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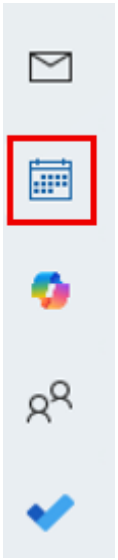
Find suitable times and schedule meetings with Outlook's Scheduling Assistant [1]

September 22, 2025 by ES and UIS Communications [2]

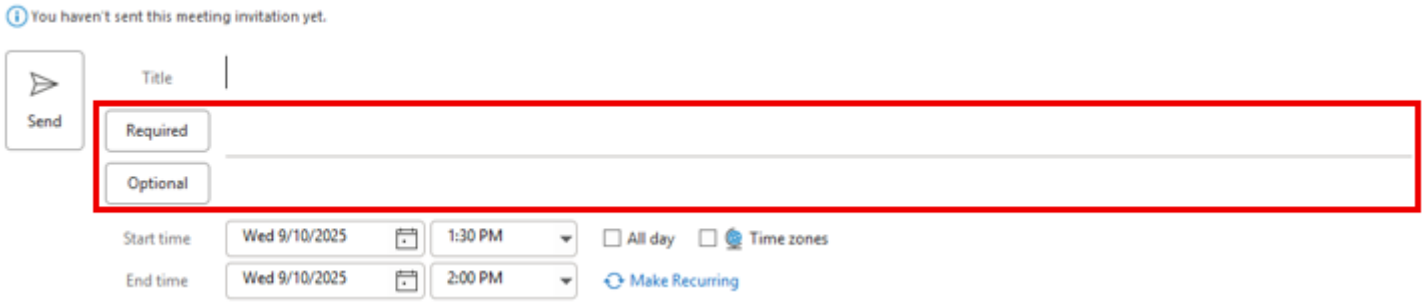
Outlook's Scheduling Assistant helps you easily see your colleagues' availability so you can schedule meetings at a time that works for everyone – avoiding double-booking and back and forth messaging.

Scheduling a meeting using Scheduling Assistant

1. In Outlook, click the **Calendar icon** from the left-side menu.



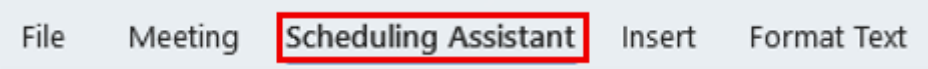
2. Select **New Meeting** and add required and optional attendees.



TIP: You can also press **CTRL + Shift + Q** to open a new meeting invitation.

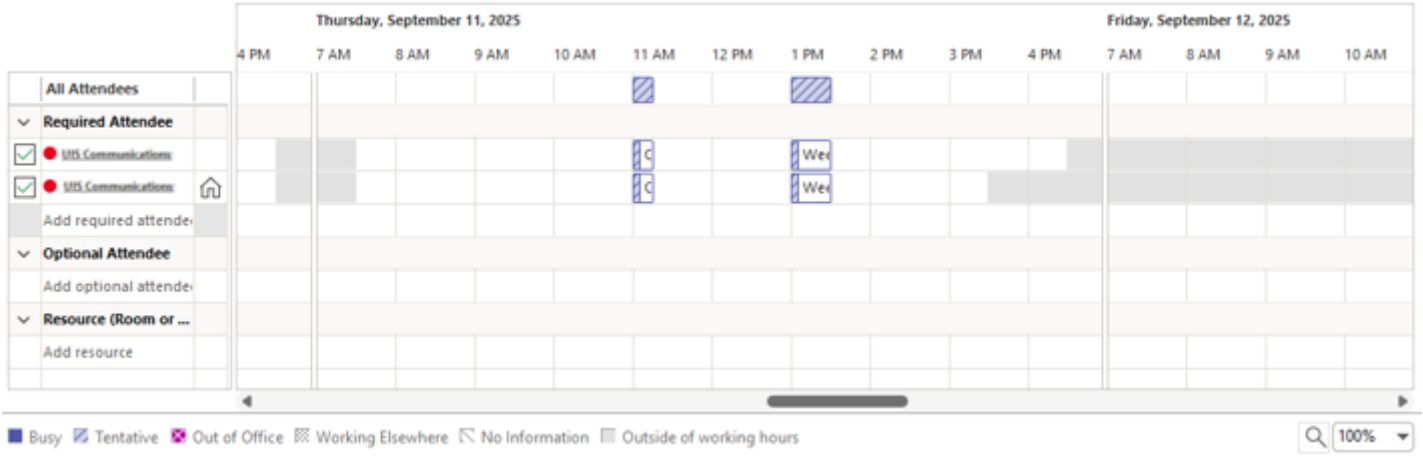
3. Select **Scheduling Assistant** from the top ribbon.

    a. Each attendee will appear in their own row.
    b. To add more attendees, type their name in any blank row.



4. Review the availability grid:

    a. Dark blue = Attendee is busy.
    b. Light blue (hashed) = Tentative appointment (time is blocked out on attendee's calendar).
    c. Light gray = Outside working hours.



5. Select a meeting time when all required attendees are available.

TIP: Click **AutoPick** from the top ribbon to automatically find the next time all attendees are available.

6. Add a meeting title, location and details, then click **Send**.

For more information, visit Microsoft Support's Scheduling Assistant article [3].

Outlook Calendar [4]
Display Title:
Find suitable times and schedule meetings with Outlook's Scheduling Assistant
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calendar