

Calendar Scheduling Features

- **Peek at calendars and automatically add guests:** Now, when you add a calendar in the “Search for people” box, you can temporarily view coworkers’ calendars. Creating a new event then automatically adds those people as guests to your meeting and might suggest a title for the meeting.
- **More fields in the creation pop-up dialog:** The *Guests*, *Rooms*, *Location*, *Conferencing*, and *Description* fields are now editable directly in the meeting creation pop-up dialog. Once you add your coworkers’ calendars, they’ll load right in the background, making it even easier and faster to find an available time for everyone.

