

8/20/2015 4:40 PM - Screen Clipping										
- III. III.	🕽 🖬 😙 🕐 🕆 🦆 🔹 Untitled - Meeting							? 📧 — 🗆	×	
FILE	MEETING	INSERT FORMAT TE	KT REVIEW							
X	Calendar		😪 🔊	👿 🚆	Busy -	Recurrence Time Zones	a	Q 🎝		
Delete	🕞 Forward 🔹	Appointment Scheduling Assistant	Skype Meeting Meeting Notes	Cancel	💄 15 minutes 🔹	Room Finder	Categorize	Zoom Apps for Office		
	Actions	Show	Skype Meeting Meeting Notes	Attendees	Options	5	Tags	Zoom Apps	Click on Scheduling Assistant	
1 You	ou haven't sent this meeting invitation yet.								×	
-	То"	A&FS Conf Room USB 103 (cap 30)						November, 2015		
1 -	Subject									
Send	o <u>n</u> oject		25 26 27 28 29 30 31							
	_ Location	IN A&FS Conf Room USB 103 (cap 30)						8 9 10 11 12 13 14		
	Start time	Thu 11/19/2015	• MA 00:0	All day event				15 16 17 18 19 20 21 22 23 24 25 26 27 28		
	En <u>d</u> time	Thu 11/19/2015	9:30 AM +					29 30 1 2 3 4 5		
In Sharec	i Folder 📷 c							Good Fair Poor Show a room list: Custom • Choose an available room: None AddFS Conf Room USB 103 (cap 3 • • • • • • • • • • • • • • • • • • •		

FILE MEETING INSERT FORMAT TEXT REVIEW	are the calendars you're
Image: Construction of the sector of the	are the calendars you're
CISend Q, 100% - Friday, September 04, 2015 300 400 800 AM 900 1000 1100 200 300 400 800 AM 900 All Attendees	
300 4:00 8:00 AM 9:00 10:00 11:00 12:00 PM 1:00 2:00 3:00 4:00 8:00 AM 9:00 (September, 2015)	
• Beauting with the second	of availability.
Add Attendes Options * Sugested times: Sugested times: Soo AM - 8:30 AM 1 available room Sant time rr 9/4/2015 11:30 AM * End time rr 9/4/2015 1200 PM * Sant time rr 9/4/2015 1200 PM *	ds to changes dates/times, or the I to move around the calendar.
📲 Busy 🕅 Tentative 📲 Out of Office 🖺 Working Elsewhere 🚿 No Information 🗌 Outside of working hours	