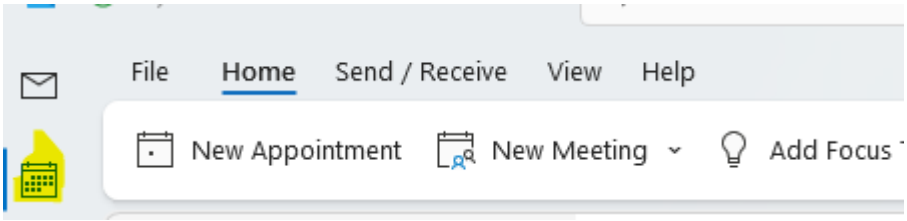
Adding events to the "ASC Event RSVP" calendar

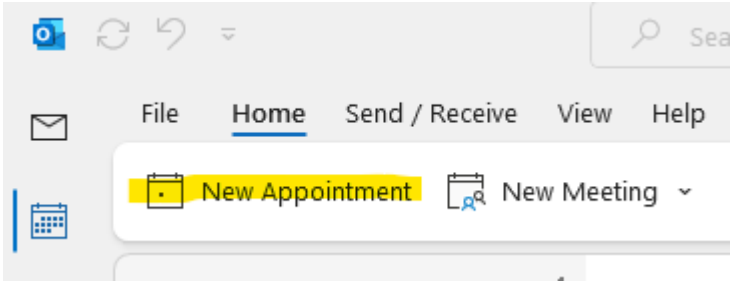
Aashir Nuri - 2024-08-14 - Comments (0) - Adding events to the "ASC Event RSVP" calendar

Adding events to the “ASC Event RSVP” calendar:

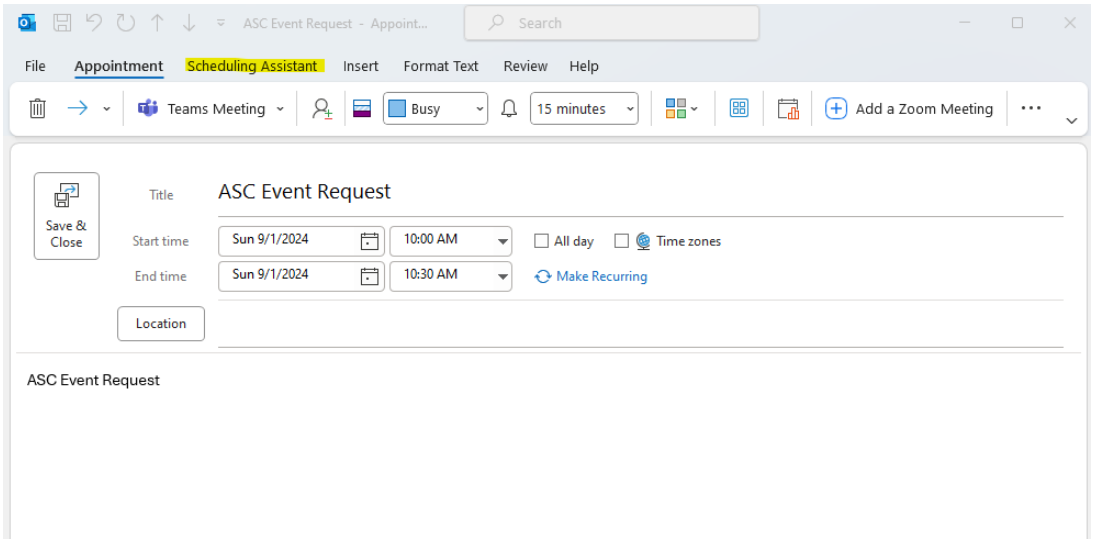
1. Click on the calendar icon within Outlook.



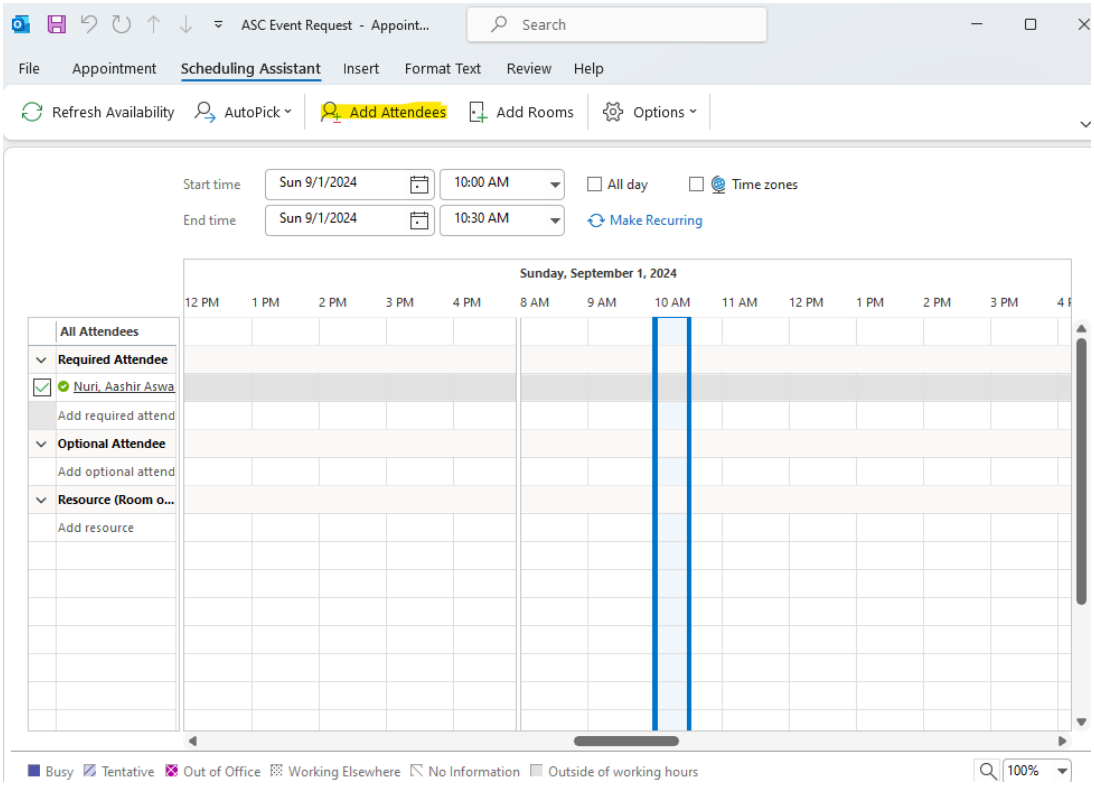
2. Select the "New Appointment" tab.



