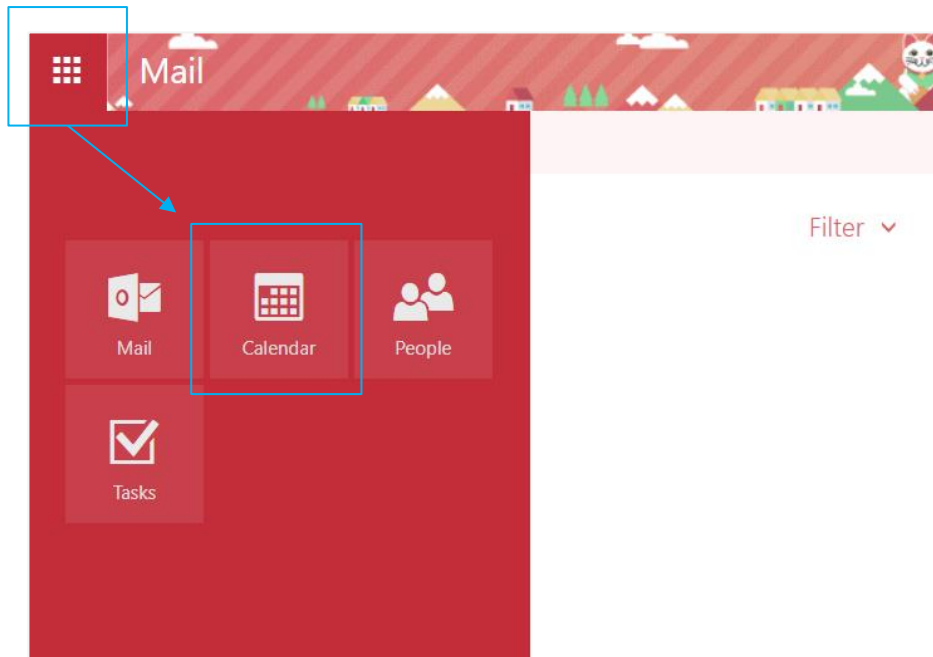
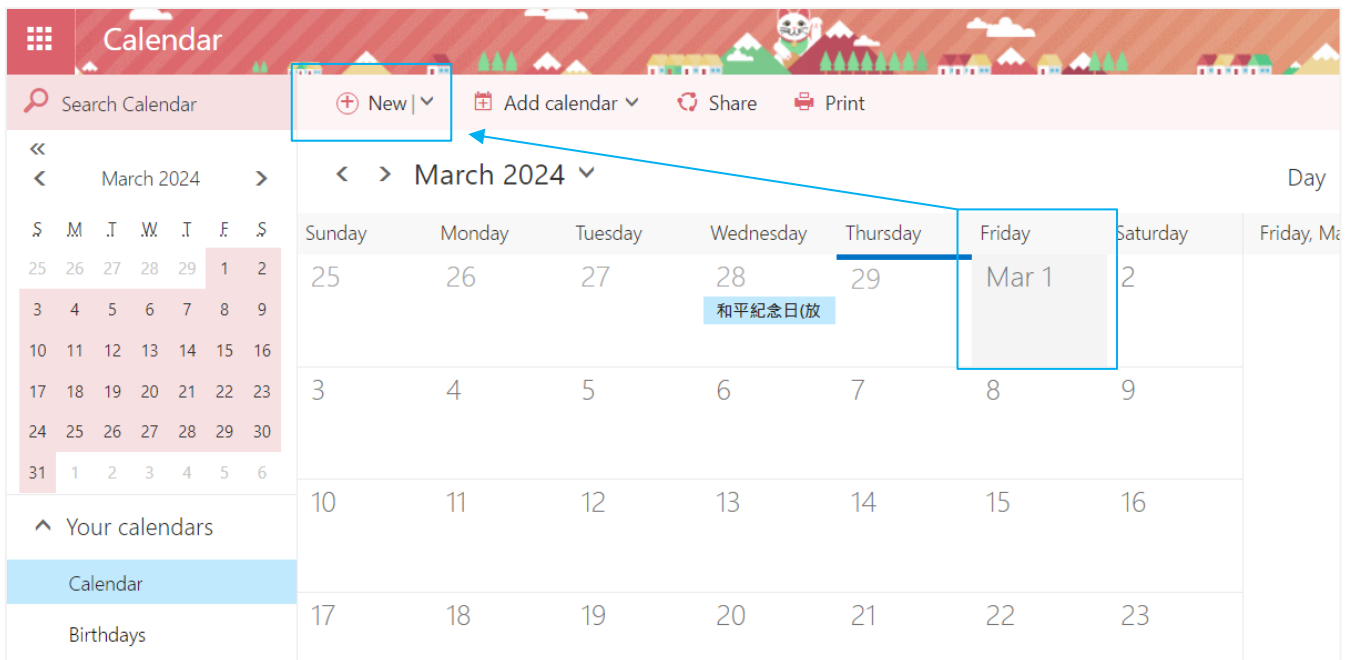


