

## How To Place CBL Appointments Into Your Outlook Calendar

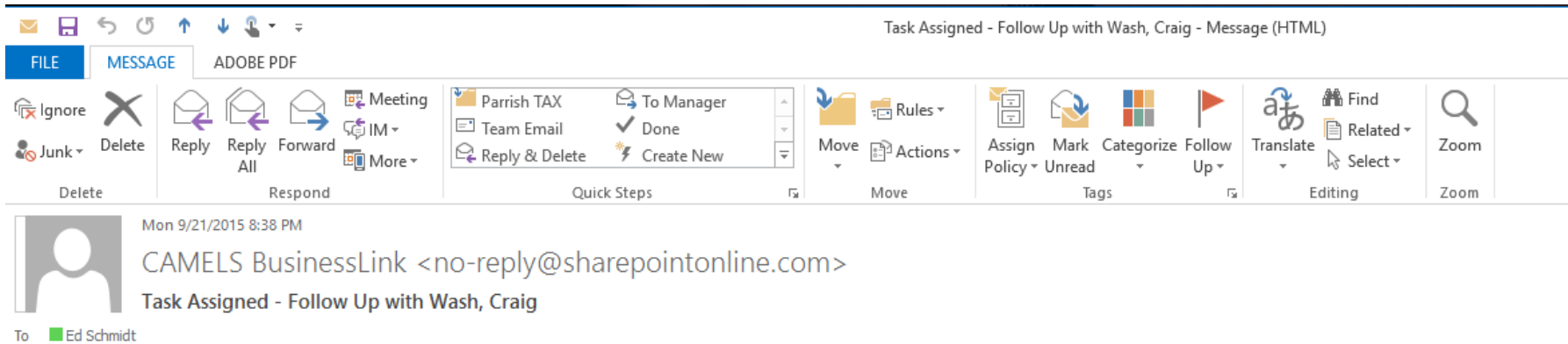
How to place your CBL Appointments and Task immediately into your Outlook Calendar is a simple process requiring only a few clicks of your cursor. Just follow these four steps once you receive the automated email alert from CBL in your email inbox ... [/read more](#)

## How To Place CBL Appointments Into Your Outlook Calendar

**How To Place CBL Appointments Into Your Outlook Calendar.** Placing your CBL Appointments and Tasks that you created in CBL immediately into your Outlook Calendar is a simple process requiring only a few clicks of your cursor. Once you have created and saved an Appointment or Task CBL generates an automated email sent directly to your personal email inbox. Follow these four steps once you receive the automated email alert from CBL in your email inbox. To start just open the email.

## Step One/Open Received Appointment or Task Email in Outlook

Just open your email in your inbox and the Outlook Menu Bar will automatically appear. Remember when you create an appointment or task in CBI ... an automatic email is sent out to your email in box using your assigned email address.



The screenshot shows the Outlook interface with the following elements:

- Top bar: "Task Assigned - Follow Up with Wash, Craig - Message (HTML)"
- Menu bar: "FILE", "MESSAGE", "ADOBE PDF"
- Quick Steps: "Parrish TAX", "Team Email", "Reply & Delete", "To Manager", "Done", "Create New"
- Move: "Move", "Actions"
- Tags: "Assign Policy", "Mark Unread", "Categorize", "Follow Up"
- Editing: "Translate", "Find", "Related", "Select", "Zoom"

The email content is as follows:

Mon 9/21/2015 8:38 PM  
CAMELS BusinessLink <no-reply@sharepointonline.com>  
Task Assigned - Follow Up with Wash, Craig  
To: Ed Schmidt

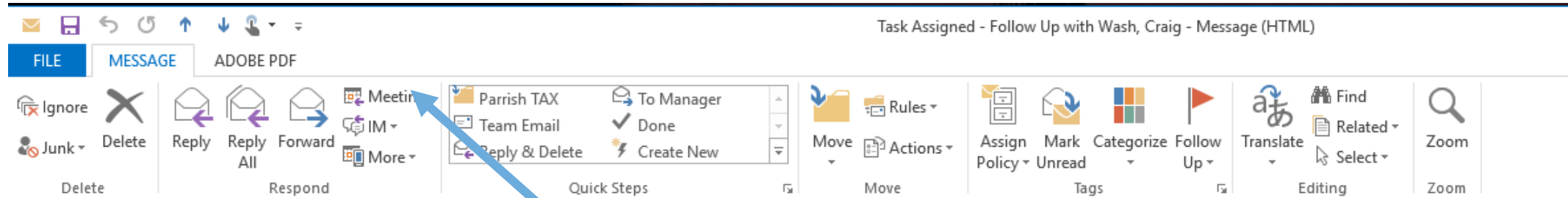
You have a new task.

[Follow Up with Wash, Craig](#)

ASSIGNED TO Ed Schmidt  
DUE DATE 9/22/2015 8:35:48 PM

**If you do not want to place this appointment or task in your Outlook Calendar ... STOP. Do not go on to step two!**

## Step Two/Click on Meeting in Outlook Menu Bar



Mon 9/21/2015 8:38 PM  
CAMELS BusinessLink <no-reply@sharepointonline.com>  
Task Assigned - Follow Up with Wash, Craig  
To Ed Schmidt

You have a new task.

Click on Meeting in Outlook Menu Bar

[Follow Up with Wash, Craig](#)

ASSIGNED TO Ed Schmidt  
DUE DATE 9/22/2015 8:35:48 PM

## Step Three/Placement of Appointment or Task into Your Outlook Calendar

Task Assigned - Follow Up with Wash, Craig - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Delete Calendar Appointment Scheduling Assistant Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Time Zones Categorize Private High Importance Low Importance Zoom Start Inking Apps for Office

You haven't sent this meeting invitation yet.

To... no-reply@sharepointonline.com

Send Subject Task Assigned - Follow Up with Wash, Craig

Location Rooms...

Start time Mon 9/21/2015 9:30 PM All day event

End time Mon 9/21/2015 10:00 PM

From: CAMELS BusinessLink [mailto:no-reply@sharepointonline.com]  
Sent: Monday, September 21, 2015 8:38 PM  
To: Ed Schmidt <eschmidt@CAMELSgroup.com>  
Subject: Task Assigned - Follow Up with Wash, Craig

You have a new task.

[Follow Up with Wash, Craig](#)

ASSIGNED TO Ed Schmidt  
DUE DATE 9/22/2015 8:35:48 PM

**Change out/Populate Adding/  
Changing Detail as Needed**

- Change Date/Time
- Place Location
- Send to You and/or Multiple Parties
- Expand Subject Line

## Step Four/Send ... Appointment Now in Calendar

The screenshot shows the Outlook interface for creating a meeting. The ribbon is set to 'MEETING'. The 'Send' button is highlighted with a blue arrow. The meeting details are as follows:

- To: no-reply@sharepointonline.com
- Subject: Task Assigned - Follow Up with Wash, Craig
- Start time: 9/21/2015 9:30 PM
- End time: 9/21/2015 10:00 PM

The email body contains the following text:

**From:** CAMELS BusinessLink [mailto:no-reply@sharepointonline.com]  
**Sent:** Monday, September 21, 2015 8:38 PM  
**To:** Ed Schmidt <eschmidt@CAMELSgroup.com>  
**Subject:** Task Assigned - Follow Up with Wash, Craig

You have a new task.

[Follow Up with Wash, Craig](#)

ASSIGNED TO Ed Schmidt  
DUE DATE 9/22/2015 8:35:48 PM

Click on **SEND** and you are done.

You can now manage the appointment in your Outlook calendar ... depending on operating platform others can now see that a particular time period is taken and you are not available.