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Welcome!

The tech talk will begin soon.

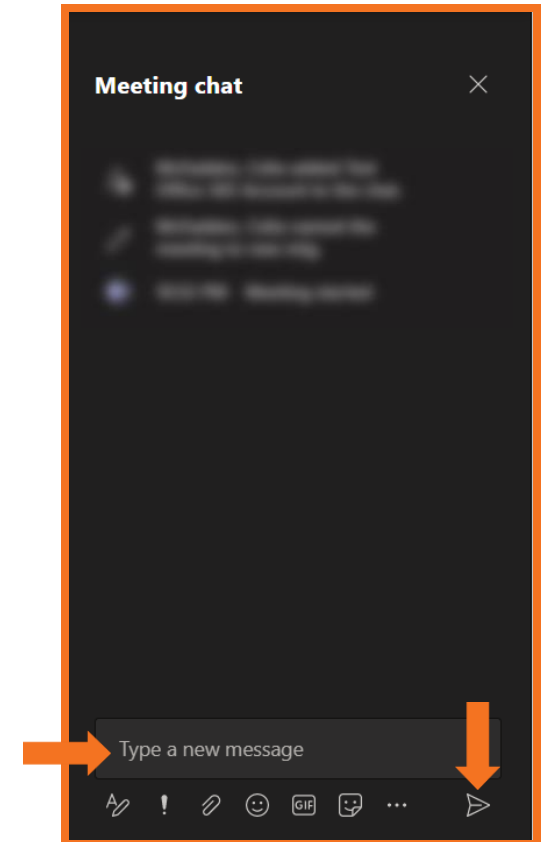
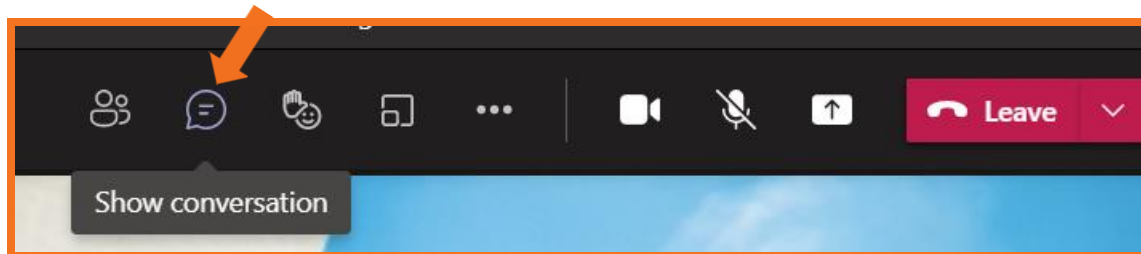
This presentation is being recorded.
The recording and materials will be available afterwards at
it.miami.edu/TechTalk

Have a question during the presentation?

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Select **Show Conversation** (if necessary)
Enter your question in the **Meeting chat**.
Type your question in the compose box.
Click the **Send** icon.



Who are we?

PRESENTERS



CELIA MCFADDEN
*Manager,
Integrated Solutions Support*
UM Information Technology



DANIELLE OLSON
Microsoft Learning Consultant
Riddle & Bloom

MODERATOR



EDGAR RODRIGUEZ
*Systems Analyst,
Integrated Solutions Support*
UM Information Technology

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TECH THAT WORKS FOR U

Maximize Your Outlook Calendar

AGENDA



Scheduling Meetings



Meeting Insights



Calendaring Sharing and Delegation



Additional Calendar Features



Next Steps

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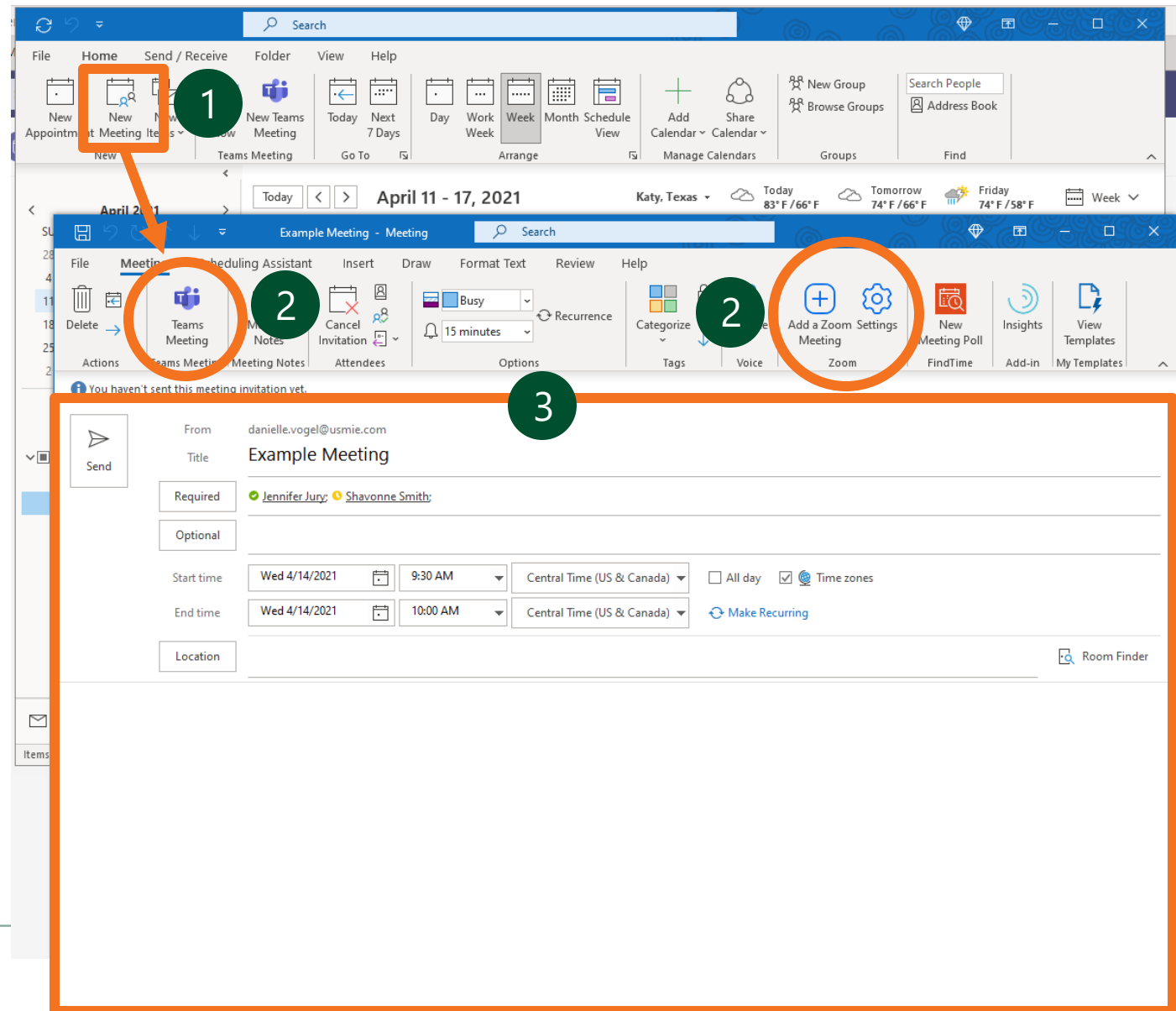


SCHEDULING MEETINGS

Scheduling Meetings

Outlook for PC

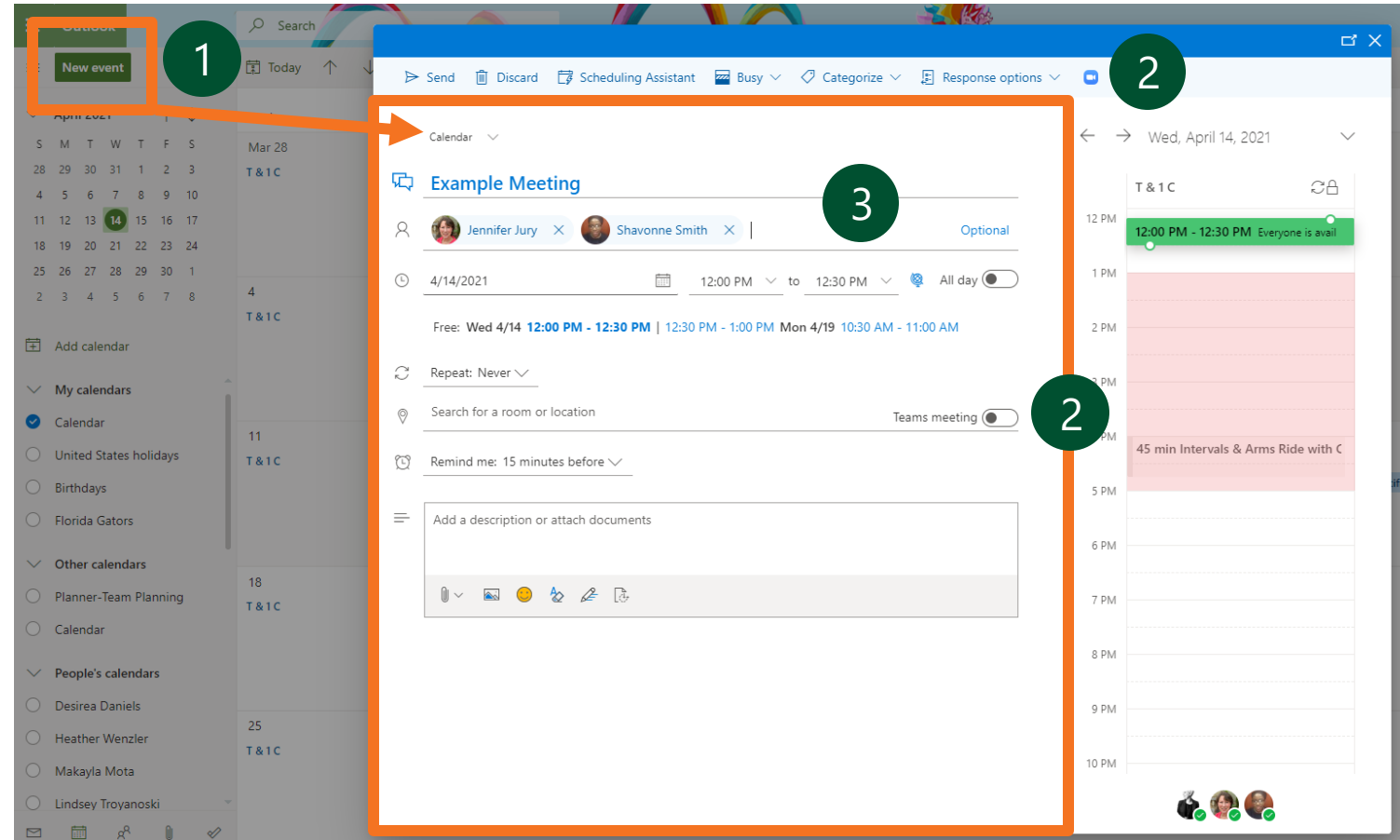
1. Click **New Meeting**.
2. Select virtual meeting option.
(Teams or Zoom)
3. Add meeting details and send invite.



