Creating Calendar Events and Booking Rooms in Office 365 Outlook Web Access (OWA)

Access the Calendar and Open a New Event

1. Log into Office 365 Outlook Web Access (OWA) and go to Calendars by clicking on the Calendar icon.

2. Click “New” to open the new Calendar event window.
Creating Calendar Events and Booking Rooms in Office 365 Outlook Web Access (OWA) (Cont.)

Creating a New Event

1. Enter event name
2. Leave Location field blank (see note)
3. Invite attendees using the “Add people” search bar
4. Check “Request responses” box to prompt attendees to respond whether or not they can attend
5. Select start/end dates and times
6. Choose whether or not it is a recurring meeting
7. Set a reminder
8. If you have multiple calendars, select which calendar you want the meeting to show on and the status you would like for it to show for you during the event
9. Compose message to include with meeting invitation
10. Send meeting invitation to attendees.

Note: To schedule a room or other resource, do not use the “Add a location or room” field. Instead, add the room or resource as an Attendee.