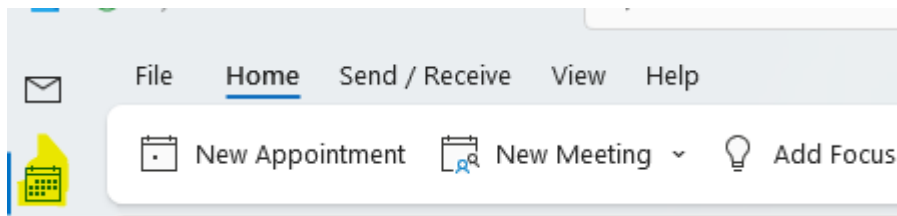


Adding events to the "ASC Event RSVP" calendar

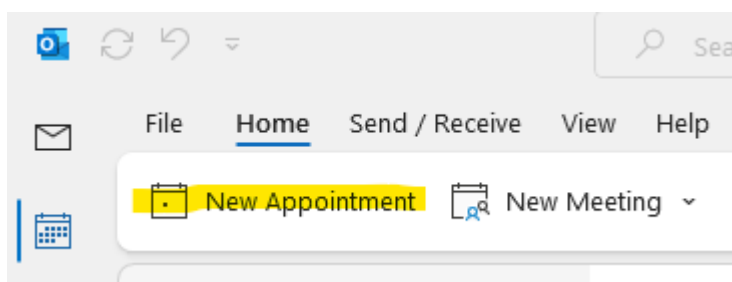
Aashir Nuri - 2024-08-14 - Comments (0) - Adding events to the "ASC Event RSVP" calendar

Adding events to the "ASC Event RSVP" calendar:

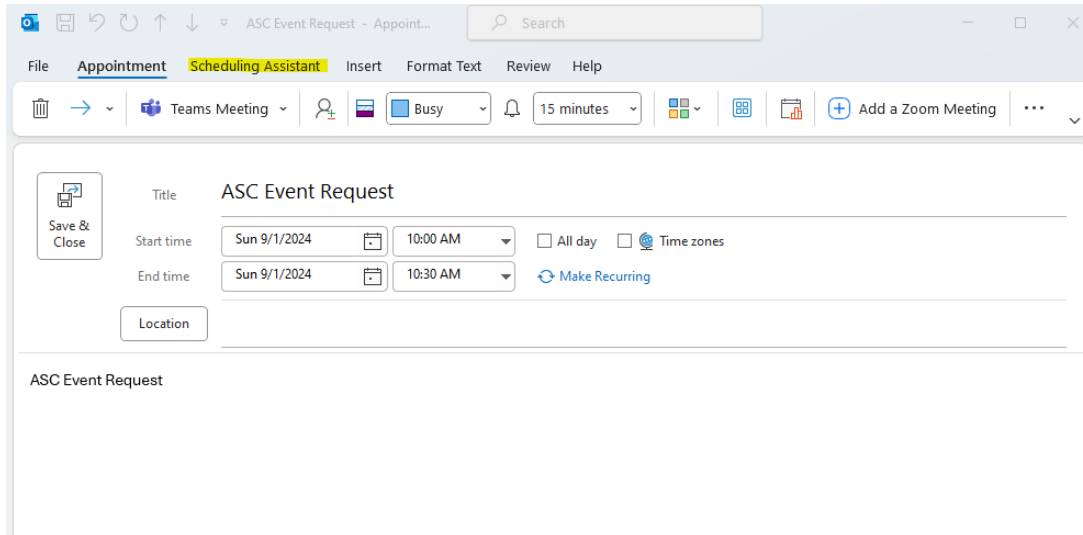
1. Click on the calendar icon within Outlook.



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

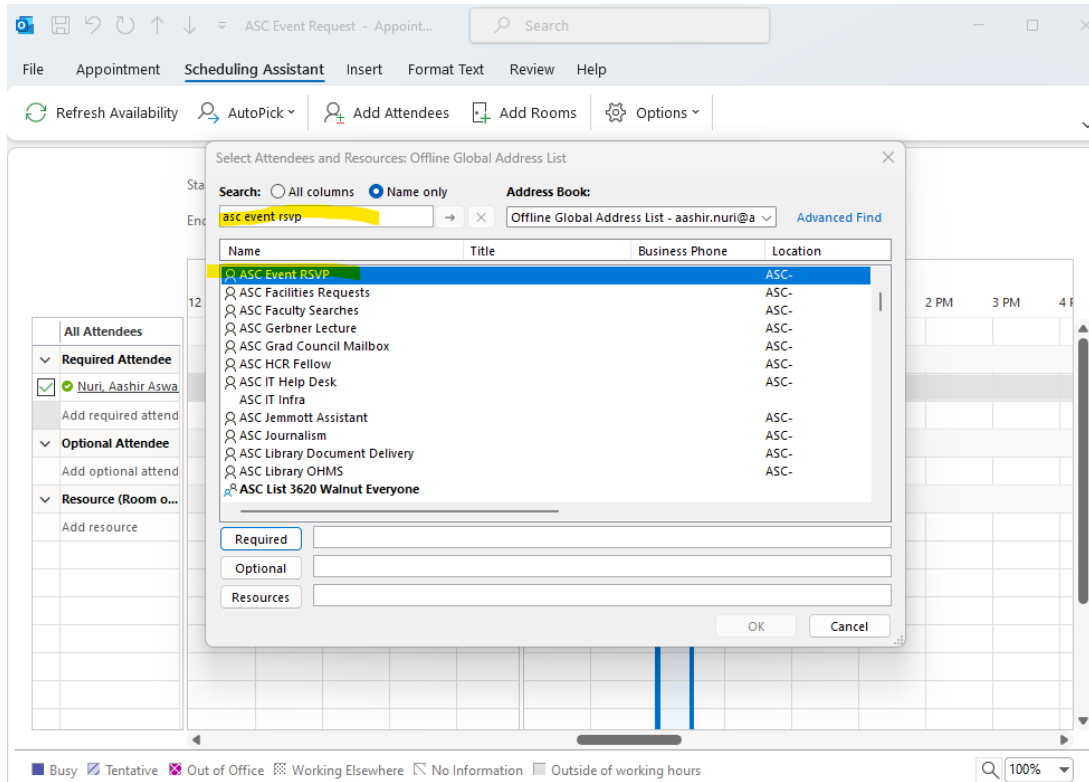
Sunday, September 1, 2024

| | 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 | 4 PM |
|---|-------|------|------|------|------|------|------|-------|-------|-------|------|------|------|------|
| All Attendees | | | | | | | | | | | | | | |
| Required Attendee | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> 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.