Scheduling Meetings

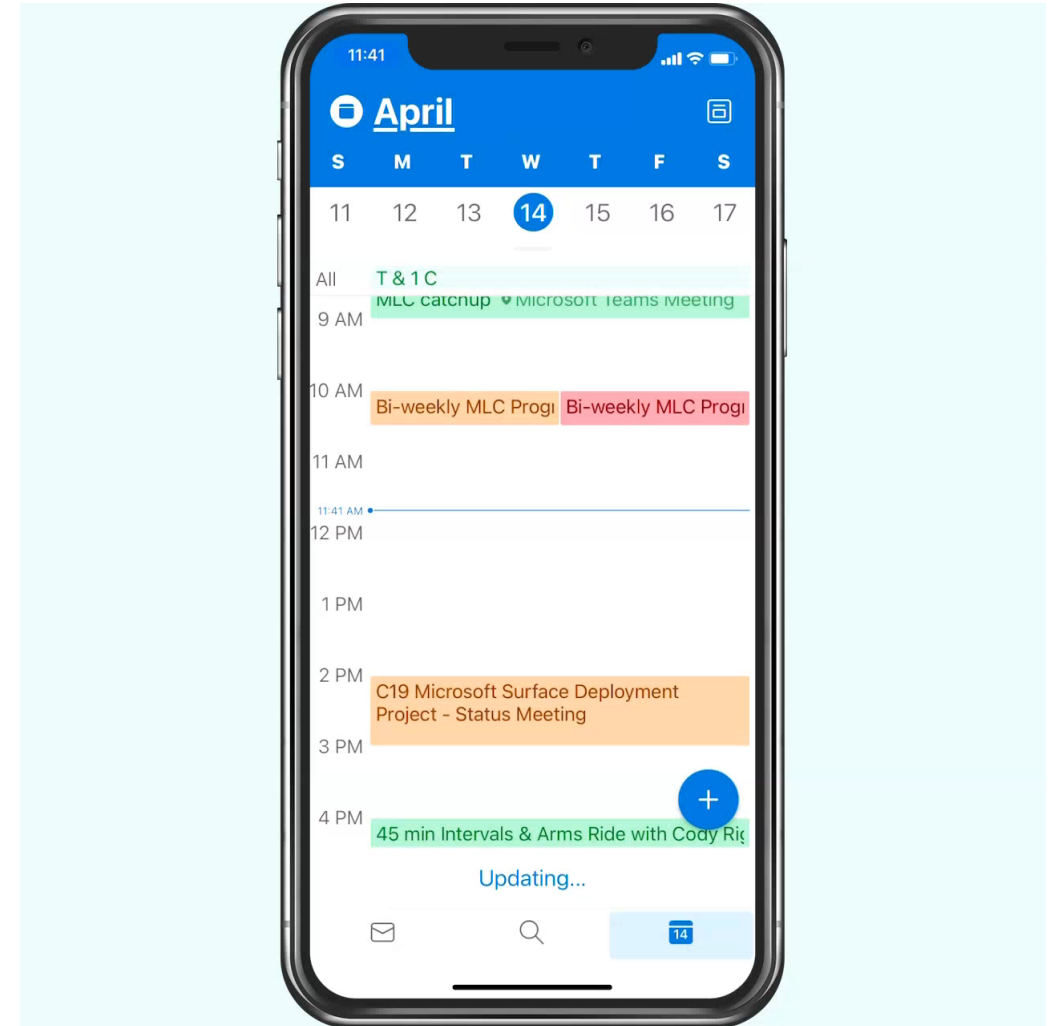
Outlook on the web

1. Click **New Meeting**.
2. Select virtual meeting option.
(Teams or Zoom)
3. Add meeting details and send invite.



Outlook Mobile App

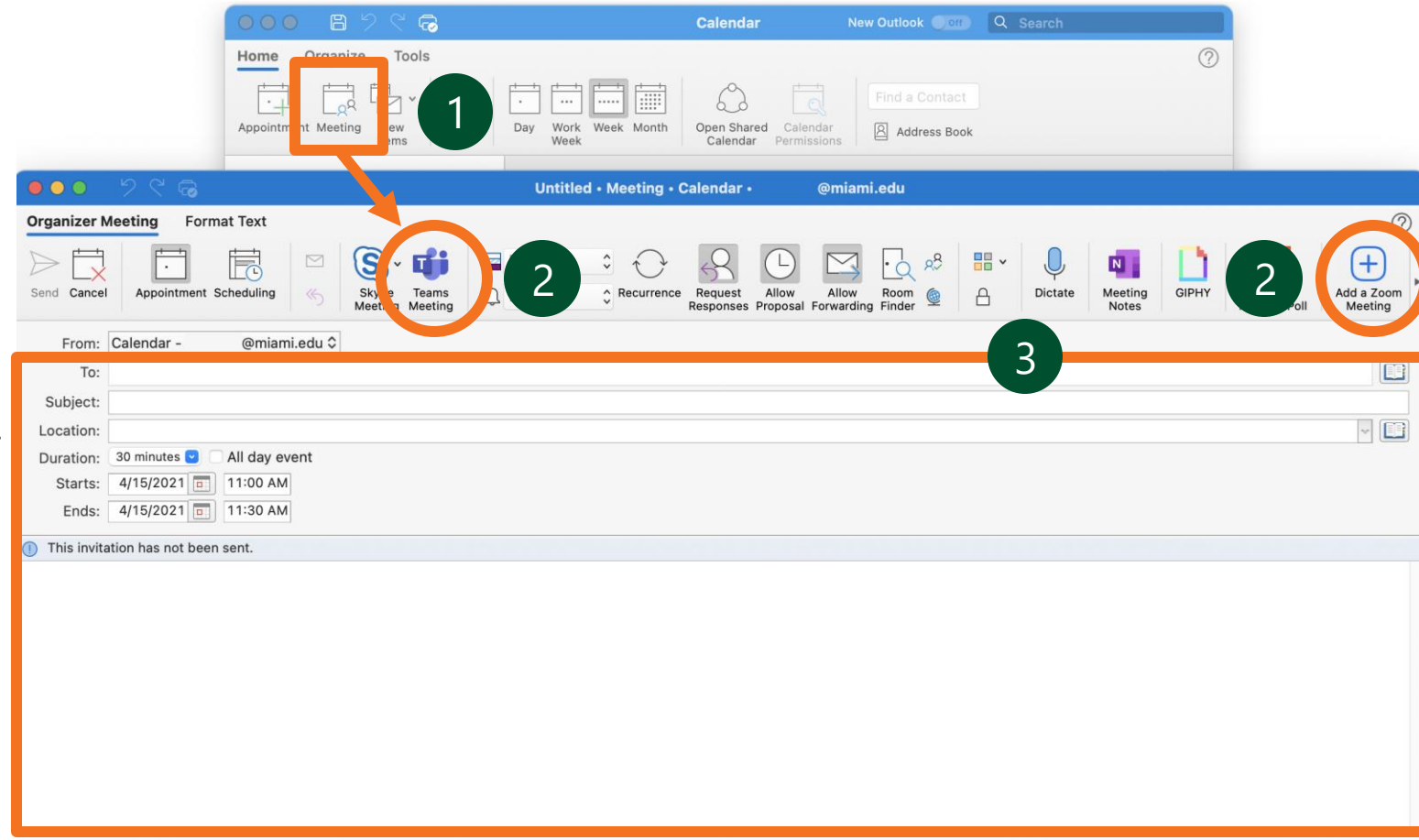
1. Click the .
2. Click **Create Event**.
3. Add meeting details.
 - Title
 - Invitees (People)
 - Online meeting options
 - Description
4. Click check  to send invite.



Scheduling Meetings

Outlook for Mac

1. Click **Meeting**.
2. Select virtual meeting option.
(Teams or Zoom)
3. Add meeting details and send invite.



Scheduling Assistant

Use the **Scheduling Assistant** to find time to meet with colleagues or students in the UM tenant.

Outlook for PC

1. Create meeting.
2. Select **Scheduling Assistant** tab.
3. Scroll to find time all invitees can meet.
4. Return to Meeting tab.

Example Meeting - Meeting

File Meeting Scheduling Assistant Insert Draw Format Text Review Help

Delete → Join Teams Meeting Settings Meeting Notes Cancel Invitation Attendees

Options 15 minutes Recurrence Categorize Tags Dictate Add a Zoom Meeting Settings New Meeting Poll Insights View Templates

You haven't sent this meeting invitation yet.

Send

From: danielle.vogel@usmie.com

Title: Example Meeting

Required: Shavonne Smith, Jennifer Jury, Andrea Tseng-Rioux

Optional:

Start time: Wed 4/14/2021 2:00 PM Central Time (US & Canada) ☐ All day ☒ Timezones

End time: Wed 4/14/2021 3:00 PM Central Time (US & Canada) [Make Recurring](#)

Location: Microsoft Teams Meeting [Room Finder](#)

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

Or call in (audio only)
+1 469-998-2286, 731614977# United States, Dallas
Phone Conference ID: 731 614 977#
[Find a local number](#) | [Reset PIN](#)

in Shared Folder Calendar - danielle.vogel@usmie.com

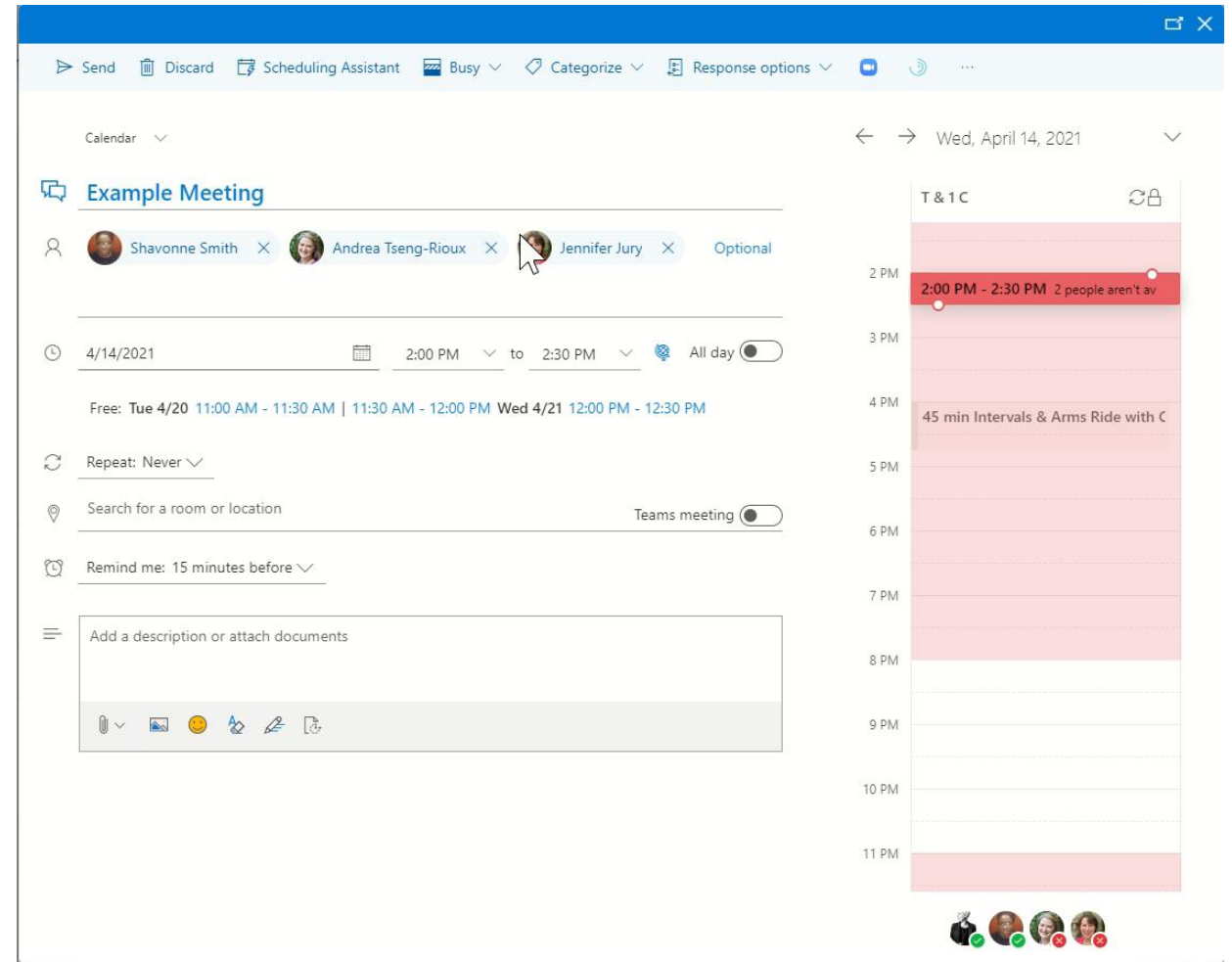
Last modified by danielle.vogel@usmie.com at 1:34 PM

Scheduling Assistant

Use the **Scheduling Assistant** to find time to meet with colleagues or students in the UM tenant.

