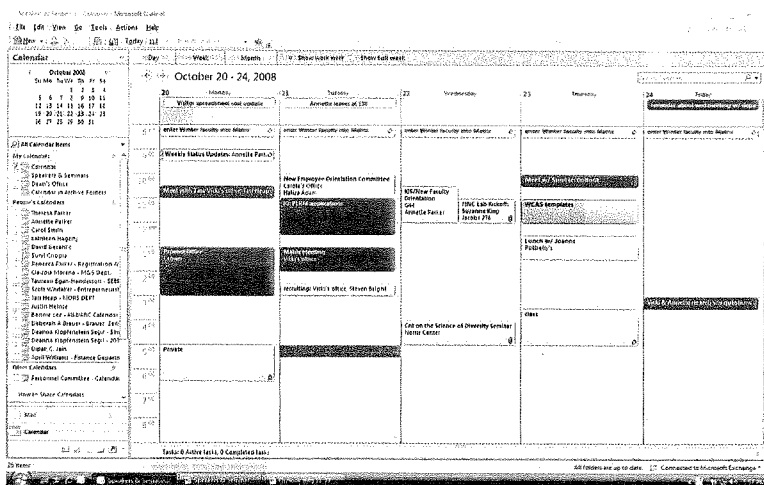
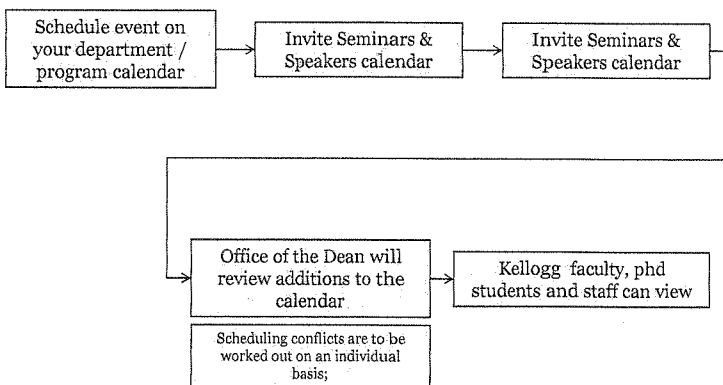


# Outlook Calendar



# Schedule events





- Gather as much information upfront prior to setting up a calendar invitation
- Determine at what stage of the planning you are sending the invitation
  - Save the dates
  - Tentative & TBD
- Events shouldn't be overly complicated in terms of how information is presented
  - Consistency
  - Look at existing examples
- Know who you are going to invite & always invite the Speakers & Seminars Calendar!

