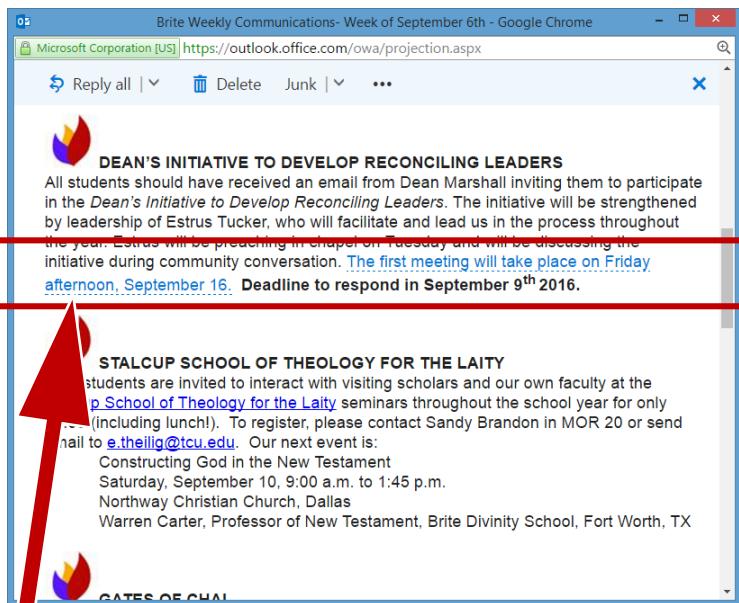
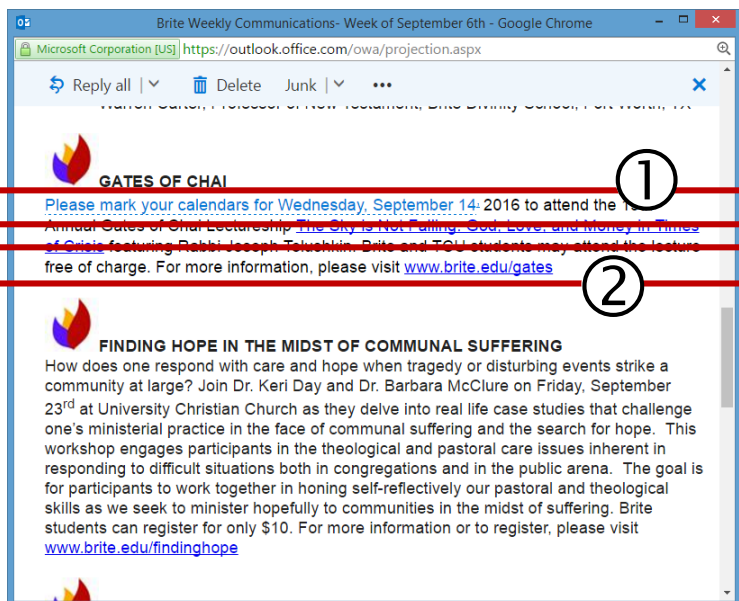


# Office 365

## Suggested Meetings – Explanation and Tips



There are times when certain phrases in an e-mail are highlighted/underscored to be used for the Suggested Meetings feature.



- NOTICE the light blue dotted line ① It is different from the blue solid line that indicates a ② hyperlink to a website.

- When the light blue text is clicked it brings up a window like this:

Suggested Meetings

We think we've found an event

The first meeting will take place on Friday afternoon, September 16.

When: 2:00 PM - 2:30 PM Friday, September 09, 2016

Who: Daley, Vanessa, BRT Faculty and Staff, BRT Students

Where: Enter location

There are no conflicts with any events on your calendar.

Schedule event Edit details

- Clicking on Schedule Event will send an invitation to *everyone* in the Who line. ③
- **STOP** - This is not the way to add an event to your calendar.
- Review the steps at this website for adding an appointment to your calendar: [goo.gl/gWnFVy](http://goo.gl/gWnFVy) (click or copy and paste this URL into a web browser)
- **Reminder:** It is not appropriate to send an e-mail to All Brite Students or All Brite Faculty/Staff or to Reply to All with these distribution lists.
- Event Notices related to Brite programming may be arranged through the office of Communications and Marketing (Vanessa Daley, [v.daley@tcu.edu](mailto:v.daley@tcu.edu), Office: HAR312E)