Outlook on the web

1. Create meeting.
2. Select **Scheduling Assistant** tab.
3. Scroll to find time all invitees can meet.
4. Return to Meeting tab.

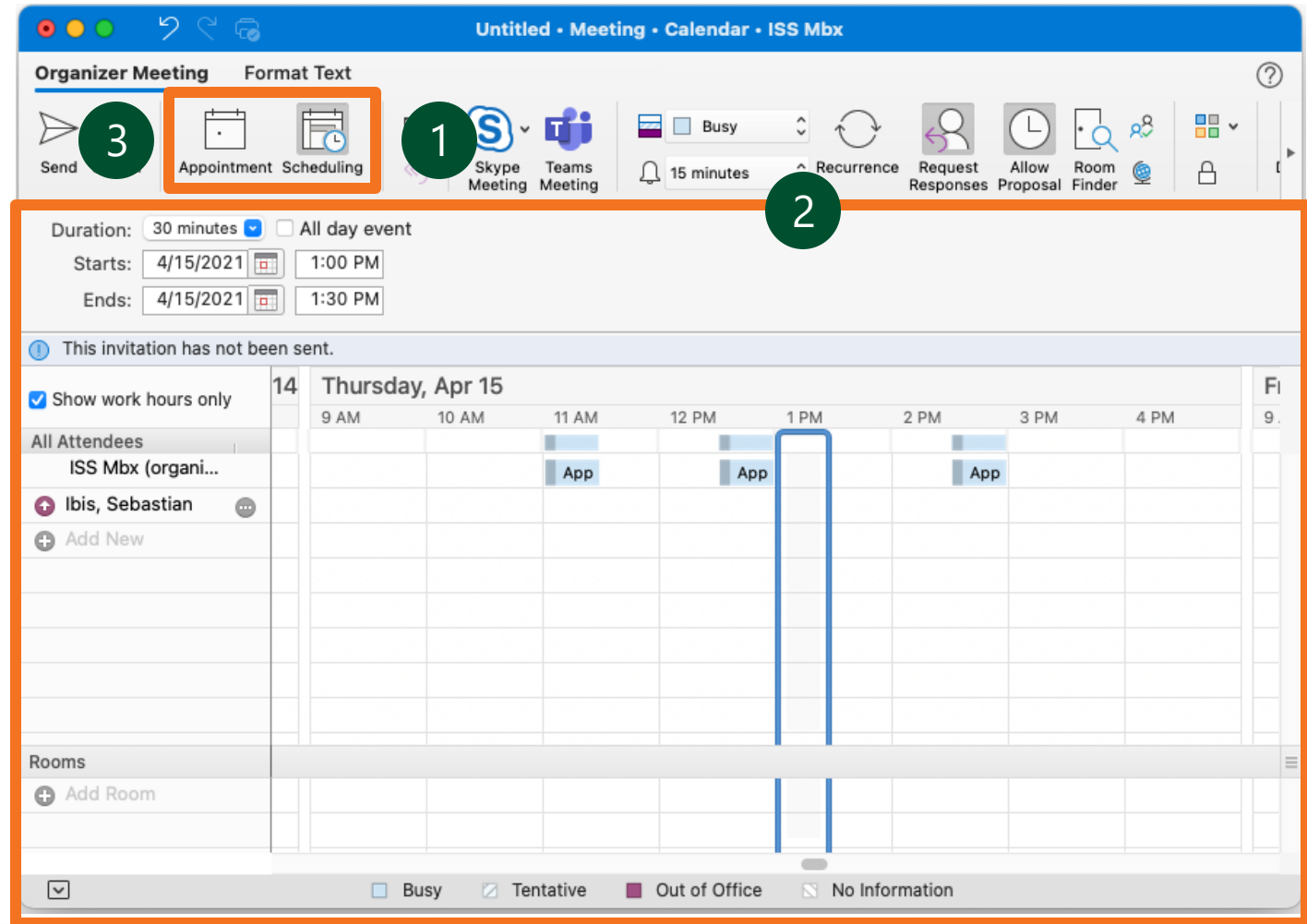


Scheduling Assistant

Use the **Scheduling Assistant** to find time to meet with colleagues or students in the UM tenant.

Outlook for Mac

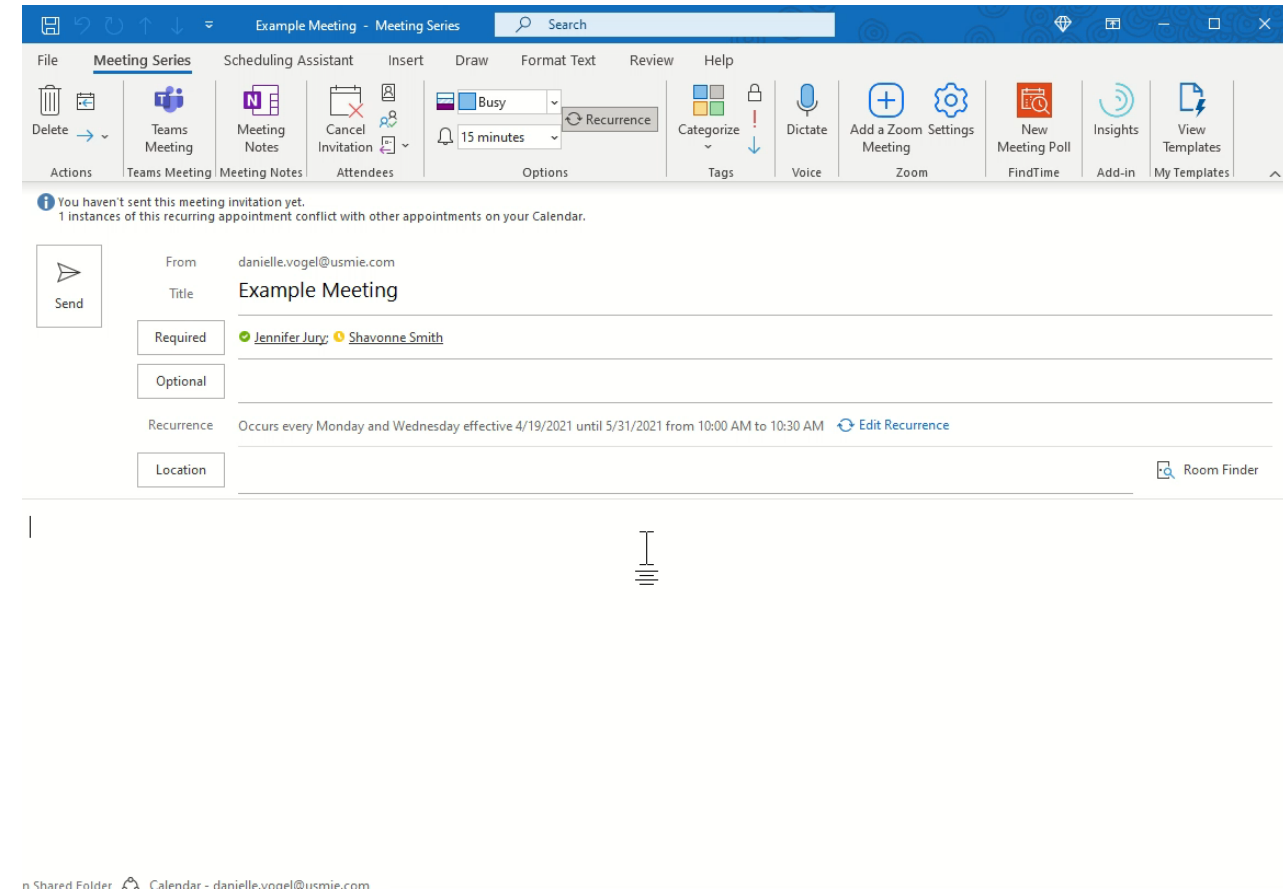
1. Create meeting.
2. Select **Scheduling**.
3. Scroll to find time all invitees can meet.
4. Click Appointment to go back to the meeting details.



Scheduling Recurring Meetings

Outlook for PC

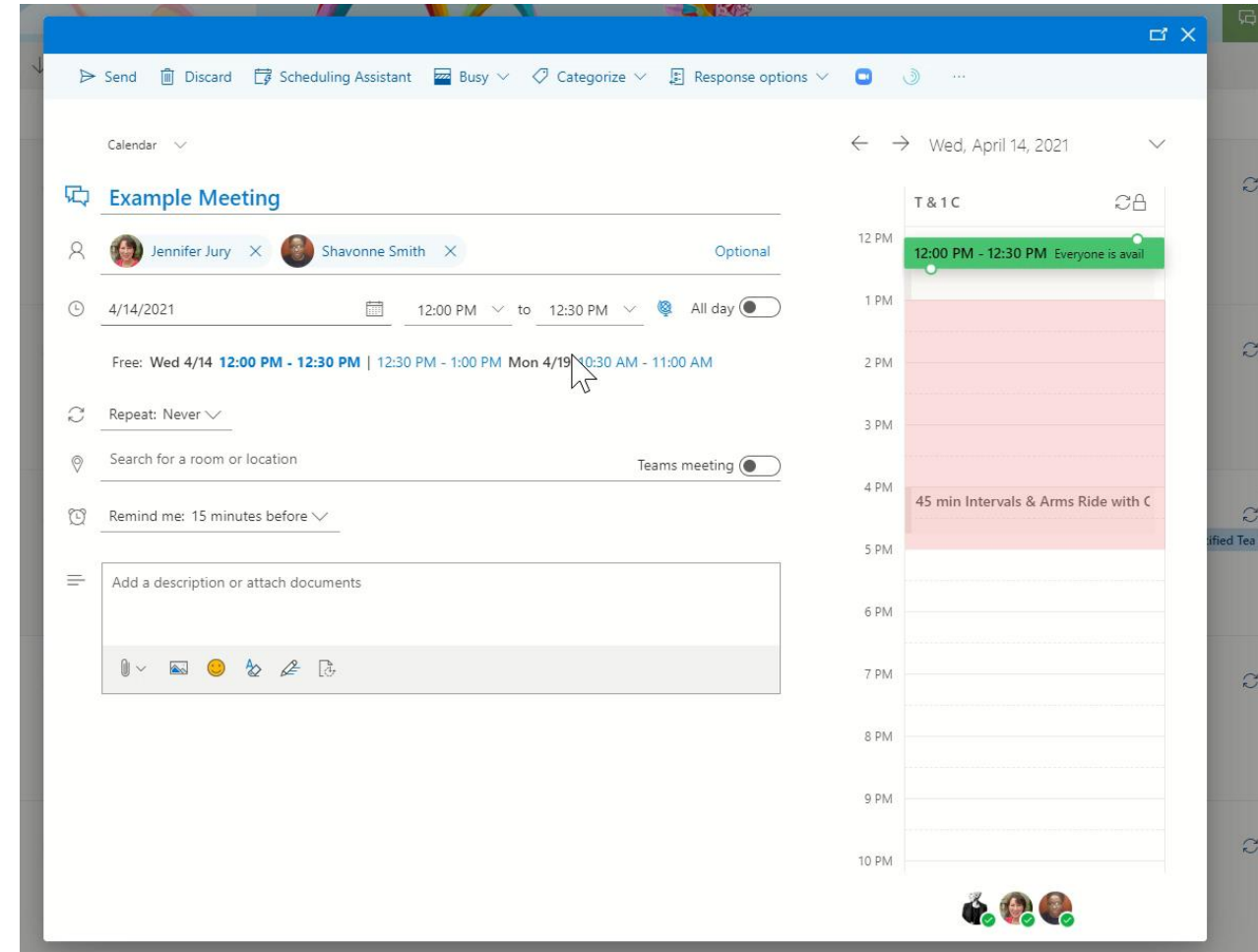
1. In the Options panel, click **Recurrence**.
2. Set your Appointment Recurrence preferences:
 - Start/End times & Duration
 - Recurrence pattern:
Daily/Weekly/Monthly/Yearly
 - Range of recurrence: Start & End date
3. Click **OK**.