Send meeting invitation

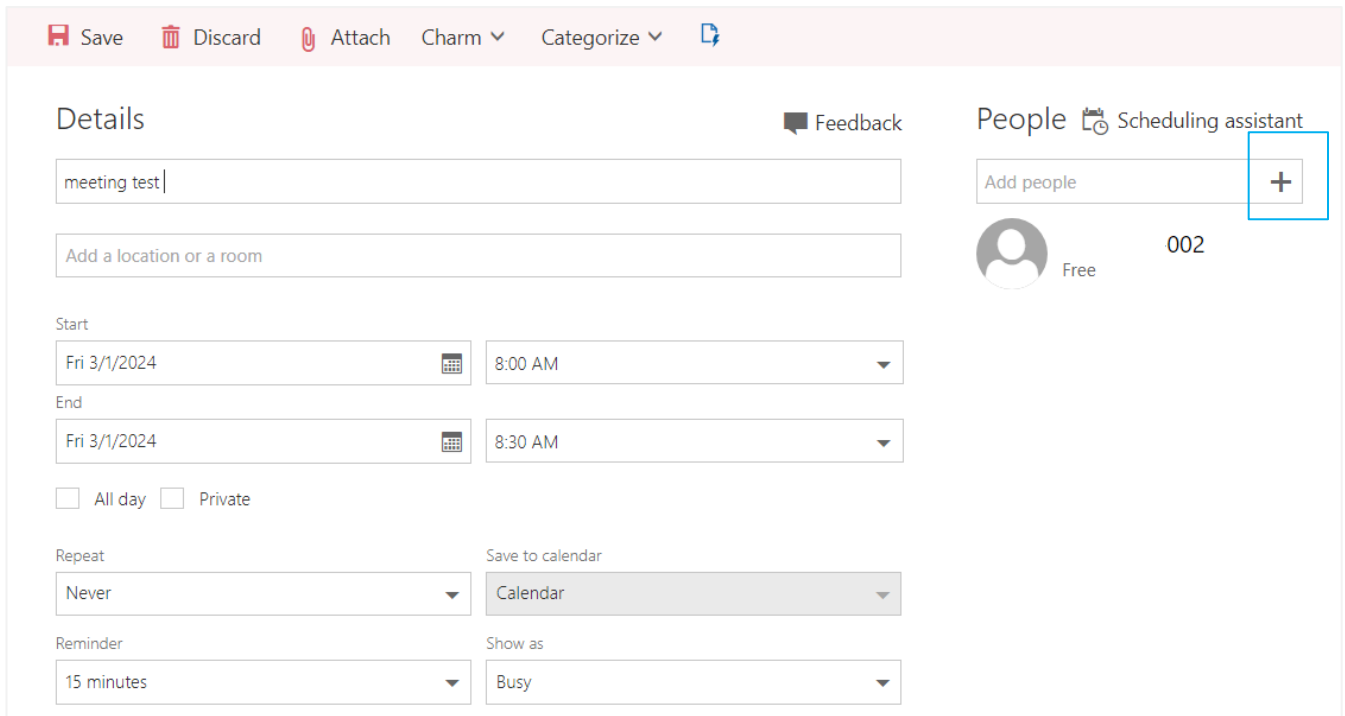
1. Click **【Calendar】** .



