



MINISTRY OF FINANCE

VIRTUAL MEETING USING CALENDAR

1 Open Outlook App

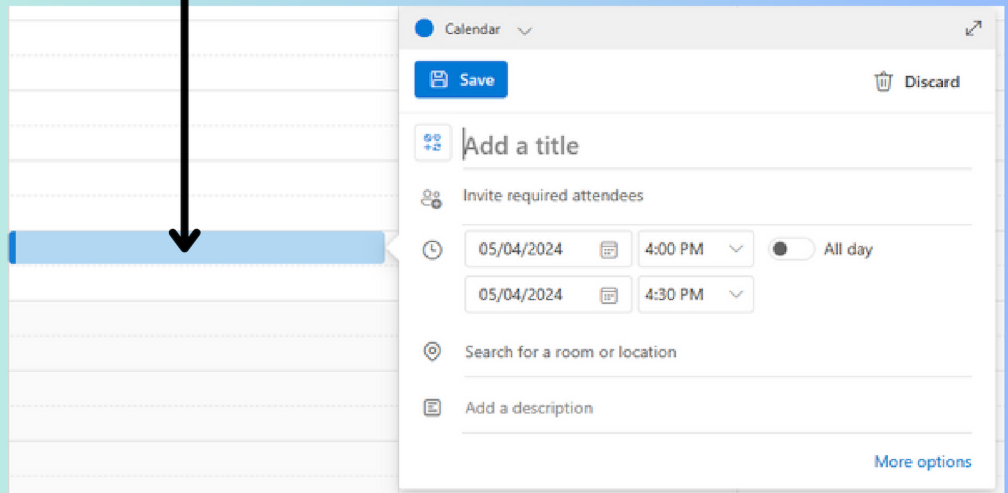


Outlook (new)

2 Click on Calendar



3 Select time.



4 Add Title, add required attendees, Select time then save.

Note: User who created the meeting will **start** the meeting