Scheduling Recurring Meetings

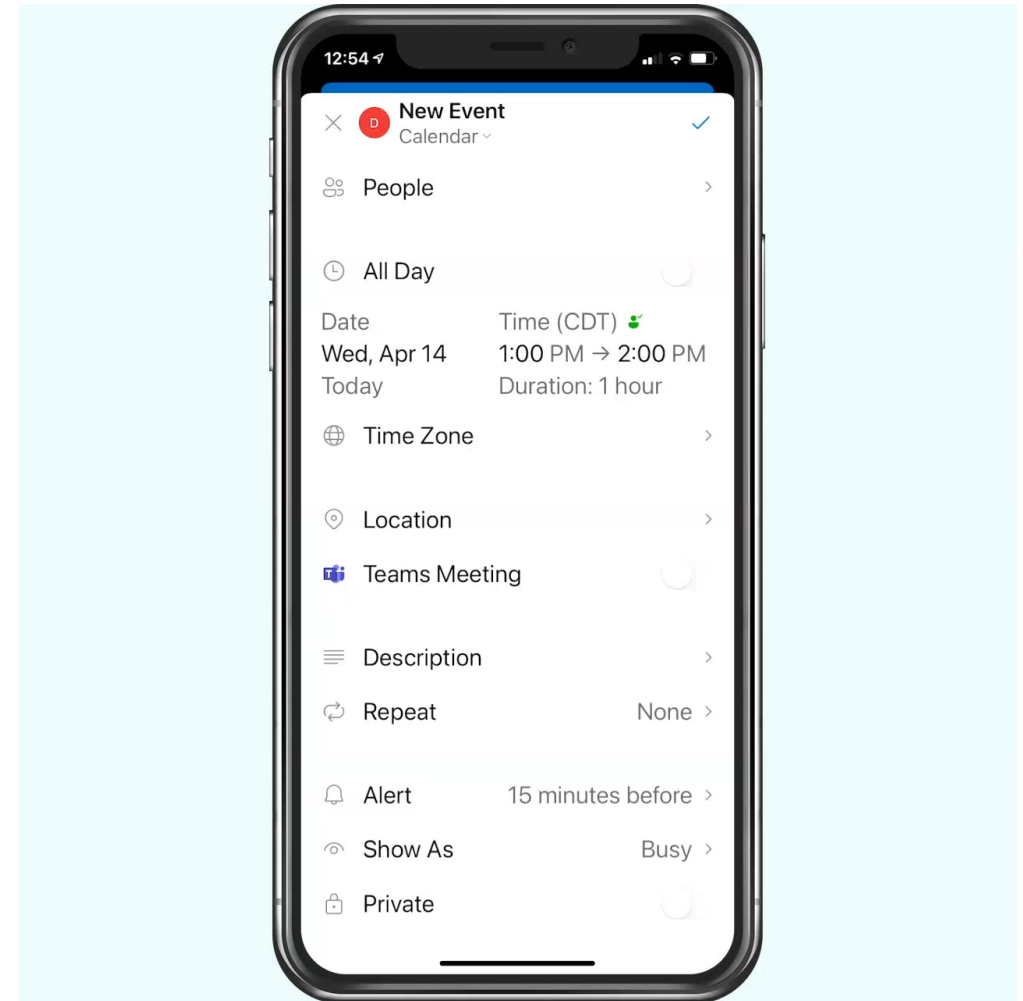
Outlook on the web

1. Select Repeat: Never dropdown arrow.
2. Select Custom to create a specific recurrence pattern:
 - Start date
 - Recurrence pattern:
Daily/Weekly/Monthly/Yearly
 - Range of recurrence: Days & End Date
3. Click **Save**.



Outlook Mobile App

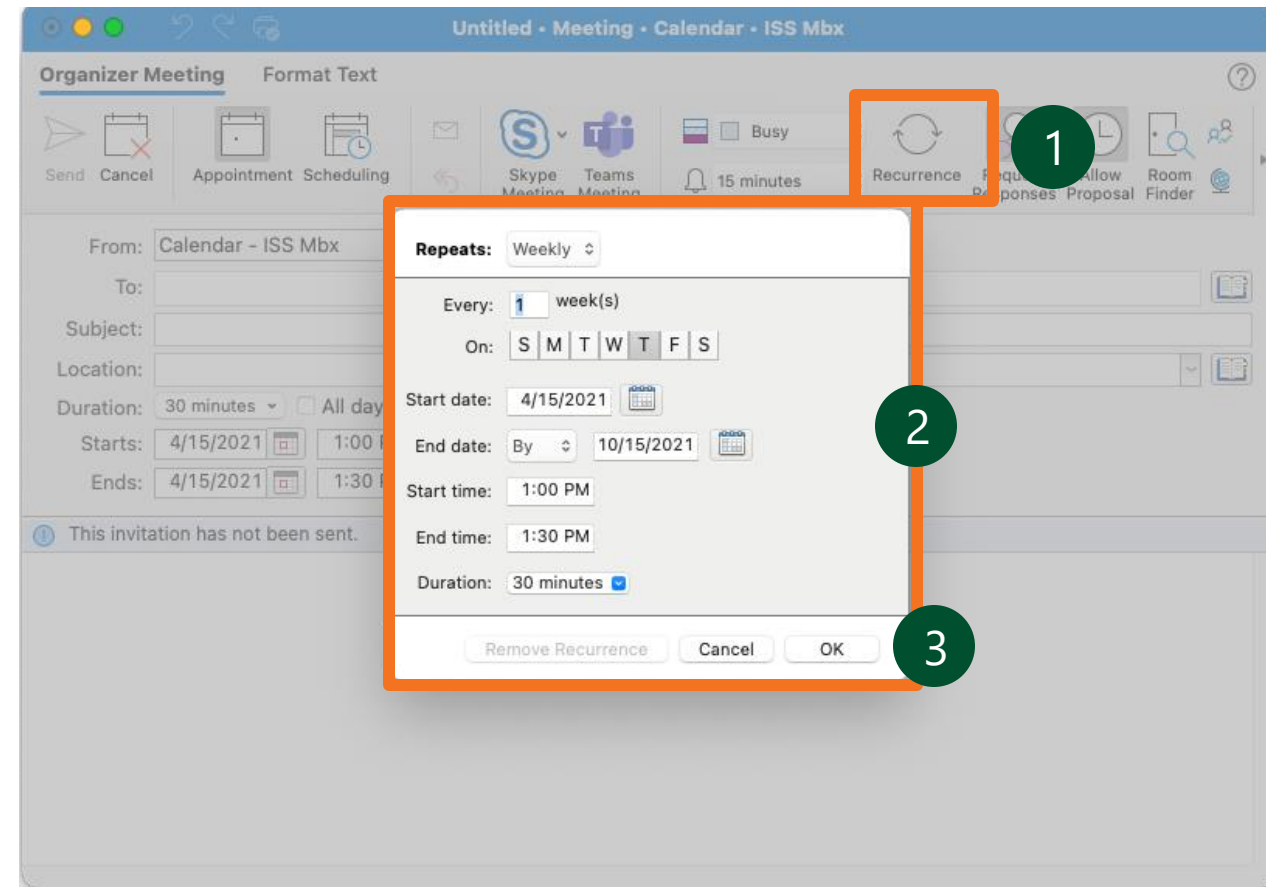
1. Select **Repeat**.
2. Select recurrence pattern:
 - Daily/Weekly/Monthly/Yearly
 - Interval: every 2 weeks, etc.
 - On days
 - Until (End date)
3. Return to invite.



Scheduling Recurring Meetings

Outlook for Mac

1. In the Organizer Meeting tab, click **Recurrence**.
2. Set your Appointment Recurrence preferences:
 - Recurrence pattern:
Daily/Weekly/Monthly/Yearly
 - Range of recurrence: Start & End date
 - Start/End times & Duration
3. Click **OK**.



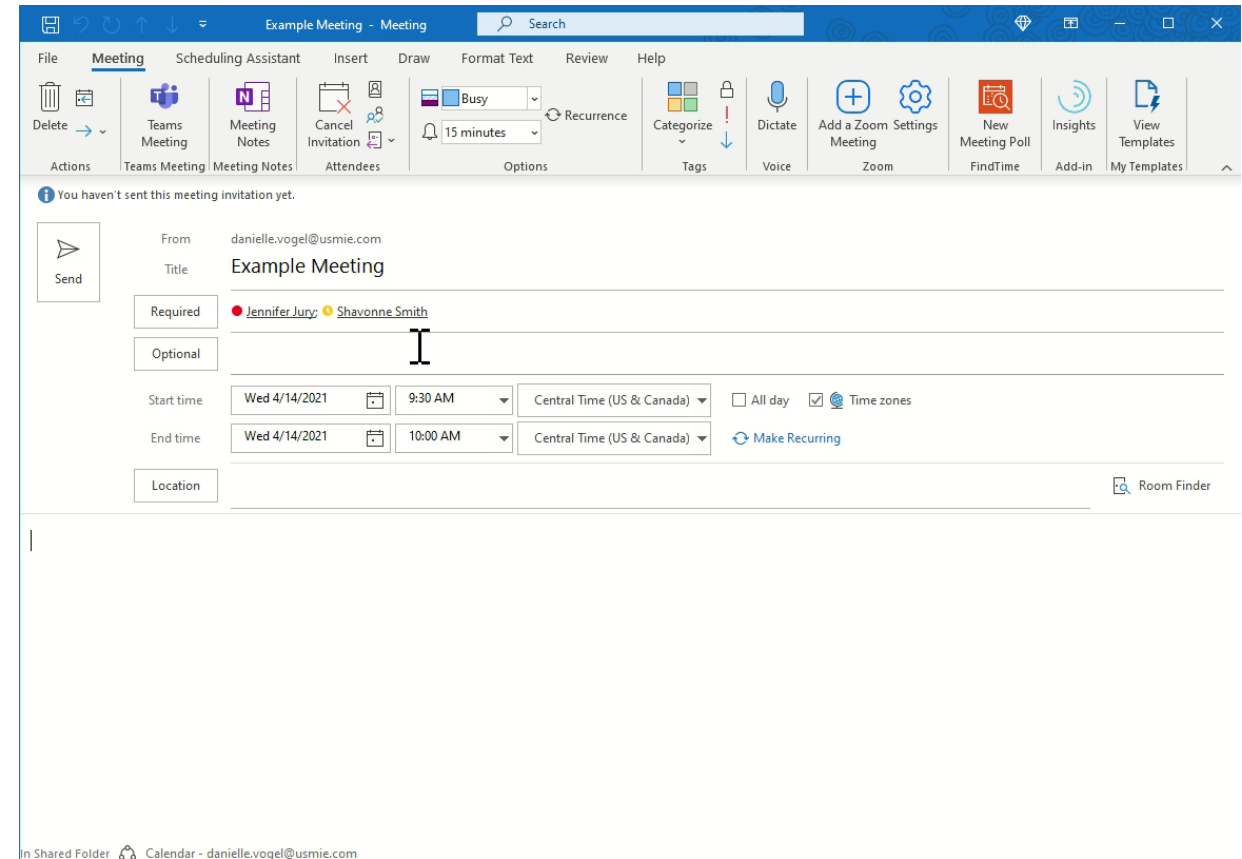
Scheduling Online Meetings

Outlook for PC

1. Click **Teams Meeting** to add a Teams Meeting link to the body of the invite.
2. Click **Settings** to adjust Lobby options for the Teams Meeting.

OR

1. Click **Add a Zoom Meeting** to add a Zoom Meeting link to the body of the invite.
2. Click **Settings** to open the Settings panel to add additional security to the Zoom meeting.