2. Choose a date, then click **【New】** .



3. Fill in the details, and click “+” to add people.



Save Discard Attach Charm Categorize

Details Feedback People Scheduling assistant

meeting test

Add people +

Add a location or a room

Start: Fri 3/1/2024 8:00 AM

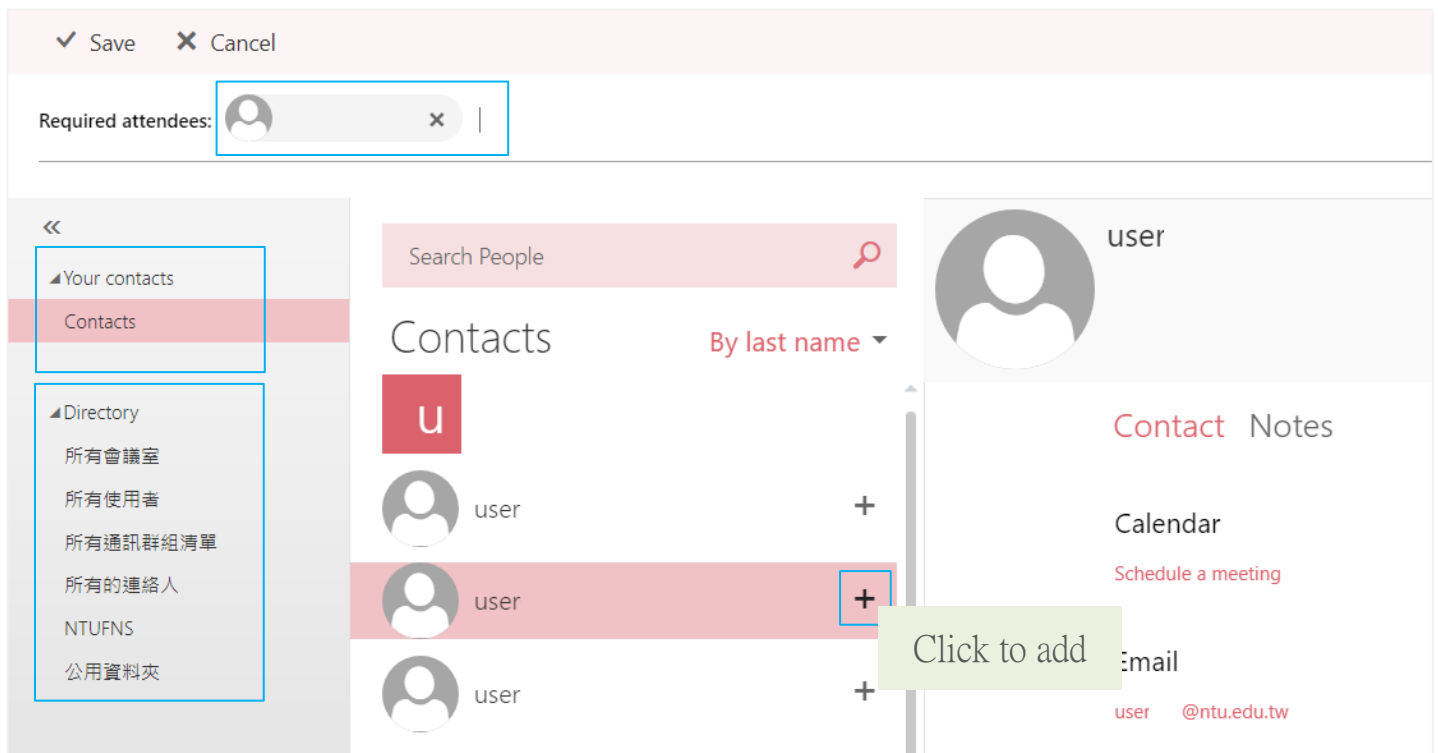
End: Fri 3/1/2024 8:30 AM

All day Private

Repeat: Never Save to calendar: Calendar

Reminder: 15 minutes Show as: Busy

4. You can search for people by using contacts or the directory, or you can enter the email addresses of attendees in the field, then click **【Save】**.



