# How to Use Outlook's Scheduling Assistant

People are busy, and it can often be difficult to arrange a meeting that works with everyone's schedule.

Luckily, Microsoft Outlook includes a handy feature known as the Scheduling Assistant, which can help you choose a time that works for everyone.

Scheduling Assistant is used via the meeting function in Outlook. In order to get started, let's create a new meeting via the "New Items" option in Outlook 2016.
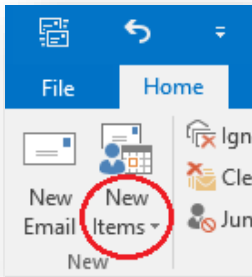

Select "Meeting" from the dropdown menu.
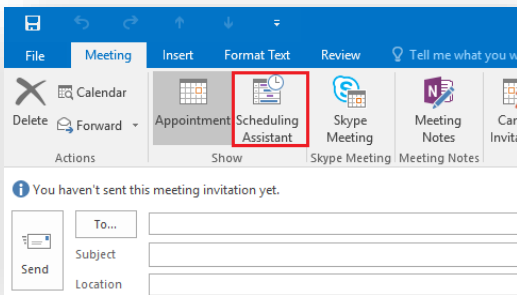
You should now see the meeting menu. In the top left, you can see that "Appointment" is selected. The Scheduling Assistant is directly to the left, let's select that now. Now you should see the Scheduling Assistant Screen, like so:
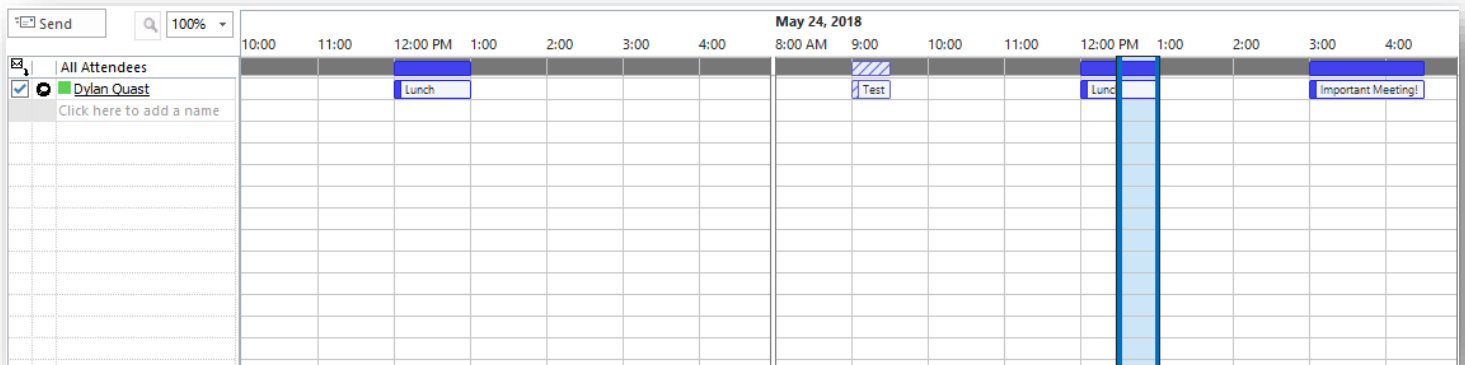
Right now you'll only see your own calendar's info, so let's add another attendee by clicking in the space that reads "Click here to add a name" and typing in the name of the Outlook contact you wish to attend.
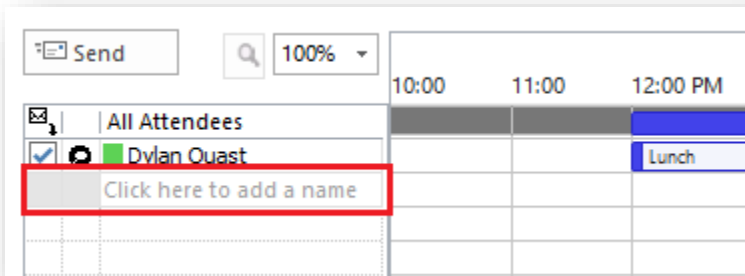

Now that you've added another attendee, you'll be able to see what their availabilities look like, and can choose a time where there will be no conflicting meetings.
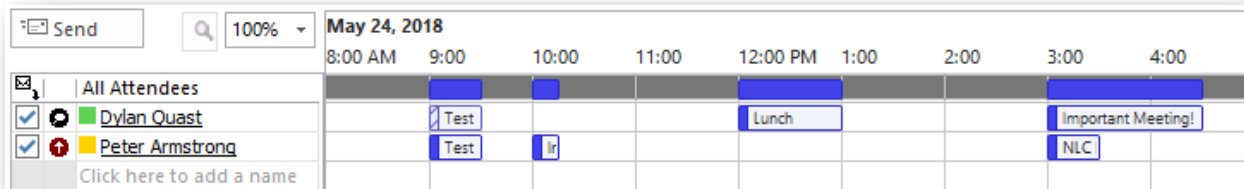
You can see that both Peter and Dylan are busy at 3:00, and Dylan has lunch scheduled for 12:00, so if we're looking to schedule an afternoon meeting, we should likely pick a time between 1:00 and 3:00 for the meeting, as we can see that this time is free for both Peter and Dylan. You can adjust your meeting time at the bottom of the Scheduling Assistant window.
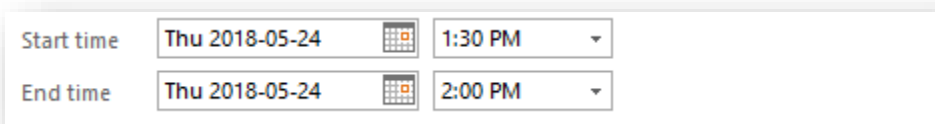
Now that we've gotten the time down, we can send out the meeting invite by clicking the "send" button right above the attendees' names, and they will all receive an invitation to the meeting.
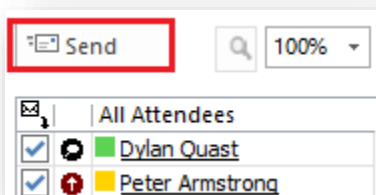
Outlook's scheduling assistant is an excellent tool for ensuring that meetings can match everyone's timetable, and helps simplify setting up meetings, and I hope you will find it useful.