

## Find suitable times and schedule meetings with Outlook's Scheduling Assistant <sup>[1]</sup>

September 22, 2025 by [ES and UIS Communications](#) <sup>[2]</sup>


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.

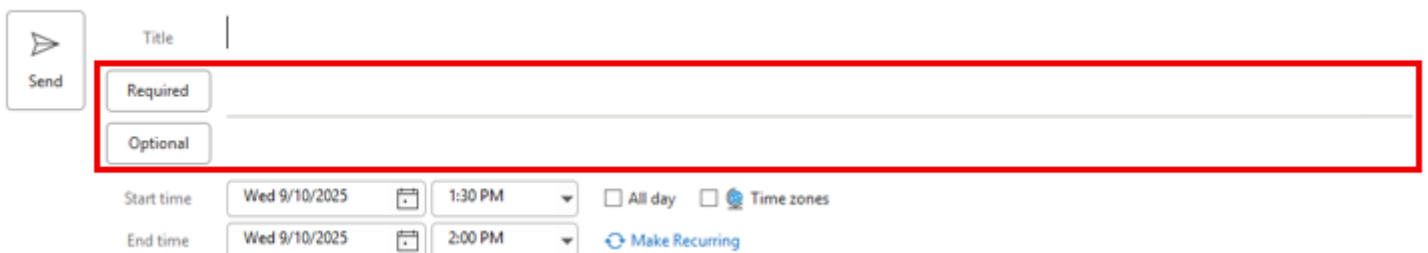
### Scheduling a meeting using Scheduling Assistant

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



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

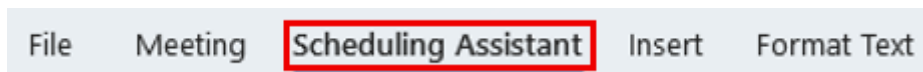
 You haven't sent this meeting invitation yet.

A screenshot of the Outlook 'New Meeting' form. A red rectangle highlights the 'Required' and 'Optional' attendee input fields. To the left of these fields is a 'Send' button with a right-pointing arrow. Below the attendee fields, the 'Start time' is set to 'Wed 9/10/2025' at '1:30 PM' and the 'End time' is 'Wed 9/10/2025' at '2:00 PM'. There are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' link.

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

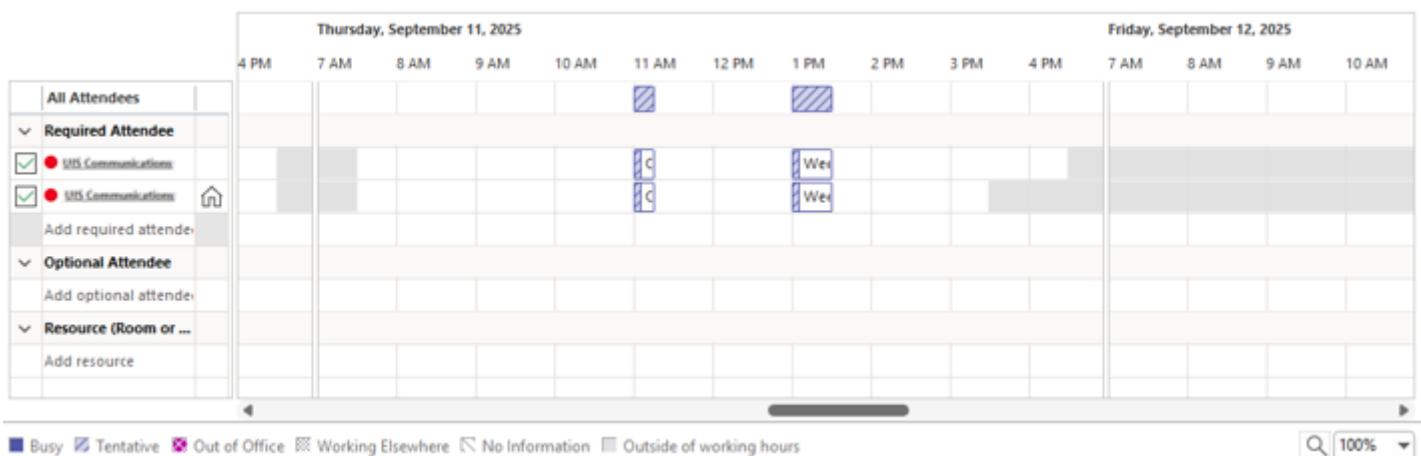
3. Select **Scheduling Assistant** from the top ribbon.

- 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]

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