

MICROSOFT OUTLOOK CALENDARS



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Schedule an appointment

Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources.

By designating each appointment as busy, free, tentative, or out of office, other Outlook users know your availability.

Create an appointment

1. In **Calendar**, on the **Home** tab, in the **New** group, click **New Appointment**. Alternately, you can right-click a time block in your calendar grid and click **New Appointment**.

Keyboard shortcut To create an appointment, press CTRL+SHIFT+A.

2. In the **Subject** box, type a description.
3. In the **Location** box, type the location.
4. Enter the start and end times.



Tip You can type specific words and phrases in the Start time and End time boxes instead of dates. For example, you can type Today, Tomorrow, New Year's Day, Two Weeks from Tomorrow, Three days before New Year's Day, and most holiday names.

5. To show others your availability during this time, on the **Appointment** tab, in the **Options** group, click the **Show As** box and then click **Free**, **Tentative**, **Busy** or **Out of Office**.
6. To make the appointment recurring, on the **Appointment** tab, in the **Options** group, click **Recurrence** . Click the frequency (**Daily**, **Weekly**, **Monthly**, **Yearly**) with which the appointment recurs, and then select options for the frequency. Click **OK**.

Note Adding a recurrence to an appointment changes the **Appointment** tab to say **Recurring Appointment**.

7. By default, a reminder appears 15 minutes before the appointment start time. To change when the reminder appears, on the **Appointment** tab, in the **Options** group, click the **Reminder** box arrow and then click the new reminder time. To turn the reminder off, click **None**.
8. On the **Appointment** tab, in the **Actions** group, click **Save & Close**.

Tip Double-click any blank area on the calendar grid to create a new appointment.

Make an existing appointment recurring

1. Open the appointment that you want to set to recur.
2. On the **Appointment** tab, in the **Options** group, click **Recurrence** .
3. Click the frequency — **Daily, Weekly, Monthly, Yearly** — with which you want the appointment to recur, and then select the options for the frequency.
4. On the **Recurring Appointment** tab, in the **Actions** group, click **Save & Close**.

Change an appointment

1. Open the appointment that you want to change.
2. Do one of the following:
 - **Change options for an appointment that is not part of a series**
 - Change the options, such as subject, location, and time, that you want to change.
 - **Change options for all appointments in a series**
 1. Click **Open the series**, and then change any options that you want to change.
 2. To change recurrence options, on the **Recurring Appointment** tab, in the **Options** group, click **Recurrence**, change the options and then click **OK**.
 - **Change options for one appointment that is part of a series**
 1. Click **Open this occurrence**.
 2. On the **Recurring Appointment** tab, change the options that you want.
1. On the **Appointment** or **Recurring Appointment** tab, in the **Actions** group, click **Save & Close**.

***Tip** In **Calendar**, you can drag the appointment to a different date. You also can edit the subject by clicking the description text, pressing F2, and then typing your changes.*

Create an all-day event

An event is an activity that lasts 24 hours or longer. Examples of an event include a trade show, a seminar, or a vacation.

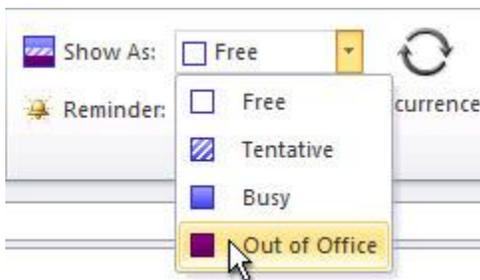
More information about events

Usually an event occurs one time and can last for one day or several days. An annual event, such as a birthday or anniversary, occurs yearly on a specific date.

Events and annual events don't occupy blocks of time in your calendar. These events appear as banners. An all-day appointment displays your time as busy when viewed by other people. An event or annual event displays your time as free.

Create an event

1. In **Calendar**, on the **Home** tab, in the **New** group, click **New Items**, and then click **All Day Event**.
2. In the **Subject** box, type a description.
3. In the **Location** box, enter the location.
4. To indicate to people who are viewing your calendar that you are out of office instead of free, on the **Event** tab, in the **Options** group, click **Out of Office** in the **Show As** list.



5. If the event lasts longer than one day, change the values in the **Start time** and **End time** boxes.
6. Click **Save and Close**.

Tip In *Day/Week/Month* view, you can quickly create an event by double-clicking the darker shaded area underneath the date heading of the day of the event.

Change an event

1. Open the appointment, event, or meeting that you want to change.
2. Do one of the following:
 - **To change options for an item that is not part of a series**
 - On the **Appointment** tab, change the options, such as subject, location, start time or end time, as required, and then click **Save and Close**.

To change options for all items in a series

1. Click **Open the series**, and then click **OK**.
2. On the **Appointment** tab, change the subject or location options as required.
3. To change the recurrence options, on the **Actions** menu, click **Recurrence**, change the start time, end time, recurrence pattern, or range of recurrence as required, and then click **OK**.



4. Click **Save and Close**.

- **To change options for one item that is part of a series**

1. Click **Open this occurrence**, and then click **OK**.
2. On the **Appointment** tab, change the subject, location, start time, or end time as required, and then click **Save and Close**.

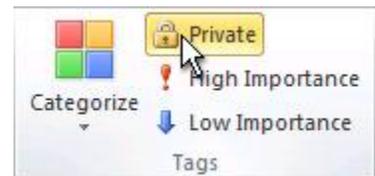
Tip In *Calendar*, you can drag the appointment, event, or meeting to a different date. You can also edit the subject by selecting the event, clicking the description text, and typing your changes. You can change an event into an appointment and block out the appointment time in your calendar by clearing the **All day event** check box and entering the start times and the end times of the appointment. Because an event is defined as lasting for 24 hours, from midnight to midnight, clearing this check box allows you to enter specific times.

Set an event to recur

1. Open the event that you want to set to recur.
2. On the **Appointment** tab, in the **Options** group, click **Recurrence**.
3. Click the recurrence frequency — **Daily, Weekly, Monthly, Yearly** — that you want, and then select the options for the frequency.
4. Click **OK**, and then click **Save and Close**.

Make an event private

1. Create or open the event that you want to make private.
2. On the **Appointment** tab, in the **Tags** group, click **Private**.



Set or remove a reminder

Do one of the following:

- **For all new events that you create**
 1. Click the **File** tab.
 2. Click **Options**.
 3. Under **Calendar options**, to automatically turn on or off the reminders for new events, select or clear the **Default reminder** check box.
 4. If you select the check box, enter how long before the event that the reminder will appear.
- **For existing events**
 1. Open the event or the series, if the event recurs.
 2. To turn on or off a reminder, on the **Appointment** tab, in the **Options** group, in the **Reminder** list, click **None** or how long before the event that you want a notification.
 3. To customize the sound that is played when a reminder is displayed, in the **Reminder** list, at the end of the list click **Sound**, and then select the sound that you want played. A reminder time must be selected before the **Sound** command appears.

Open another person's Exchange Calendar

When another Microsoft Outlook user grants you permission to his or her calendar, you can open it in Outlook. If you do not have permission, a permission request e-mail message is sent to the other person.

1. In **Calendar**, on the **Home** tab, in the **Manage Calendars** group, click **Open Calendar**, and then click **Open Shared Calendar**.
2. Type a name in the **Name** box, or click **Name** to select a name from the Address Book.

The shared Calendar appears next to any calendar that is already in the view.

After you access a shared Calendar for the first time, the Calendar is added to the Navigation Pane. The next time that you want to view the shared Calendar, you can click it in the Navigation Pane.

If the other person whose Calendar you want to open has not granted you permission to view it, Outlook prompts you to ask the person for permission. If you click **Yes**, a sharing request e-mail message opens automatically. The message requests the person to share his or her Calendar with you and also provides the option to share your default Calendar with him or her.

***Tip** You can quickly schedule a meeting with people whose calendars you can view. Select multiple calendars. On the **Home** tab, in the **New** group, click **New Meeting**, and then click **New Meeting with All**.*

Notes

- *Even if the other person has created an additional calendar, you can open only the person's default Calendar.*
- *To remove a calendar from the **Other Calendars** list, right-click the calendar, and then click **Delete Calendar**.*
- *The owner of the calendar items controls who can see the items and change them..*

View calendars side-by-side or overlaid

In Microsoft Outlook, you can view multiple calendars at the same time, either side-by-side or overlaid into one merged calendar. This can include your calendars, shared calendars from other people, SharePoint calendars, Internet calendars, or Internet calendar subscriptions.

Open a calendar in a new window

1. In **Calendar**, in the **Navigation Pane**, right-click the name of the calendar that you want to view.
2. Click **Open in New Window**.

Open a calendar in side-by-side view

- In **Calendar**, in the **Navigation Pane**, select the check box of another calendar that you want to view.

The calendar that you selected opens next to the calendar that already appears.

Overlay the calendars

1. In **Calendar**, in the **Navigation Pane**, select the check box of another calendar that you want to view.

The calendar that you selected opens next to calendar that is already displayed. Each successive calendar opens next to the one most recently opened.

2. On the **Calendar** tab, click **View in Overlay Mode** .

That calendar is now in overlay mode with the one you opened first — usually your default calendar.

3. To add another calendar to the overlay, repeat step 2.

Remove a calendar from the overlay stack

1. In **Calendar**, on the tab of the calendar that you want to remove from the overlay stack, click **View in Side-by-Side Mode** .

The tab moves back to the right. The calendar that you selected no longer appears in overlay mode.

2. To remove a calendar from view, clear its check box in the Navigation Pane or click **Close** on the calendar tab.

Organize meetings

Select a time on the Calendar, create a meeting request, and select the people to invite. Outlook helps you find the earliest time when all the invitees are free. When you send the meeting request by email, the invitees receive the request in their Inbox. When the invitees open the request, they can accept, tentatively accept, or decline your meeting by clicking a single button. If your request conflicts with an item on the invitees' Calendar, Outlook displays a notification. If you, as the meeting organizer, allow this, invitees can propose an alternative meeting time. As the organizer, you can track who accepts or declines the request or who proposes another time for the meeting by opening the request.

Schedule a meeting with other people

A meeting is an appointment that includes other people and can include resources such as conference rooms. Responses to your meeting requests appear in your **Inbox**.

1. In Calendar, on the **Home** tab, in the **New** group, click **New Meeting**.

Keyboard shortcut To create a new meeting request, press **CTRL+SHIFT+Q**.



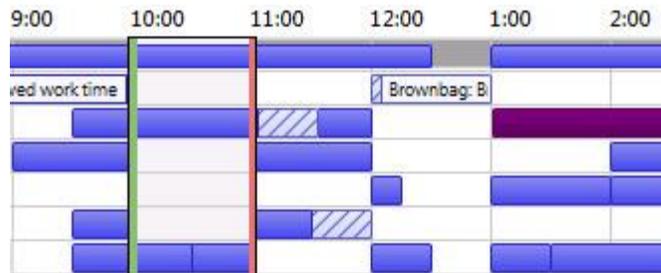
2. In the **Subject** box, type a description.
3. In the **Location** box, type a description or location. Click **Rooms** to choose from available rooms.
4. In the **Start time** and **End time** lists, click the start and end time for the meeting. If you select the **All day event** check box, the event shows as a full 24-hour event, lasting from midnight to midnight.
5. In the meeting request body, type any information that you want to share with the recipients. You can also attach files.
6. On the **Meeting** tab, in the **Show** group, click **Scheduling Assistant**.

The **Scheduling Assistant** helps you find the best time for your meeting.

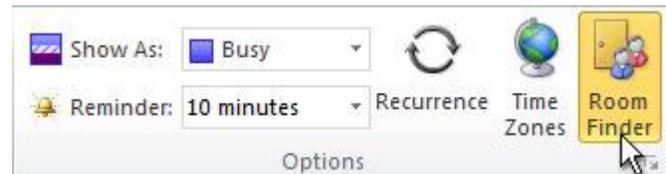
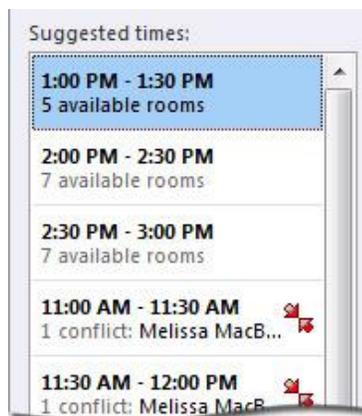
7. Click **Add Others**, and then click **Add from Address Book**.
8. In the **Select Attendees and Resources** dialog box, in the **Search** box, enter the name of a person or resource to include at the meeting. If you are searching with the **More Columns** option, click **Go**.
9. Click the name from the results list, then click **Required**, **Optional**, or **Resources**, and then click **OK**.

Required and **Optional** attendees appear in the **To** box on the **Meeting** tab, and **Resources** appear in the **Location** box.

The free/busy grid shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting.



The **Room Finder** pane contains suggested times for the best time for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid.



Note If the **Room Finder** pane doesn't appear, on the **Meeting** tab, in the **Options** group, click **Room Finder**.

- To set up a recurring meeting, on the **Meeting** tab, in the **Options** group, click **Recurrence**. Choose the options for the recurrence pattern you want, and then click **OK**.

When you add a recurrence pattern to a meeting request, the **Meeting** tab changes to **Recurring Meeting**.

Notes

- To change the advance time of the meeting reminder, on the **Meeting** tab, in the **Options** group, click **Reminder**, and then click the time you want. Click **None** to turn off the reminder.
- The organizer can also set the reminder time for recipients by changing the reminder time on the meeting invitation. If the organizer does not change the default reminder time on the invitation, the recipients will each use their own default reminders.

Change an appointment, event, or meeting

To change a single appointment or meeting

1. Open the appointment or meeting. If you open an item that is part of a recurring series, in the **Open Recurring Item** dialog box, click **Open this occurrence**, and then click **OK**.
2. On the **Item Occurrence** tab, change the options that you want, and then click **Save & Close** or for a meeting, click **Send Update**.

***Tip** You can drag the appointment or meeting to a different date on the calendar. You can also edit the subject by clicking the text and then typing your changes.*

To change a recurring appointment or meeting

1. Open the appointment or meeting. If you open an item that is part of a recurring series, in the **Open Recurring Item** dialog box, click **Open the series**, and then click **OK**.
2. On the **Appointment Series** or **Meeting Series** tab, change the options that you want.
3. To change recurrence options, on the **Appointment Series** or **Meeting Series** tab, in the **Options** group, click **Recurrence**. Change the options you want, such as time, recurrence pattern, or range of recurrence, and then click **OK**.
4. Click **Save & Close** or for a meeting, click **Send Update**.

To change an event

Events are changed the same way as appointments or meetings, unless you have an all-day event such as a conference. By default, all-day events are defined as midnight to midnight. However, the time does not appear on your calendar as busy.

To block event time on your calendar, do the following:

1. Open the event from your calendar.
2. Clear the check box at **All day event**.
3. Enter the **Start time** and **End time**, and then click **Save & Close**.

Respond to an email message with a meeting request

When you receive an email message or a task request, you can create a meeting request as a response with one click.

The meeting request invites everyone who is on the **To** line in the original message as **Required Attendees**, and everyone on the **Cc** line as **Optional Attendees**.

1. Do one of the following:

- In the message list, click the message, and then on the **Home** tab, in the **Respond** group, click **Meeting**.
- In an open message, on the **Message** tab, in the **Respond** group, click **Meeting**.



2. Enter the location and start and end times as you do in any meeting request. You can also add or remove attendees, use **Scheduling Assistant** to find the best meeting time, or add attachments.

The header and body of the original message are included in the body of the meeting request.