



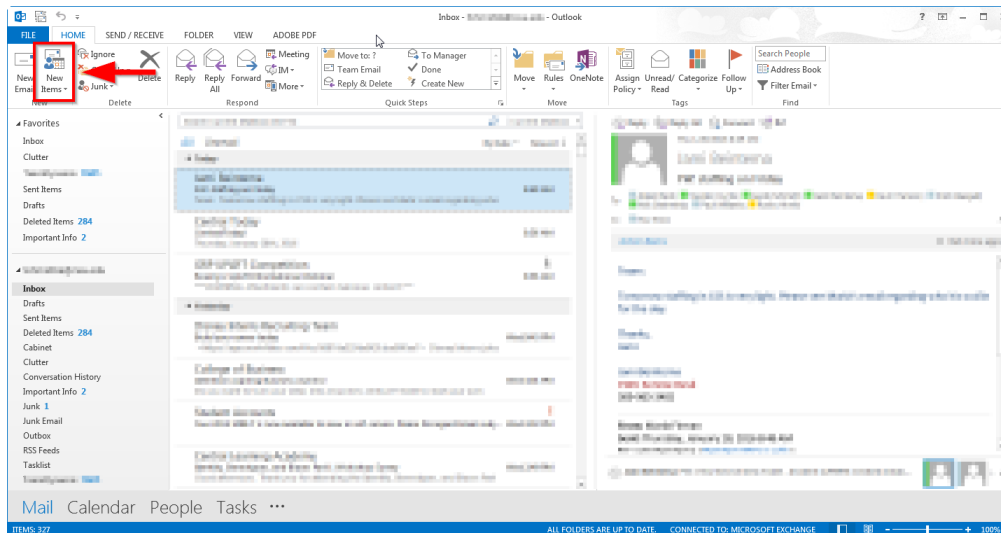
Title: How to Set a Meeting in Outlook

Task:

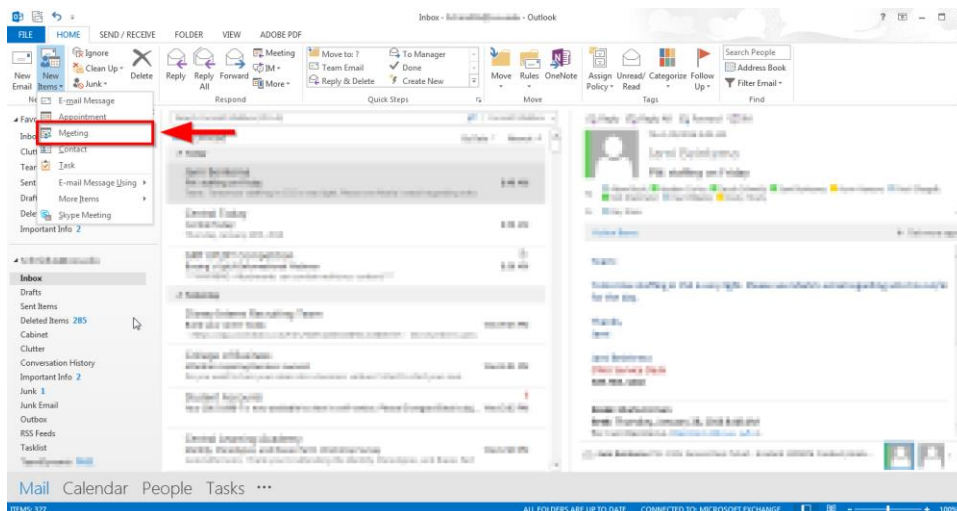
Create a meeting in Outlook.

Instructions:

Step One: Select **New Items** in the upper left corner.



Step Two: Select the **Meeting** option.





Step Three: A new window will pop up and from there you will be able to schedule your meetings.

