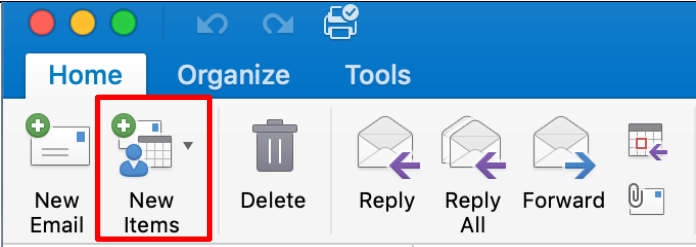
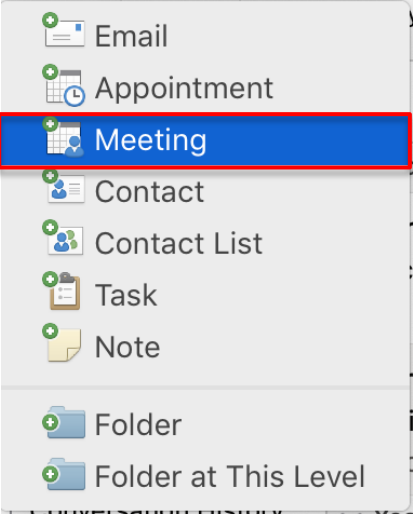


How to Create a Meeting in Outlook 2016 on MacOS

PURPOSE:

- How to create a meeting in Outlook 2016 on MacOS

HOW TO CREATE A MEETING IN OUTLOOK 2016 ON MACOS:

<p>Once signed into your MAC select the Outlook app in your applications.</p>	
<p>After Outlook has opened, in the up right hand corner, select new item.</p>	
<p>From the drop down menu, select Meeting.</p>	

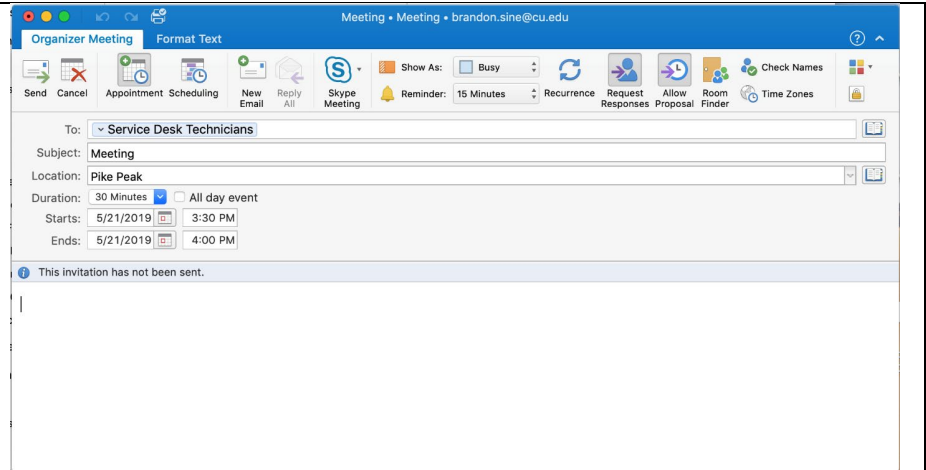


UIS SERVICE DESK

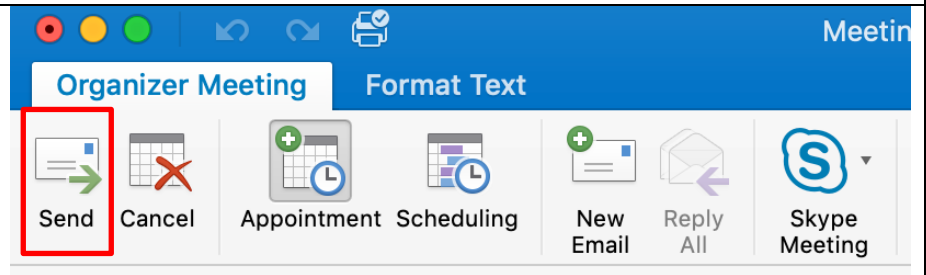
EMAIL & CALENDARS

This will bring up a new meeting invitation.

Fill out who you would like to send the request to, the subject, the location of the meeting, the time/date, and any information you want to include in the body.



After filling out the information for the meeting, in the upper right hand corner **select send** and this will create the meeting.



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