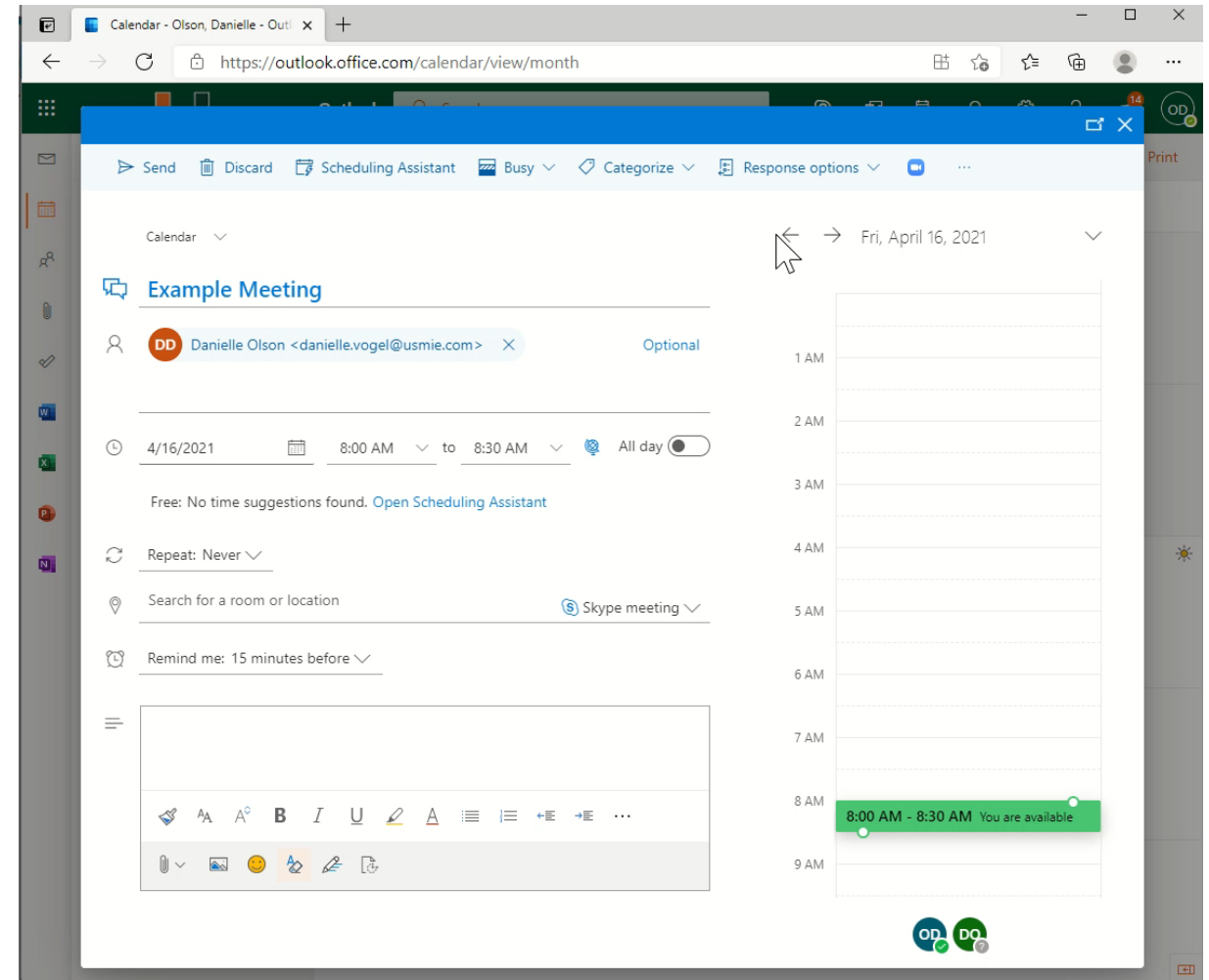
Scheduling Online Meetings

Outlook on the web

1. Click **Skype/Teams** dropdown menu.
2. Send invite.
3. Edit invite to set meeting preferences.

OR

1. Click **Zoom** icon > **Add a Zoom Meeting** in upper menu bar to add a Zoom Meeting link to the body of the invite.
2. Click **Zoom** icon > **Settings** to open the Settings panel to add additional security to the Zoom meeting.



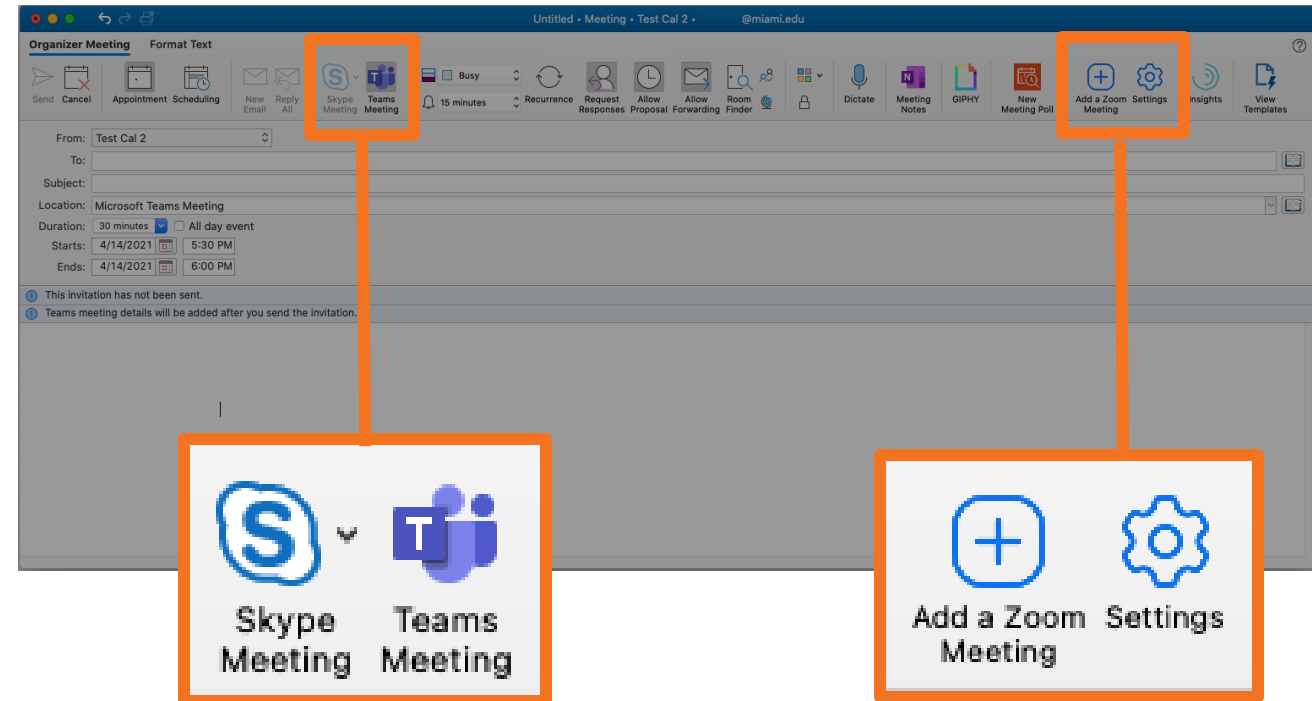
Scheduling Online Meetings

Outlook for Mac

1. Click **Teams Meeting** to add a Teams Meeting link to the body of the invite.
2. Send invite.
3. Open meeting and click **Meeting options** to adjust Lobby options for the Teams Meeting.

OR

1. Click **Add a Zoom Meeting** to add a Zoom Meeting link to the body of the invite.
2. Click **Settings** to open the Settings panel to add additional security to the Zoom meeting.



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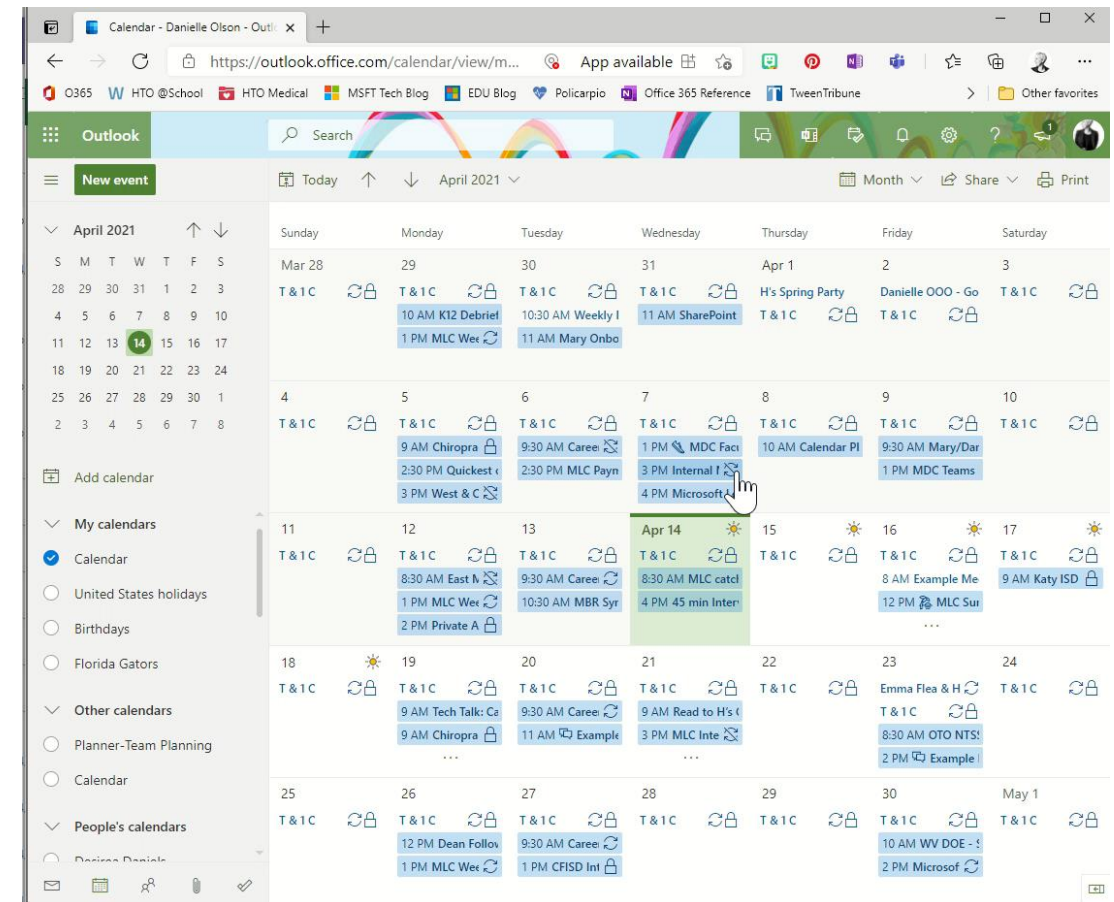
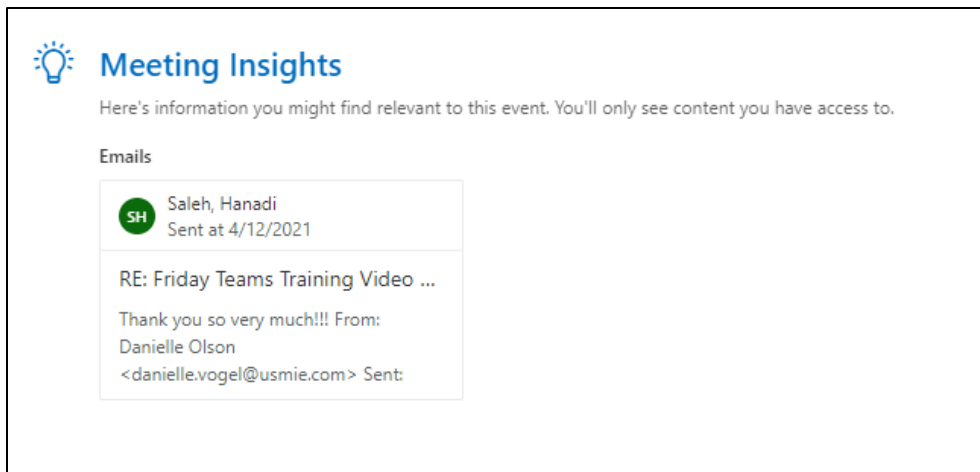


MEETING INSIGHTS

Meeting Insights

Meeting Insights uses built-in AI to provide relevant content for a meeting. (Documents, emails, PPTs, etc.) It can currently be found in more than 40% of all Outlook mobile and Outlook on the web meetings.

