

How to Schedule a Meeting with Heelmail

1. Select New Event.

The screenshot displays the Microsoft Outlook calendar interface. At the top, the Outlook logo and a search bar are visible. Below the search bar, a navigation bar includes a '+ New event' button, which is highlighted with a red rectangular box. To the right of this button are options for 'Today', navigation arrows, and the current month 'July 2019'. Further right are icons for 'Month', 'Share', 'Print', and a toggle for 'The new Outlook'. The main calendar area shows a grid for July 2019, with the 22nd highlighted in blue. A weather forecast for July 22 shows a sun icon and a temperature of 60°. On the right side of the calendar, a vertical pane for 'Mon, Jul 22' displays a hot air balloon icon and the text 'Nothing planned for the day' and 'Enjoy!'. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 10:27 AM on 7/22/2019.

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2. Under **Invite Attendees**, add “SPH_OSA-GillingsStudentSupport”. Include your name in the title of the event. Choose your date and time. Confirm that “Everyone is available”.

The screenshot displays the Microsoft Outlook interface for scheduling a meeting. The main window is titled "Calendar" and features a blue header with options like "Send", "Discard", "Scheduling Assistant", "Busy", "Categorize", and "Response options".

In the "Invite Attendees" section, the contact "SPH_OSA-GillingsStudentSupport" is added and highlighted with a red box. Below this, the date is set to 7/22/2019, the time to 11:00 AM to 11:30 AM, and the event is marked as "All day".

The right pane shows a calendar grid for Monday, July 22, 2019, with a green event block for "11:00a - 11:30a Everyone is available" highlighted with a red box.

The background shows the Outlook interface with a calendar view on the left and a weather forecast on the right.