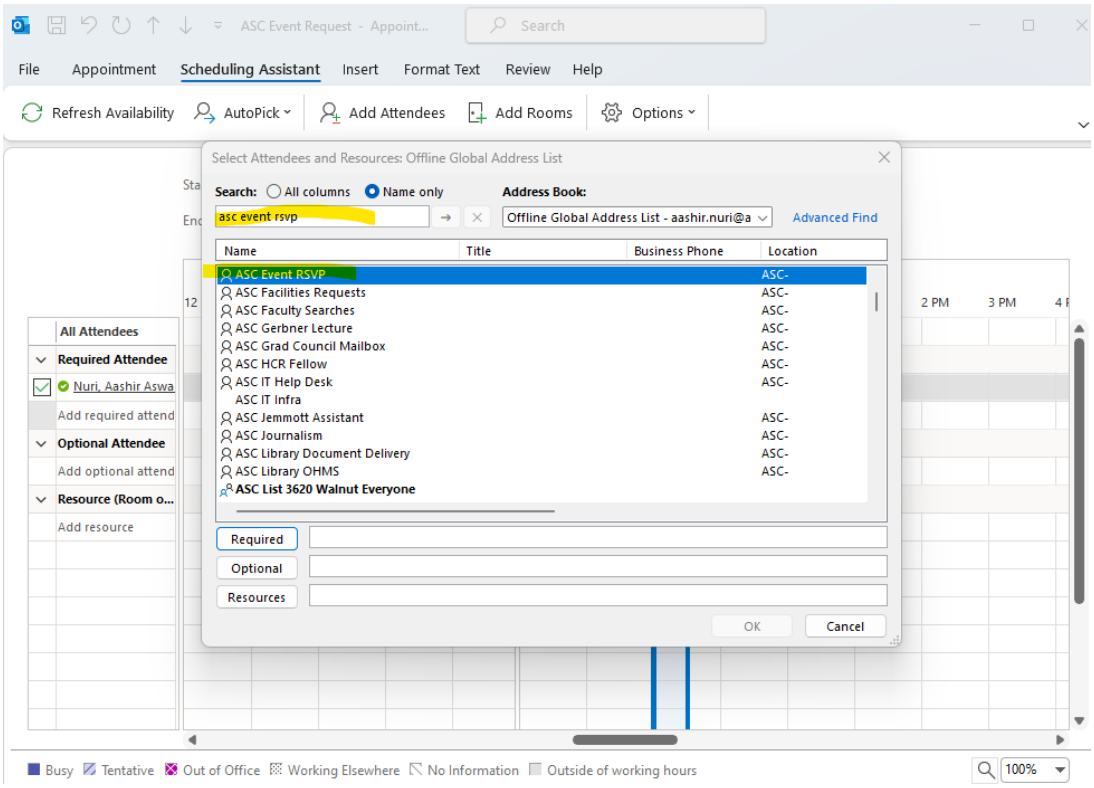
3. Enter your event details (date, time, event information, etc.). Then select the "Scheduling Assistant" tab.



4. Click on "Add Attendees".


ASC Event Request - Appoint...
Search
File
Appointment
Scheduling Assistant
Insert
Format Text
Review
Help
Refresh Availability
AutoPick
Add Attendees
Add Rooms
Options
Start time
Sun 9/1/2024
10:00 AM
All day
Time zones
End time
Sun 9/1/2024
10:30 AM
Make Recurring
Sunday, September 1, 2024
12 PM
1 PM
2 PM
3 PM
4 PM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
3 PM
All Attendees
Required Attendee
Nuri, Aashir Aswa
Add required attend
Optional Attendee
Add optional attend
Resource (Room o...
Add resource
Busy
Tentative
Out of Office
Working Elsewhere
No Information
Outside of working hours
100%

5. In the "Select Attendees and Resources Offline Global Address List" pop up window, search for "ASC Event RSVP". Then, select "ASC Event RSVP" and click OK.



Your event request should now appear in your personal calendar. Your event will appear in the "ASC Event RSVP" calendar upon approval from an administrator.