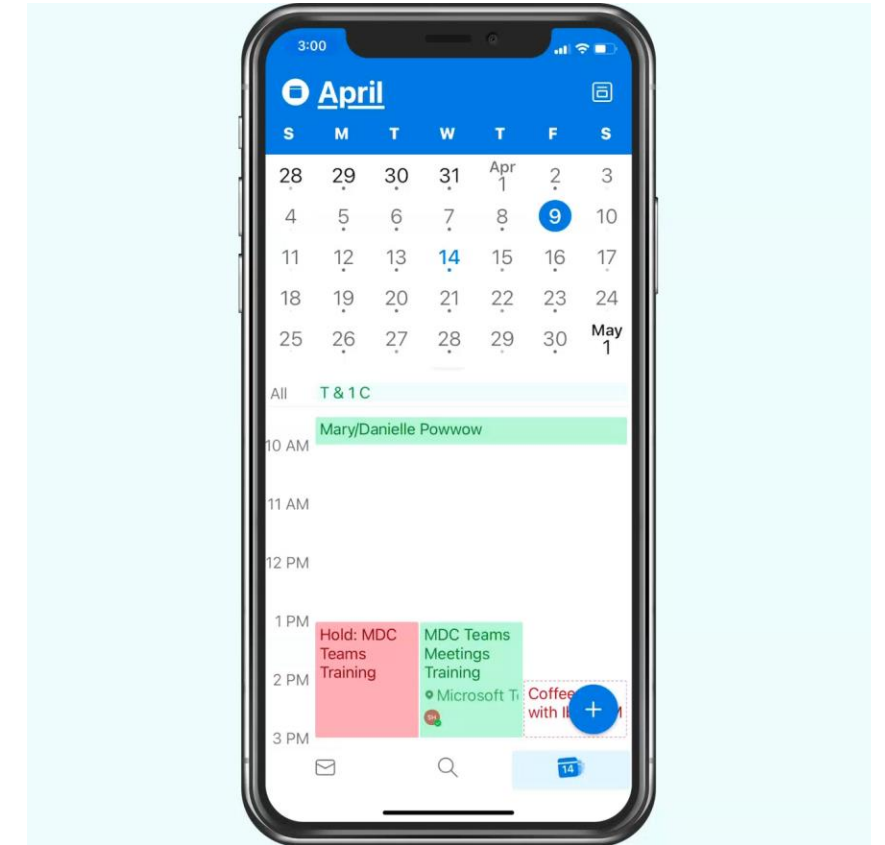
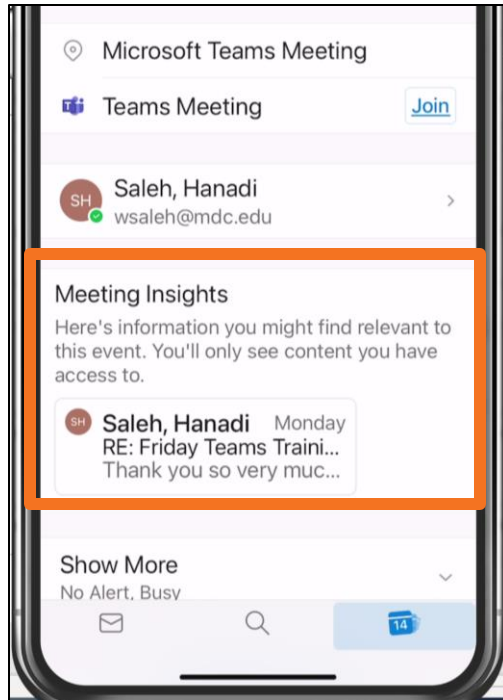
Outlook on the web



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Outlook Mobile App



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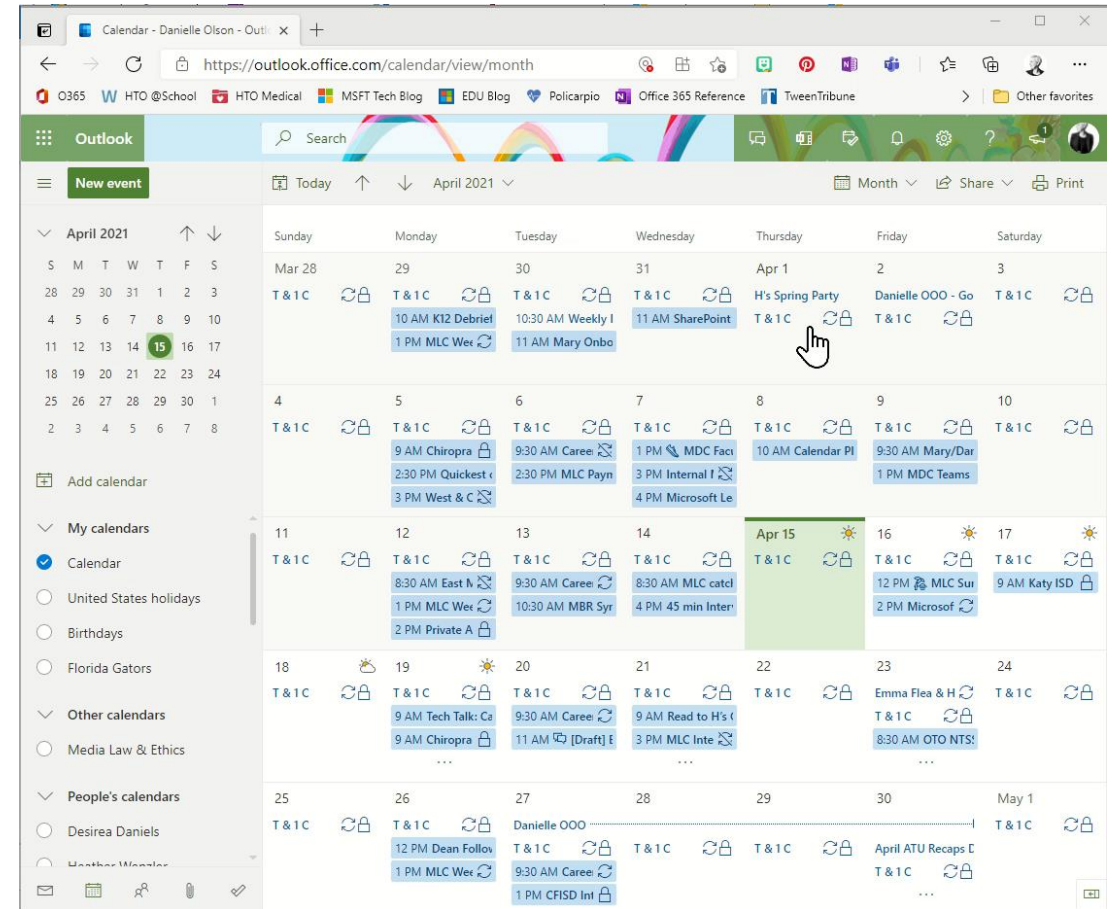
PUBLISHING AND SHARING CALENDARS

Calendar Sharing

Recommended best practice for sharing your calendar is to use Outlook on the web (OWA).

Outlook on the web

1. Click **Share**. (Drop-down will appear if more than one calendar)
2. Type in the name or email address of the person you'd like to share the calendar with.
3. Select permissions:
 - Can view all details
 - Can view when I'm busy
 - Can view titles and locations
 - Can edit
 - Delegate
4. Click **Share**.
5. Once the contact accepts the shared calendar, it will appear in their list of calendars under People's calendars.



Publishing a Calendar

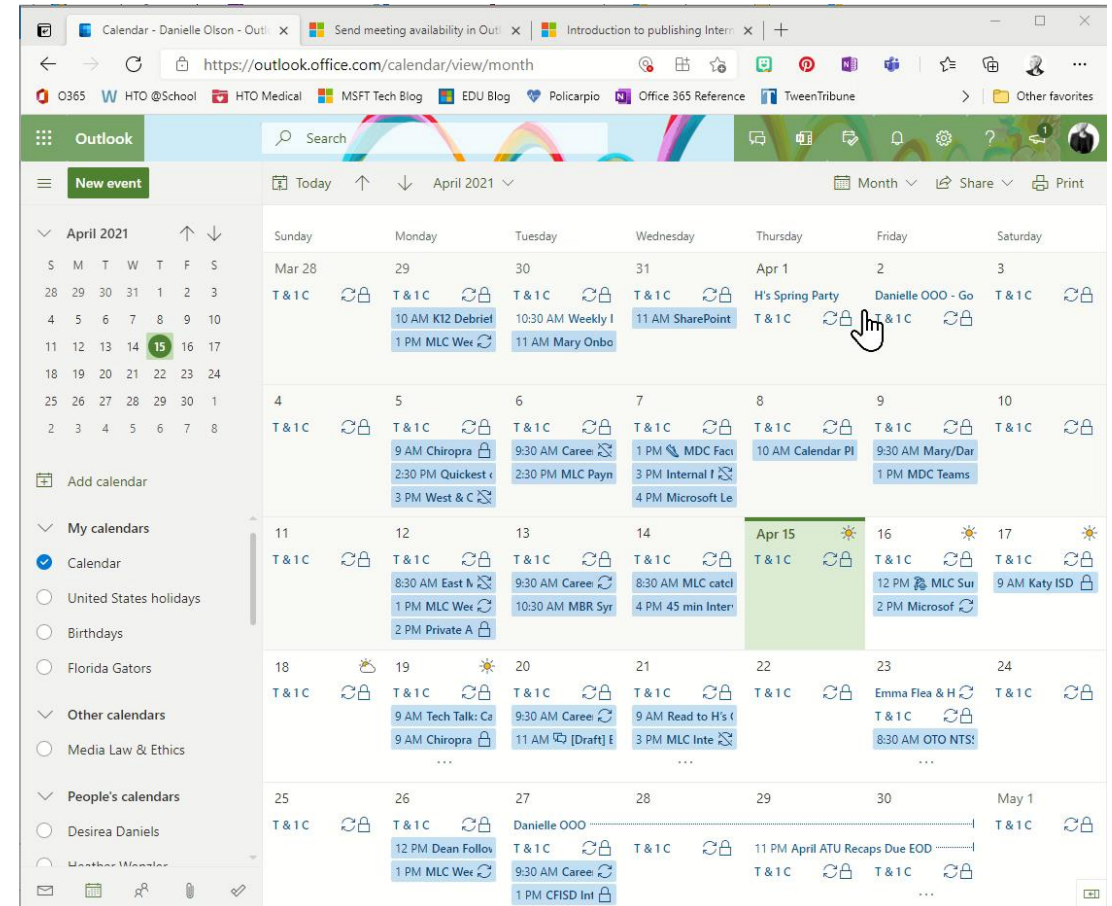
[Publishing a calendar](#) creates a unique URL that people outside your organization can use to view your calendar.

Outlook on the web

1. Click the **Settings** icon .
2. Click **View all Outlook settings**.
3. Select **Shared calendars** from the middle panel
4. Use the “Select a calendar” drop-down under the Publish a calendar heading.
5. Select permissions.
 - Can view when I’m busy
 - Can view titles and locations
 - Can view all details
6. Click **Publish**.

