



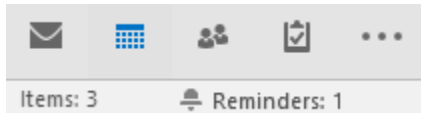
CITY OF MADISON INFORMATION TECHNOLOGY

Outlook Calendar Guidelines for Council Office Virtual Meetings

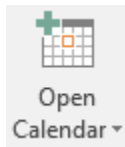
Initial Setup

NOTE: You only need to do this setup once.

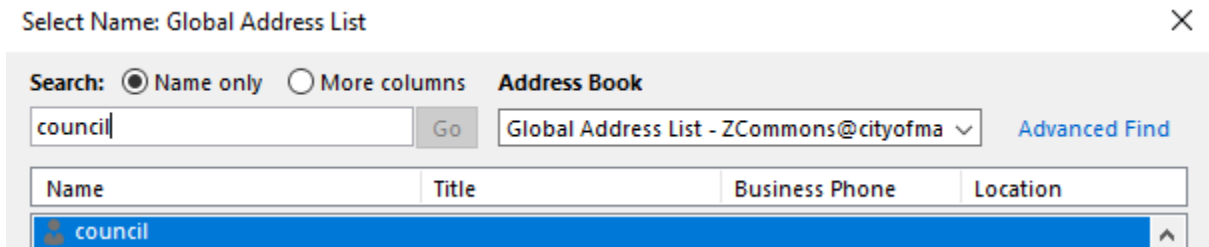
1. Go into Outlook and open the **Calendars** tab.



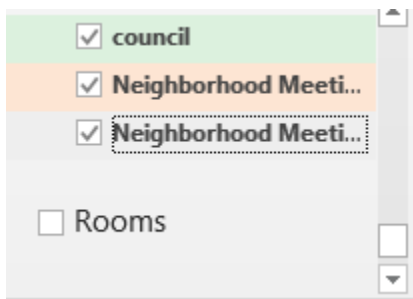
2. On the top task bar, click **Open Calendar**.



3. In the drop down menu, click **From Address Book...**
4. Search “council,” double-click the Outlook calendar, and click **OK**.



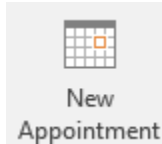
5. Repeat steps 2-4 with the remaining two calendars: “NeighborhoodMeeting1” and “NeighborhoodMeeting2”.
6. All three calendars should appear under **Shared Calendars** on the left-hand Folder Pane.



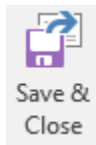
NOTE: The “Council” Zoom account should be used for Council business only; the two “Neighborhood Meetings” Zoom accounts should be used for neighborhood meetings only.

Scheduling in Outlook Calendar

1. Check the **Shared Calendar** that you wish to view.
2. Find the date and time requested for the meeting on the calendar.
3. If the timeslot is available proceed to the following steps.
 - If the timeslot is not available, contact the person that requested the time and inform them of the scheduling conflict.
4. Click “New Appointment.”



5. In the **Subject** field enter in the name of the meeting.
6. Reserve the login for the entire duration the meeting is expected to last, along with a one (1) hour buffer to reduce the chances of license contention. This also ensures you have time start the Zoom meeting before it is scheduled to start. For example, if the meeting starts at 2 P.M., and is expected to go for three hours, reserve the login from 1 P.M. to 6 P.M.
7. Only one meeting should be scheduled in a time block (i.e., morning, afternoon, and evening).
 - The morning block is any time before noon; the afternoon block is any time between noon and 5 P.M.; and the evening block is any time after 5 P.M.
8. Double-check that the information is accurate, then click **Save & Close**.



9. Send a confirmation email to the person that requested the timeslot.