



FILE

INVITED EVENT

INSERT

FORMAT TEXT

REVIEW

 Calendar

Delete

 Forward

Appointment



Scheduling Assistant

Skype
Meeting

Skype Meeting



Meeting Notes

Meeting Notes



Cancel
invitation



Address Book



Check
Names



Response Options =

Attendees

 Send

100%

3:00

400

5:00

6:00

7:00

200

9:00

10:00



All Attendees



● [E14 Test User 1](#)



Test User 1

[Click here to add a name](#)