

Avoid double booking and find your colleagues' availability in Outlook ^[1]

July 23, 2020 by [UIS Communications](#) ^[2]

Have you tried to schedule a meeting with a colleague only to have them decline because they have another meeting? Outlook Scheduling Assistant allows you to see your colleagues' availability to avoid double booking them.

1. From the **Inbox**, select **New Items > Meeting** or in the **Calendar**, select **New Meeting**. You also can use the keyboard shortcut **Ctrl+Shift+Q** to create a new meeting request.
2. Add attendees in the **To** box.
3. Select **Scheduling Assistant** from the ribbon. You'll see a row for every recipient you entered in the **To** box. If you want to add more attendees, you can type their name in any blank row in the **Scheduling Assistant**.
4. Times that your attendees are busy are shown in dark blue. Times that your attendees have a tentative appointment are shown in a light blue hashed block, and times outside of your attendees' working hours are shown in light gray. Select an available time for all of your attendees.

View more detailed instructions from Microsoft:

- [Scheduling Assistant for PC](#) ^[3]
- [Scheduling Assistant for Mac](#) ^[4]

[Microsoft](#) ^[5], [Outlook email](#) ^[6]

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