

Information Technology Services Harrisburg Client Experience

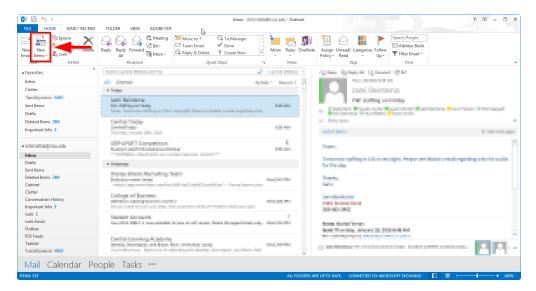
## Title: How to Set a Meeting in Outlook

## Task:

Create a meeting in Outlook.

## Instructions:

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



Step Two: Select the Meeting option.

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

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