SEND YOUR AVAILABILITY IN 4 EASY STEPS
Using Microsoft Outlook on mobile devices

If you receive an email request for a time to meet, here are four easy steps to quickly send your availability.
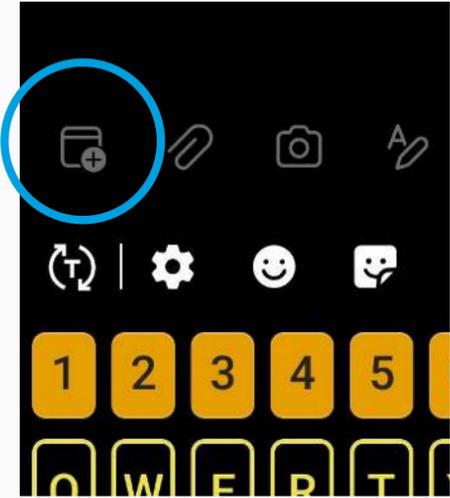
REPLY TO THE EMAIL

On your mobile device, open and hit reply to the email asking for your availability. Select the calendar (+) icon.

AVAILABILITY OPTION

Select the "Send availability" option.

Send availability

Convert to event
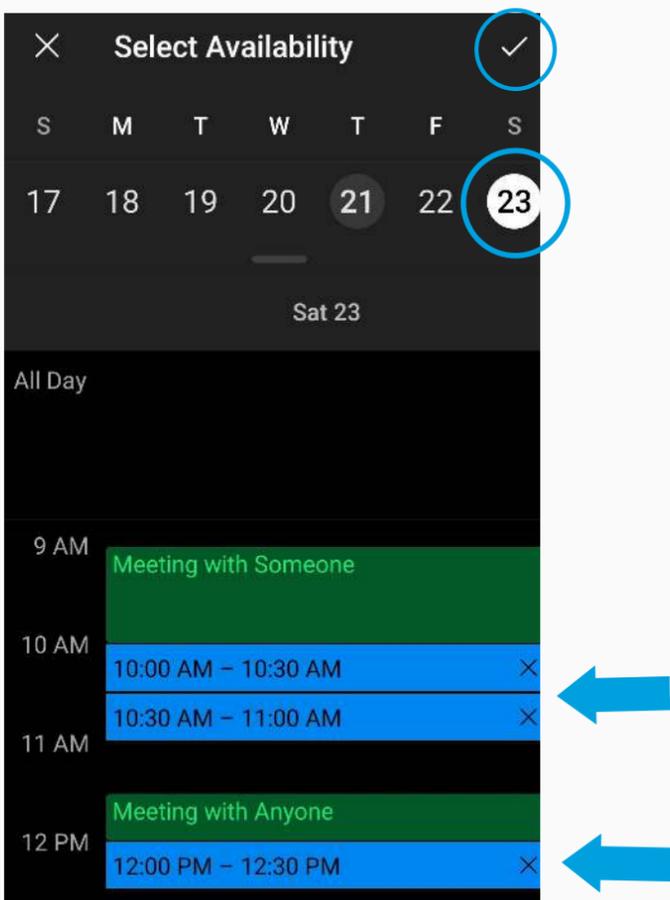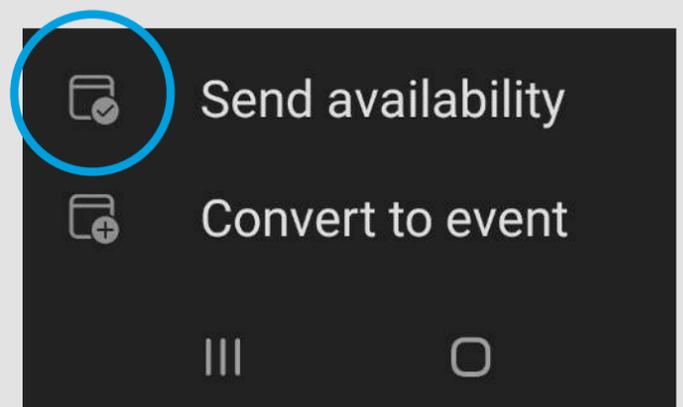
SELECT YOUR AVAILABILITY

Select Availability

S M T W T F S
17 18 19 20 21 22 23

Sat 23

All Day

9 AM — Meeting with Someone

10 AM
10:00 AM – 10:30 AM ×
10:30 AM – 11:00 AM ×
11 AM

Meeting with Anyone
12 PM
12:00 PM – 12:30 PM ×

Choose your available dates and times, then click the checkmark.

You can choose multiple dates and times.

SEND YOUR AVAILABILITY

Your reply email will show the availability you selected.

Edit the email text as necessary, and send.

Here are some times that work for me:

— Thursday, April 21, 2022 —
9:30 AM - 10:30 AM (GMT-5)

— Saturday, April 23, 2022 —
8:30 AM - 9:00 AM (GMT-5)

11:00 AM - 11:30 AM (GMT-5)

Made easy by Outlook

STS SCANTRON TECHNOLOGY SOLUTIONS

Now that was easy! For more efficient tips follow STS.

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