Calendar Link Types

- HTML: Add to a website or share via email (opens in a browser)
- ICS: Downloads a calendar file and can be added to Outlook



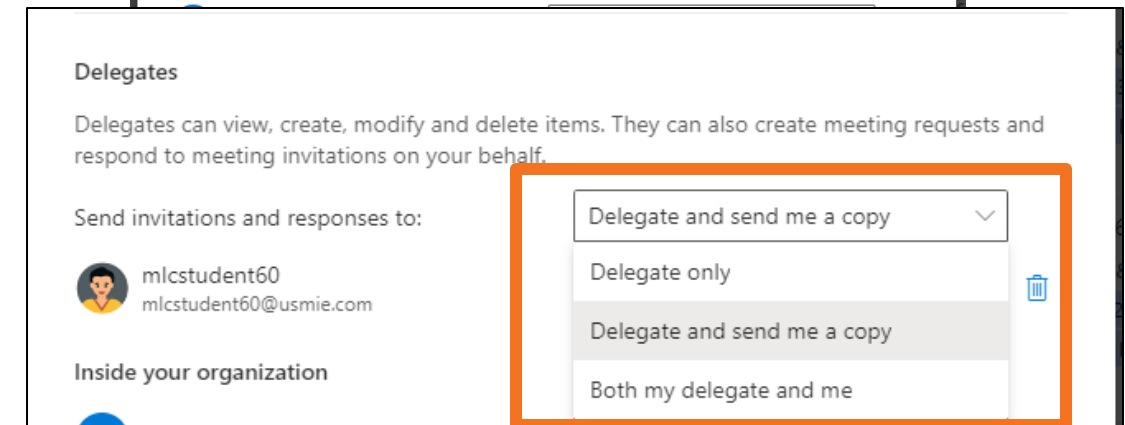
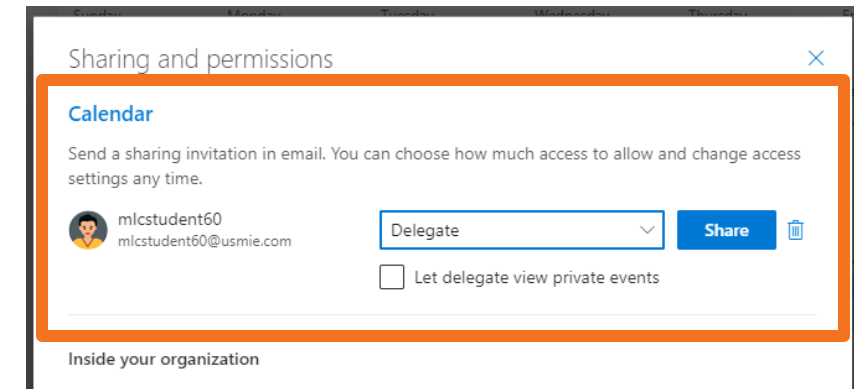
Calendar Delegates

Recommended best practice for assigning calendar delegates is using Outlook on the web (OWA).

Outlook on the web

1. Click **Share**. (Drop-down will appear if more than one calendar)
2. Type in the name or email address of the person you'd like to share the calendar with.
3. Select **Delegate** from the share options.
4. Decide if delegate can view private events.
5. Click **Share**.
6. Select who will receive and respond to invitations.

Calendar Delegates can ONLY be added to a primary calendar



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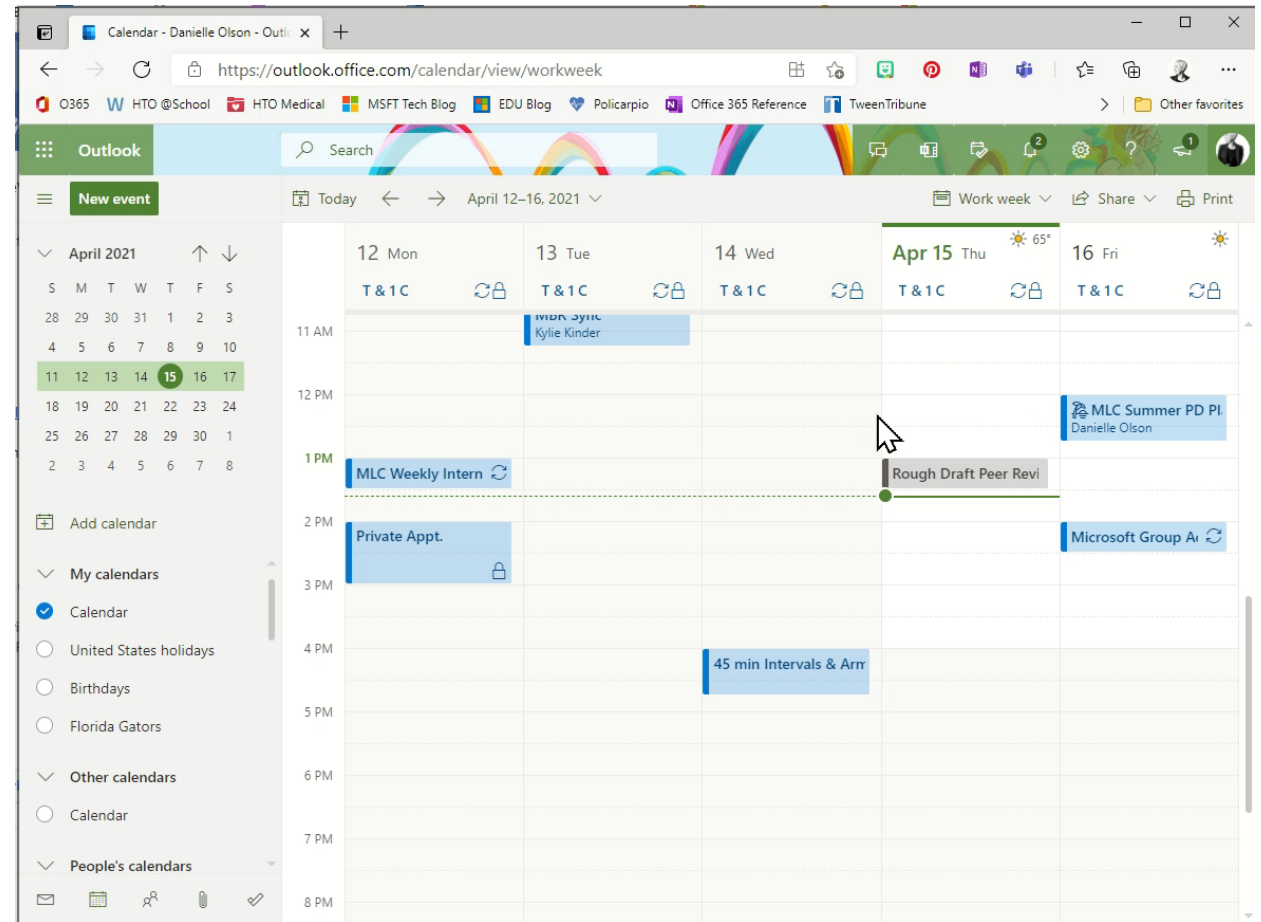
ADDITIONAL CALENDAR FEATURES

Additional Calendaring Features : Categories

Use **categories** to color code your calendar. Categories can be created in OWA or the Outlook Desktop App and sync across platforms.

Outlook on the web

1. Click the **Settings** icon .
2. Click **View all Outlook settings**.
3. Select **General > Categories**.
4. Select **+ Create category**.
5. Name category, select color > Save
6. Create event and select category before sending event invite

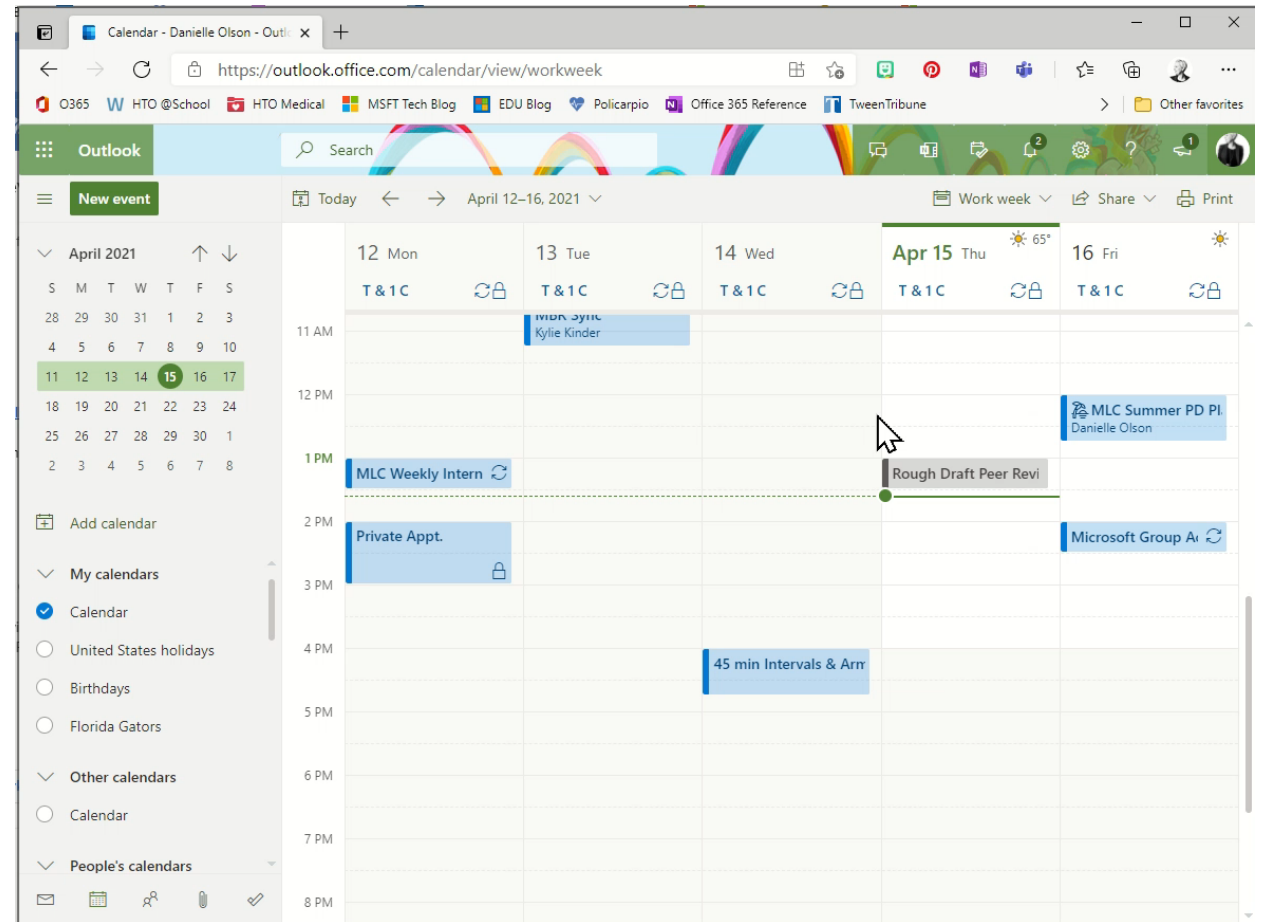


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Outlook on the web

1. Click the **Settings** icon .
2. Click **View all Outlook settings**.
3. Select **General > Categories**.
4. Select **+ Create category**.
5. Name the category and select a color.
6. Click **Save**.
7. Create event and select category before sending event invite.

