

How to Send a Calendar Request

Faculty and staff at HCC use Microsoft Outlook for email and their calendars. It is easy to request a meeting with anyone on campus by sending them a calendar request.

1. Login to Microsoft Email using the web app or the desktop application.
2. Click on the top right hand corner there is a link to the CALENDAR
3. Select the email address of the instructor, time, and date and also a brief message to describe the purpose of the meeting. If the time works they will accept your request.
4. You can also sync this calendar to your smartphone calendar and set up a reminder.

The screenshot shows the Outlook Web App interface. The browser address bar displays the URL: <https://webmail.haywood.edu/owa/?bO=1#path=/calendar>. The page title is "Outlook Web App". The navigation bar includes "Mail", "Calendar", "People", and "Tasks". The main content area shows a calendar for March 2017. The calendar is displayed in a monthly view, with the current month highlighted in blue. The calendar shows various events, including "Tiny Habits" sessions, "Time Mana", "Cris Cagle", "Biology St", "Photo St", and "Pay Bills". The right-hand pane shows a detailed view of the selected event, "MONDAY, FEBRUARY 27, 2017", with a list of events: "Tiny Habits: Breathe, Medicine, Oatmeal" (7:00a, 30 minutes), "Time Management Help" (9:00a, 30 minutes, 339), and "Testing-Lunch Coverage" (12:30p, 30 minutes).

The screenshot shows the Outlook Web App interface with the "New event" form open. The form is titled "New event" and includes a "SEND" button, a "DISCARD" button, and a "SCHEDULING ASSISTANT" button. The form fields are as follows:

- Event:** Go to Learning Support Services to Get Tutoring
- Location:** 335A
- Attendees:** Susan Roberts, Margaret Studenc, Melanie Lewis, Kimberly Carver
- Start:** Thu 4/4/2019, 7:00 AM
- Duration:** 30 minutes
- Show as:** Busy
- Reminder:** 15 minutes