

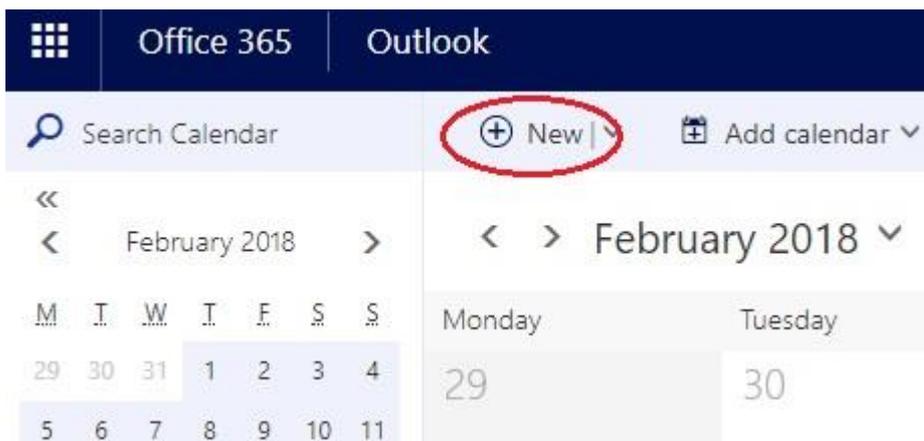
1. Booking an appointment using the Outlook Calendar

If you wish to speak to any of the Wittenborg staff (for example, your process tutor), please invite them for an appointment using the Office Calendar.

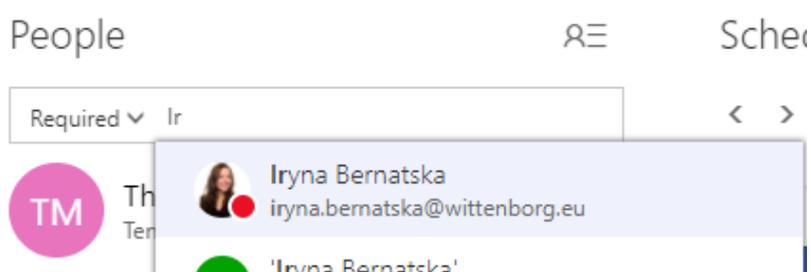
- Go to office.wittenborg.eu



- Go to **Calendar** by clicking on its symbol in the bottom left corner
- Click on **New** to make a new appointment



- Add the details of the meeting, including:
 - a. Title, format: **typeofmeeting_studentname_snumber** (e.g.: tutormeeting_Myra Qiu_s00174)
 - b. Add any specific agenda points you want to discuss in the text box below (this gives the person you are inviting an idea on what the meeting will be about and can then make adequate preparations)
- Under People, invite the person you want to meet with

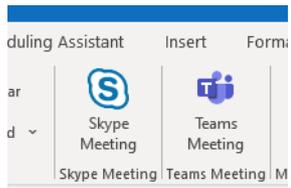


- Start the scheduling assistant by clicking on:



- Choose a time during which the invited person does not have other activities scheduled, and allow for 15 minutes between meetings
- Click **Send** to complete the invitation
- Receive a **confirmation message** once the other party has accepted

- Select the Online Meeting and select the online source either Skype or Teams.
- App Version



- Web Version

