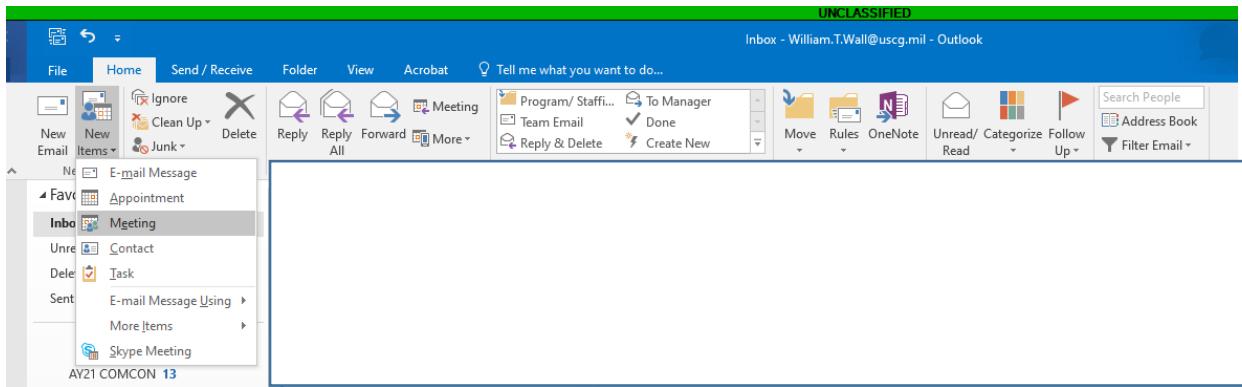


How to send an Outlook Meeting Request

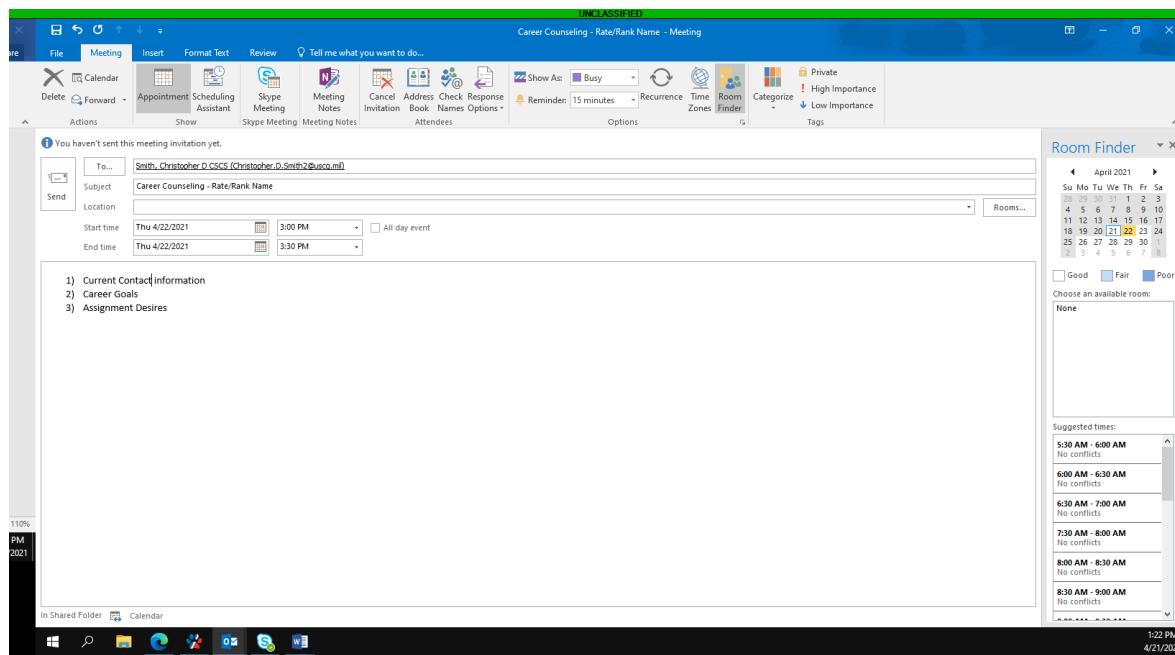
1. From Outlook, select **Home** and then **New Items**, then **Meeting**



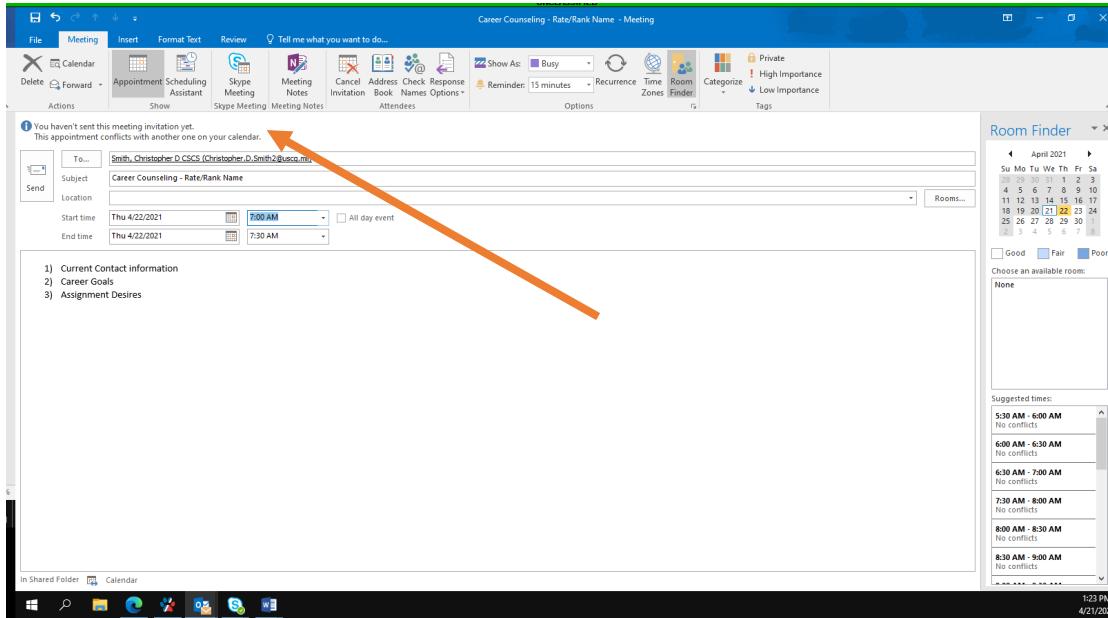
2. Send to your AO and In subject line enter **Career Counseling - Rate/Rank and Name**

In the body please include

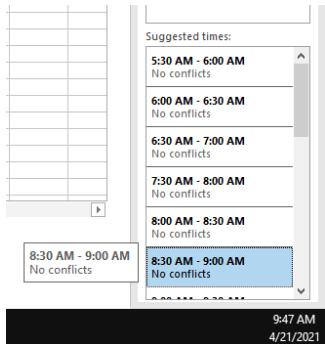
- 1) current contact information
- 2) Career goals
- 3) Assignment Desires



3. Select a time between 0800-1400 EST; if there is a conflict with our schedule it will show above the “To” line. Please select a different time slot



4. Look at the bottom right to see conflicts on our schedule.



5. Send the meeting request.