How to schedule meetings – Adding Invitees

If you have scheduled a meeting and would like to include more people to attend, open your calendar | double click on the calendar item to open, this will open the meeting | click on Scheduling | click in the next spot under the names | click Address Book in the Ribbon, opens "Global Address List" | type attendees name in the Search box | click Required -> button to add user | click OK

Your calendar will now show all attendees and availability