

Creating a Meeting Workspace from Outlook

Creating a meeting workspace with a meeting request in Outlook is a great way to plan a meeting. The message helps attendees add the meeting to their calendar, while also providing a link to the meeting workspace where all the documents and information needed for the meeting are saved.

1. Open Outlook. Select **File** → **New** → **Meeting Request** from the menu.

The new meeting request window appears.

Other Ways to Create a New Meeting Request:
Press **<Ctrl> + <Shift> + <Q>**.

2. Enter the meeting information in the window.

The attendees should appear in the To text box, and other meeting details such as subject, location and start and end time should be included.

3. Click the **Meeting Workspace** button in the Attendees group of the Meeting tab.

The Meeting Workspace task pane appears. Now enter information about the meeting workspace.

4. Enter meeting workspace settings into the Meeting Workspace task pane.

You may have to work differently with the settings, depending on how they appear in the task pane.

- **Setting up a new workspace:** Enter the location where the workspace will be created in the Select a location text box: click the list arrow and select **Other** from the list. Enter the URL where you want to add the workspace. Then select the template language and type under the Select a workspace section. Click **OK**.
- **Previous settings:** The settings used previously—location on the SharePoint site and the template to be used—automatically appear in the task pane. To use different settings, click the **Change settings** link and choose the options you want to use to create the workspace.

Exercise

- **Exercise File:** None required.
- **Exercise:** Create a meeting workspace called “Development meeting.”

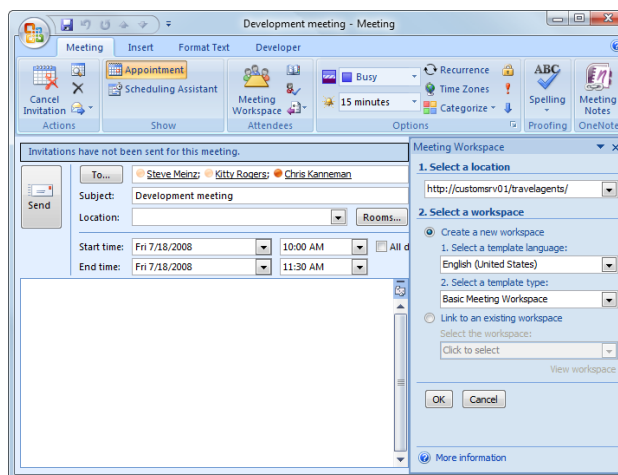


Figure 6-4: New meeting request window. The Meeting Workspace task pane appears when the Meeting Workspace button is clicked.

- **Link to an existing workspace:** You can also link the meeting to a meeting workspace that already exists. Make sure the URL where the workspace is located appears in the Select a Location text box. Then click the **Link to an existing workspace** option. Click the **Select the workspace** list arrow and select the workspace from the list. Click **OK**.

When the settings are entered as necessary, create the workspace.

5. Click the **Create** button to create a new workspace using the information (attendees, location, subject) you have entered in the meeting request window and the settings in the Meeting Workspace task pane.

After a few moments, the meeting workspace is created.

The meeting request message is also updated with a link and information about the meeting workspace.

- ✔ **Tip:** Click the **Go to workspace** link in the Meeting Workspace task pane to view the workspace.

6. Complete the meeting request and click **Send**.

The meeting request is sent to meeting attendees, with information about the meeting workspace attached to the meeting.

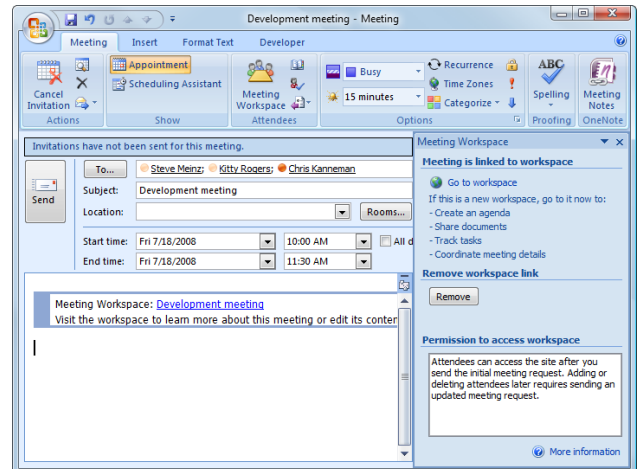


Figure 6-5: The Meeting Workspace link added to the Outlook meeting request.

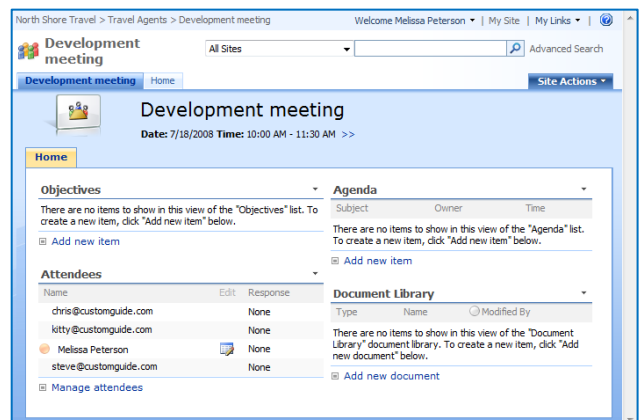


Figure 6-6: The meeting workspace created in SharePoint.