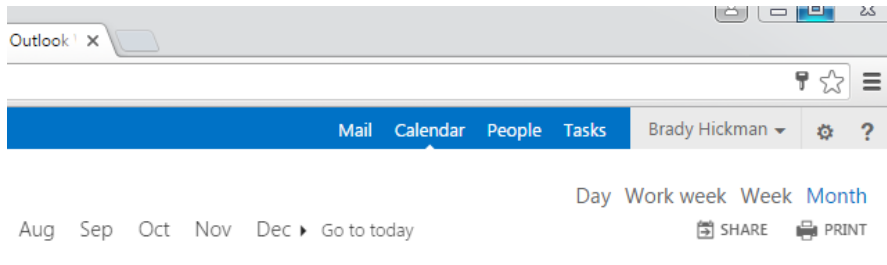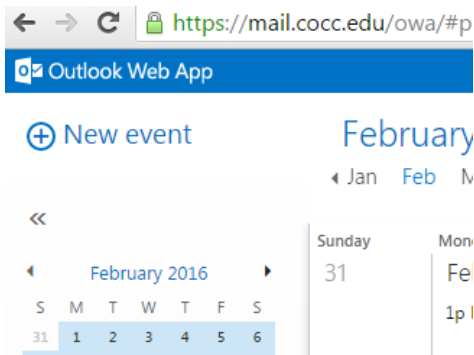# Inititaing a meeting invite using Office 365 Webmail
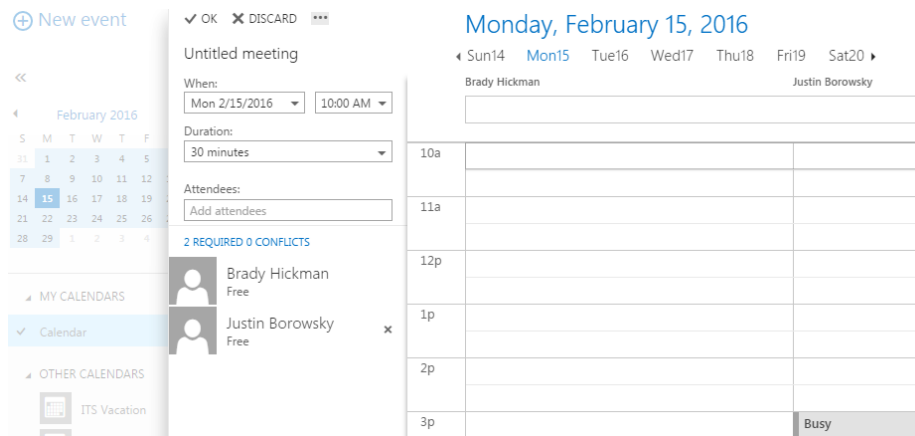
1. Log into your web email account and select "Calendar" from the upper right hand side of the window.

2. Next, click on "New event" in the upper left hand corner of the window.

3. On the New Event screen, fill in the appropriate information:
   a. **Event**: – This is the name of the event that will be displayed on your calendar (and the calendar of those you send an invite to)
   b. **Location**: - If you plan on a specific meeting location, typically include address, building/business name or room number if applicable.
   c. **Attendees**: - If you know the email addresses of those you wish to invite, type them here. If you are not sure (and they are students/staff at COCC) click the " + " sign on the right edge of the Attendees line. This will bring up a list of common contacts for you. Click the " + " sign to the right of the name of anyone you wish to invite. You may also use the search field to type in the name of the person you wish to invite.
      i. It is encouraged to use the "**Scheduling Assistant**" option to allow you to view the invitees schedules and see if the date/time conflicts. A copy of that persons calendar will be displayed for your reference.

> d. If you add someone by mistake, simply click the name one time and press delete to remove them from the selected attendees.
>
> e. Once all names have been selected, press "OK", located in the upper left hand corner of the screen.
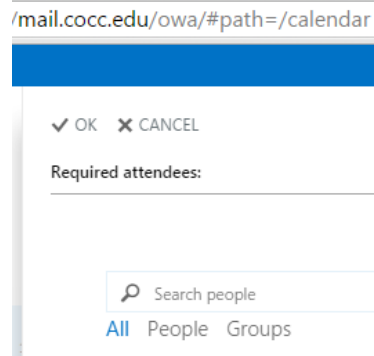
4. Fill in any of the remaining fields that apply to your meeting. You are provided the option of making this a repeating event. You can specify a range of dates from daily to once per month, or even customize it to your group's needs (select "other").
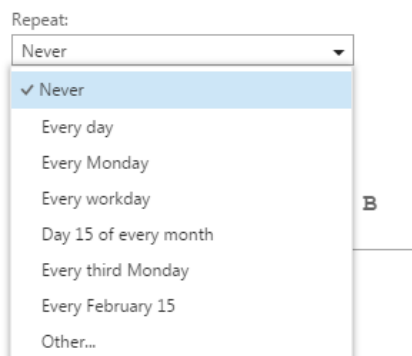
5. Once you have completed all relevant fields, click "SEND" to email the invite to all selected attendees.

6. You have the ability to modify future events and send updates to all attendees at a later date if necessary.