

Group Scheduling in Outlook 2003

Information in this handout copied from Microsoft's web site.

View the original information online: <http://office.microsoft.com/en-us/assistance/HA011959521033.aspx>

The **Calendar** group schedule makes it easy for you to see the combined schedules of a number of people or resources at a glance.

You can create and save multiple group schedules, each showing a different group of people or resources.

While viewing a group schedule, you can quickly schedule a meeting with or send e-mail to some or all of the group members. You can get the latest free/busy information for each group member before you schedule a meeting, and you can use AutoPick to find a time that's free for all group members.

The group calendar will by default contain details of all items shown, unless the owner of an item has marked it as private.

CREATE, VIEW, USE AND DELETE GROUP SCHEDULES

Create a group schedule

1. In **Calendar**, on the **Actions** menu, click **View Group Schedules**.
2. Click **New**.
3. Type a name for the new group schedule, and then click **OK**.
4. Click **Add Others**, and then click either **Add from Address Book**.
5. Select the names from the Global Address List or Contacts.
6. When done, click **Save and Close**.

View and use a group schedule

1. In **Calendar**, on the **Actions** menu, click **View Group Schedules**.
2. Select the group schedule you want to view, and then click **Open**.
3. To schedule a meeting with this group, click **Make Meeting** and then **New Meeting with All**. OR to send a mail message to this group, click **Make Meeting** and then **New Mail Message with All**.

Delete a group schedule

1. In **Calendar**, on the **Actions** menu, click **View Group Schedules**.
2. Select the group schedule you want to delete, and then click **Delete**.

Note To refresh the free/busy data on the calendar, click **Options**, and then click **Refresh Free/Busy**.