Save Cancel

Required attendees: [Search bar with '+' button]

Search People

Contacts By last name

user

user

user

Click to add

Contact Notes

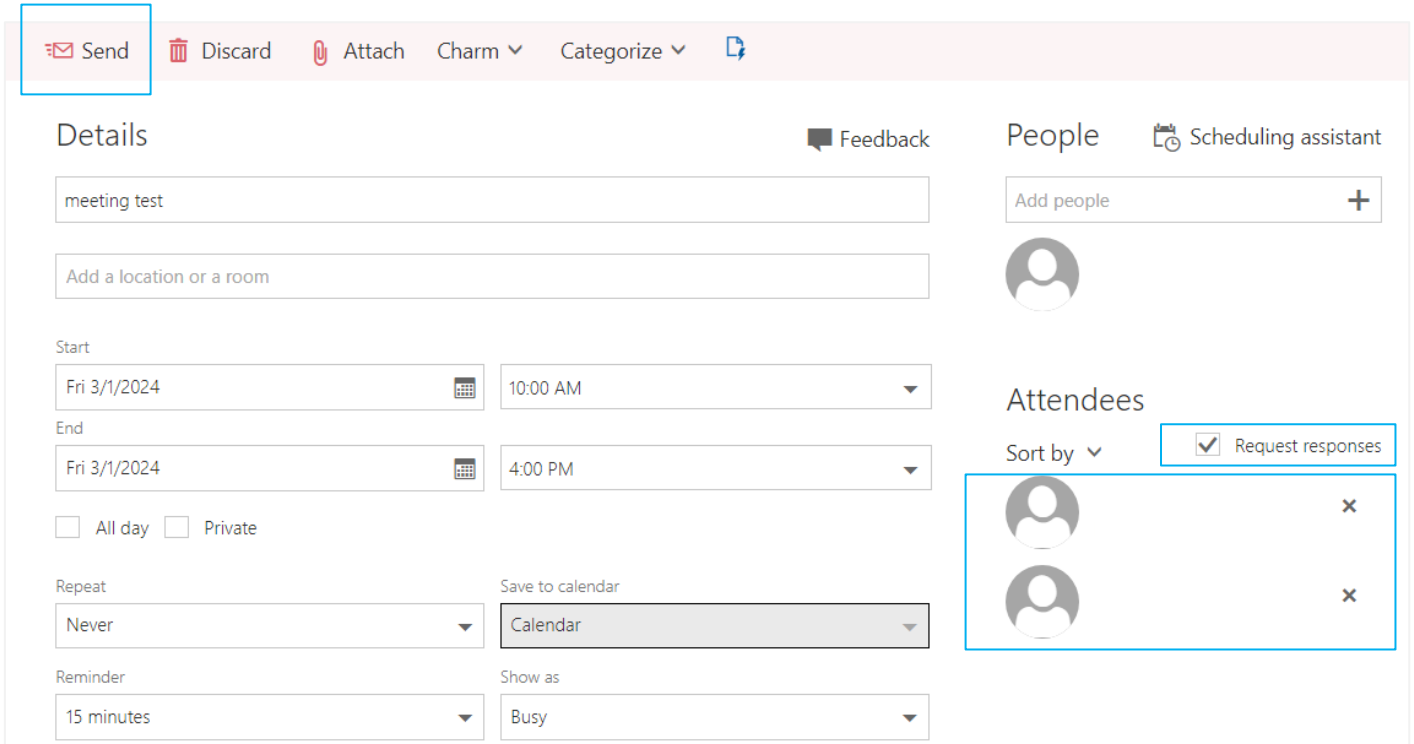
Calendar

Schedule a meeting

Email

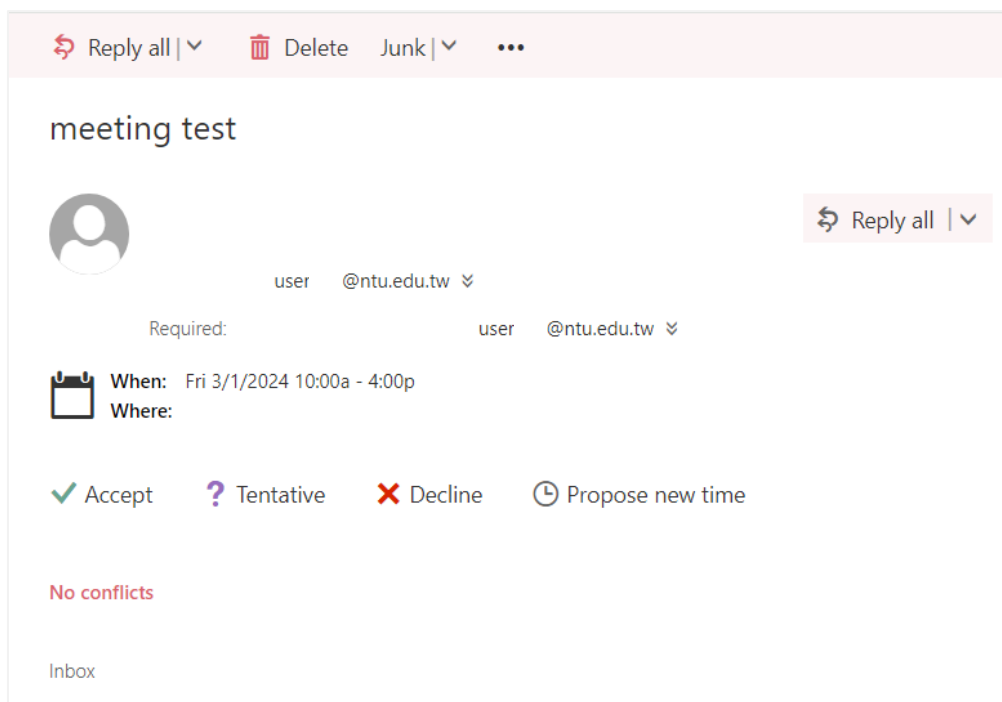
user @ntu.edu.tw

5. You can also check the box to request a response regarding attendance.
After clicking **【Send】** , an email notification will be sent to the recipient.



The screenshot shows the Outlook meeting creation interface. The top bar contains buttons for Send, Discard, Attach, Charm, Categorize, and a link icon. The 'Send' button is highlighted with a blue box. Below the top bar, the 'Details' section includes a subject field with 'meeting test', a location field, and start/end time fields (Start: Fri 3/1/2024 10:00 AM, End: Fri 3/1/2024 4:00 PM). There are also checkboxes for 'All day' and 'Private', a 'Repeat' dropdown set to 'Never', a 'Save to calendar' dropdown set to 'Calendar', a 'Reminder' dropdown set to '15 minutes', and a 'Show as' dropdown set to 'Busy'. On the right side, the 'People' section has an 'Add people' button and a 'Scheduling assistant' icon. Below that, the 'Attendees' section has a 'Sort by' dropdown and a 'Request responses' checkbox that is checked. Two attendee icons are listed, each with a close button (X).

6. The invited attendees will receive a notification email.



The screenshot shows the Outlook meeting notification email. The top bar contains buttons for Reply all, Delete, Junk, and a more options menu. The email title is 'meeting test'. Below the title, there is a sender's name 'user @ntu.edu.tw' and a recipient's name 'user @ntu.edu.tw'. The meeting details include 'When: Fri 3/1/2024 10:00a - 4:00p' and 'Where:'. Below the details are response options: 'Accept', 'Tentative', 'Decline', and 'Propose new time'. A 'No conflicts' message is displayed. The email is in the 'Inbox'.