



File

Meeting

Scheduling Assistant

Insert

Format Text

Review

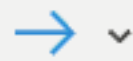
Help



Tell me what you want to do



Delete



Actions

Teams
Meeting

Teams Meeting

Cancel
Invitation

Attendees



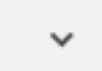
Options



Tags



Dictate



Voice

Move to
iCloud

iCloud

Meeting
Notes

OneNote

Customer
Manager

Insights

View
Templates

My Templates

You haven't sent this meeting invitation yet.



Send

From ▾

[Redacted Email Address]

Title

How to Send a Calendar Invite in Outlook

Required

#Mgt Team

Optional

Start time

Wed 18/12/2019



08:00

☐ All day

Time zones

End time

Wed 18/12/2019



08:30

 [Make Recurring](#)

Location



Room Finder

Room Fin... ▾



◀ December 2019 ▶

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

☐ Good ☐ Fair ☐ Poor

Choose an available room:

None

Suggested times:

