## Make scheduling group meetings a breeze

Scheduling meetings with multiple people can be a pain, but Microsoft® Outlook® 2010 offers some new stress-reducers to improve the process, making it faster and easier than ever before to connect with your colleagues and customers.

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|  | * **Group Scheduling View**

Use the Group Scheduling View in Outlook 2010 to quickly find an open slot for your next team meeting! This view shows the individual calendars of everyone on your team, all at once.*1* |
|  | *Step by Step:* 1. Select **Calendar** view.
2. On the left navigation pane, select the check boxes next to your team members’ names to turn on the Group Scheduling View.

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|  | * **E-mail Calendar**

Send your calendar to others by using the **E-mail Calendar** feature to reduce the guesswork of scheduling meetings with you. Send information from free/busy down to the details of every meeting. |
|  | *Step by Step:* 1. Select **Calendar** view.
2. On the **Home** tab, in the **Share** group, click **E-mail Calendar**.

Use the **Send a Calendar via E-mail** dialog box to choose the calendar time frame and meeting details you want to send.  |
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