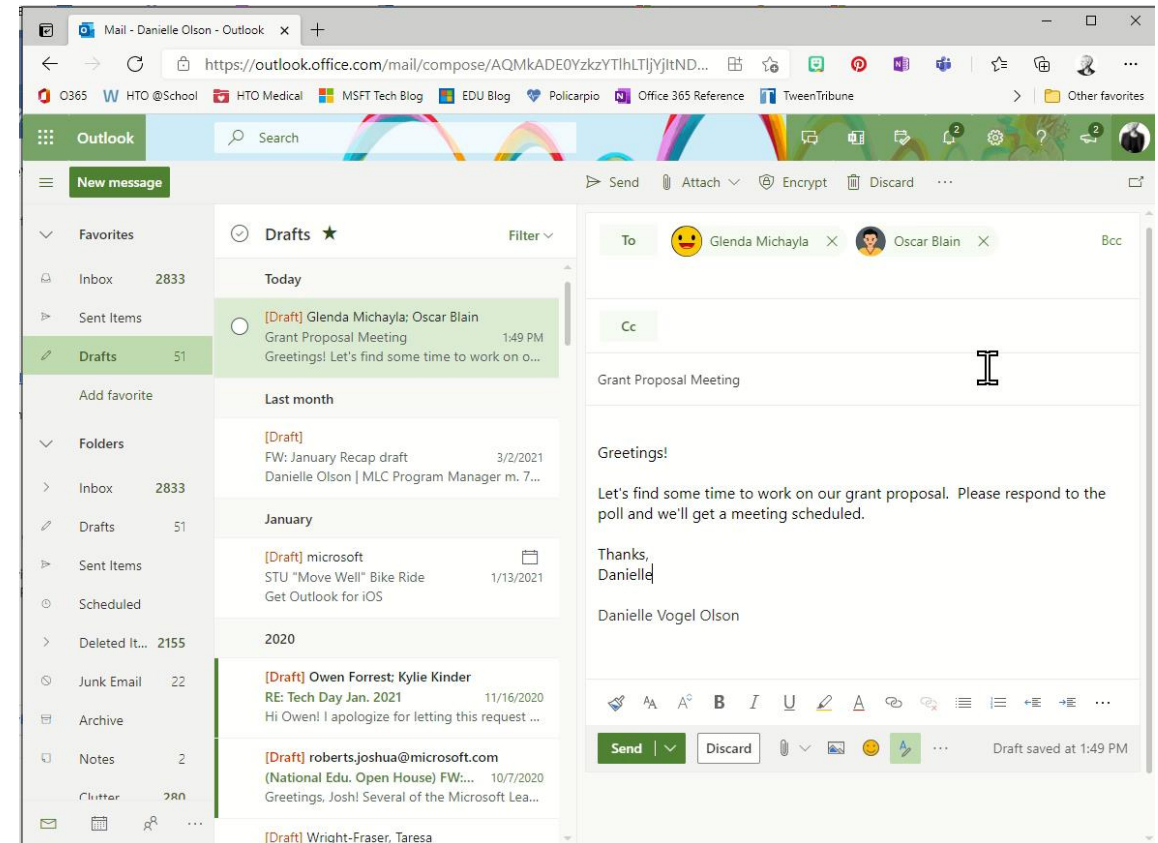


Additional Calendaring Features : FindTime

FindTime helps people reach consensus on a meeting time. The organizer proposes one or more times to attendees so everyone can vote. Attendees see the dates and times that work best for everyone. After consensus is reached, FindTime can send out a meeting invitation on behalf of the organizer.

Outlook on the web

1. Create a new email and add details.
2. Click the ... in the send bar at the bottom of the email
3. Select **FindTime**.
4. Select the meeting settings.
5. Click a few suitable meeting times and send the email.
6. Wait for everyone to respond..
7. Click **Schedule** in response email
8. Click **New meeting** beside the meeting date/time that works for the majority to schedule the event

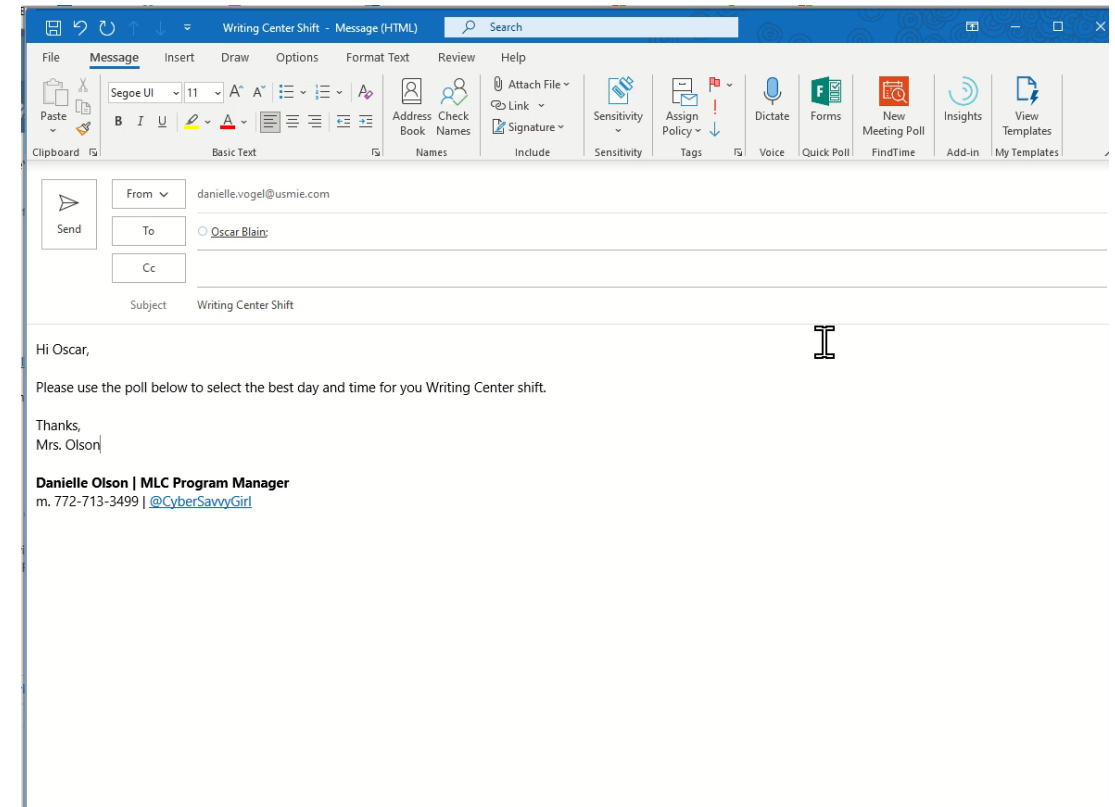


Additional Calendaring Features : FindTime

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Outlook for PC and Mac

1. Create a new email and add details.
2. Click **New Meeting Poll** in the Message ribbon.
3. Select the meeting settings.
4. Click a few suitable meeting times and send the email.
 - Can enable “Schedule when attendees reach consensus.”
5. Wait for everyone to respond.
6. Click **Schedule** in response email
7. Click **New meeting** beside the meeting date/time that works for the majority to schedule the event

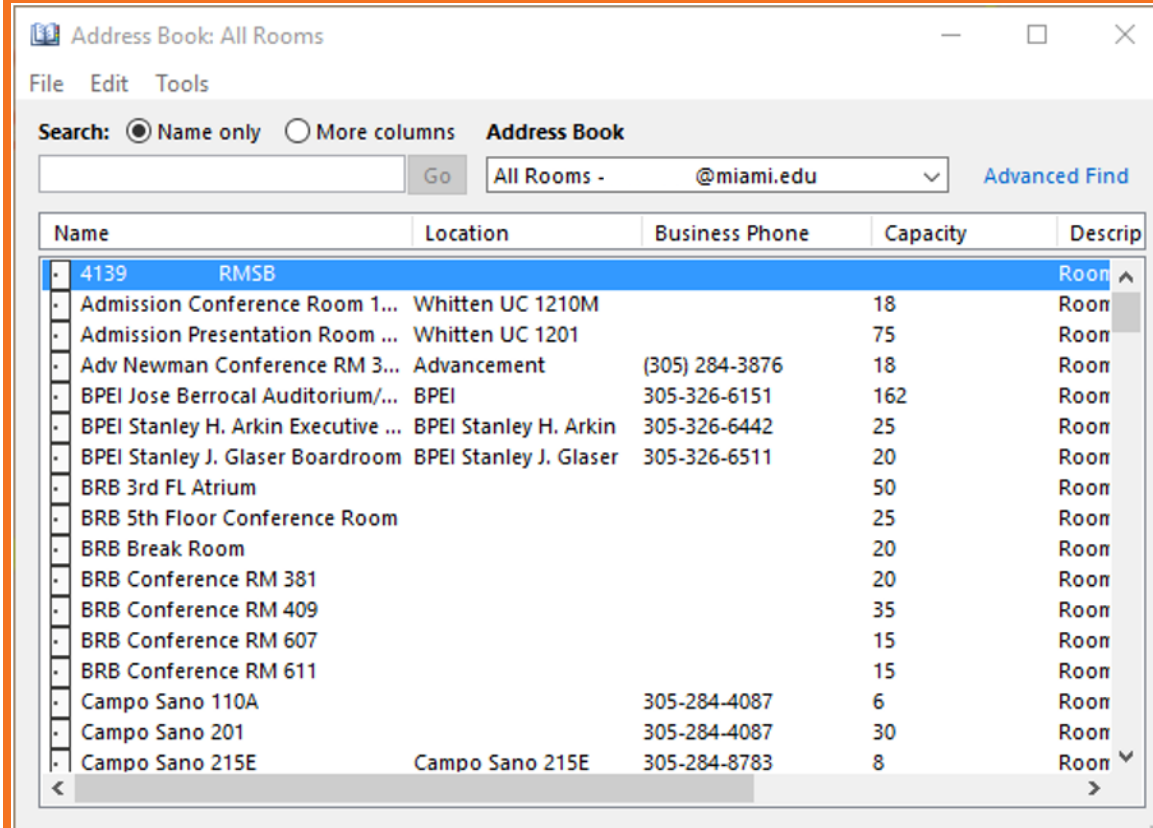


Additional Calendaring Features : Resource Calendars

Resource Calendars are calendars that appear in the Global Address List and allow for automated or moderated booking a resource, such as a conference room or piece of equipment.

Outlook, Outlook on the web, Outlook for iOS/Android

1. Create meeting.
2. Add meeting details; including the resource as an invitee.
3. Scroll to find time all invitees can meet.
4. Click Appointment to go back to the meeting details.



Address Book: All Rooms

File Edit Tools

Search: ☒ Name only ☐ More columns Address Book

Go All Rooms - @miami.edu Advanced Find

Name	Location	Business Phone	Capacity	Descrip
4139 RMSB				Room
Admission Conference Room 1...	Whitten UC 1210M		18	Room
Admission Presentation Room ...	Whitten UC 1201		75	Room
Adv Newman Conference RM 3...	Advancement	(305) 284-3876	18	Room
BPEI Jose Berrocal Auditorium/...	BPEI	305-326-6151	162	Room
BPEI Stanley H. Arkin Executive ...	BPEI Stanley H. Arkin	305-326-6442	25	Room
BPEI Stanley J. Glaser Boardroom	BPEI Stanley J. Glaser	305-326-6511	20	Room
BRB 3rd FL Atrium			50	Room
BRB 5th Floor Conference Room			25	Room
BRB Break Room			20	Room
BRB Conference RM 381			20	Room
BRB Conference RM 409			35	Room
BRB Conference RM 607			15	Room
BRB Conference RM 611			15	Room
Campo Sano 110A		305-284-4087	6	Room
Campo Sano 201		305-284-4087	30	Room
Campo Sano 215E	Campo Sano 215E	305-284-8783	8	Room

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ANY QUESTIONS?

ANY FEEDBACK?

NEXT STEPS

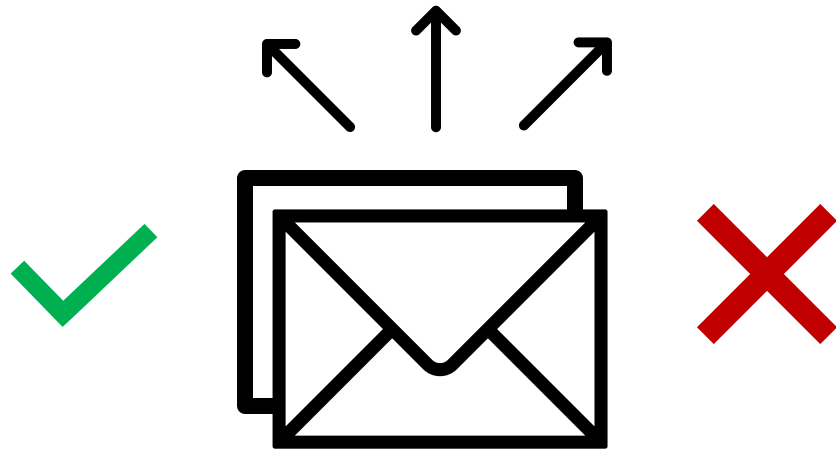


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it.miami.edu/TechTalk



Our Next Tech Talk

Email Blasts – Do's, Don'ts, and Important Tips

Tuesday, May 18, 2021

Virtual

3 PM – 4 PM

Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR code to the right using your phone's camera



<https://bit.ly/39o6bZp>





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techtalk@miami.edu

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**Thank you
for attending!**