



Advanced Calendaring

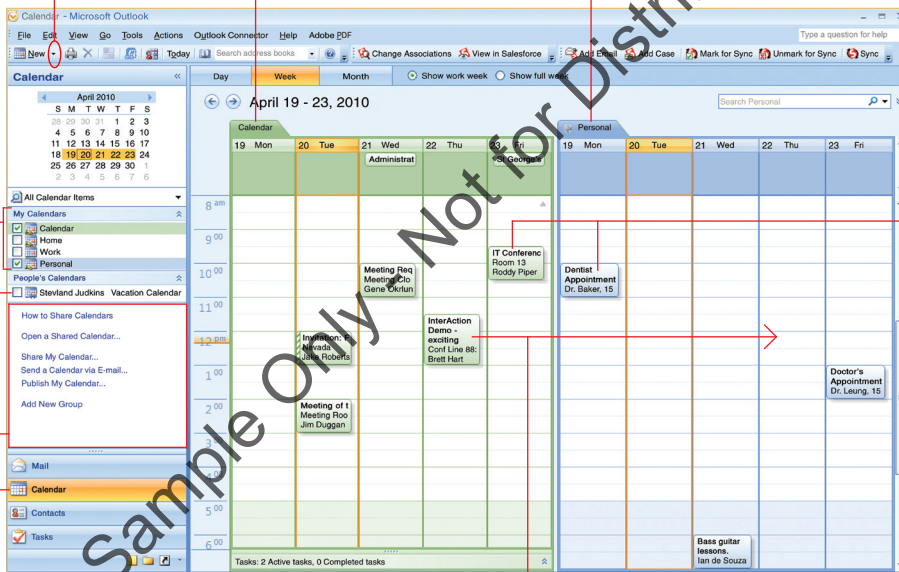
Getting Started with Calendaring

Outlook 2007 offers a host of options to help maximize the functionality of the Outlook Calendar, from tools used to schedule and organize appointments and meeting requests to the ability to display and maintain multiple calendars. Sharing your calendar with others makes scheduling tasks and synchronizing out-of-office time a breeze, while the Delegate

Access function allows you to grant permissions to another user to create and respond to meeting requests, maintain your calendar, and send emails on your behalf while you're away. When sharing your calendar with either a number of co-workers or a single delegate, you can determine the amount of access others have to your calendar and mailbox information.

Click to create new meetings, appointments and email.

Multiple displayed calendars



My Calendars list. See *Working with Multiple Calendars*, page 2.

Calendars shared by other users

Calendar Publishing and Sharing options

The Calendar tab in the Navigation Pane

Meetings and appointments. See *Scheduling Appointments*, page 2, and *Working with Meetings*, page 3.

Click and drag meetings and appointments from one calendar to another to quickly copy them.


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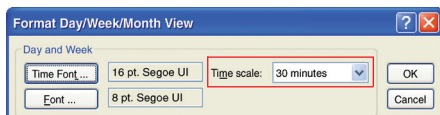
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Note: Since some basic knowledge of Outlook 2007 is assumed, those in need of a starter guide are referred to the *Outlook 2007 Quick Reference Guide* by Nevada Learning Series.

Customizing the Calendar

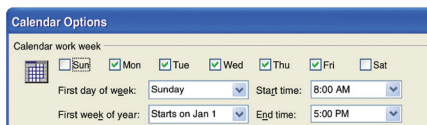
There are a number of default calendar presentation options that can be changed to better suit your needs, including work week options, time zones displayed, and more. Click **Calendar** in the Navigation Pane to open the Calendar work area, then do any of the following:

To adjust the time scale for single day view: in the  **Calendar** work area, right-click a blank area on the calendar and choose **Other Settings** from the fly-out menu.



In the **Format Day/Week/Month View** dialog box, choose an option from the **Time scale** drop-down menu (e.g. **15 minutes**) to set the time intervals calendar days will be divided into. Click **OK**.

To set the work week: choose **Tools > Options** and, in the **Options** dialog box, click **Calendar Options...**



In the **Calendar Options** dialog box, check the boxes for the days you want to appear in the work week, and adjust the work day **Start** and **End** times in the **Calendar work week** section. Click **OK**.

To add holidays and events to the calendar:

1. Choose **Tools > Options**. In the **Options** dialog box, click **Calendar Options...**
2. In the **Calendar Options** dialog box, click **Add Holidays...**. In the **Add Holidays to Calendar** dialog box, select the country whose holidays you want to add and click **OK**. Click **OK** to close the remaining dialog boxes.

To remove holidays and events from the calendar:

1. Choose **Tools > Options**. In the **Options** dialog box, click **Calendar Options...**
2. In the **Calendar Options** dialog box, click **Add Holidays...**. In the **Add Holidays to Calendar** dialog box, uncheck the boxes beside the countries whose holidays you want to remove and click **OK**.

To display additional time zones: choose **Tools > Options**, then click **Calendar Options...** in the **Options** dialog box. In the **Calendar Options** dialog box, click **Time Zone...**. In the **Time Zone** dialog box, label the **Current Windows time zone** (e.g. **New York**), and choose the appropriate time zone from the drop-down menu. If desired, check the **Show an additional time zone** box , then label and select the second time zone. Click **OK**.

Working with Multiple Calendars

Creating additional calendars is a good way to separate personal appointments and priorities from your professional tasks.

To create a new calendar: choose **File > New >  Calendar**. In the **Create New Folder** dialog box, name the new calendar (e.g. **Personal**), and click **OK**. The new calendar appears under **My Calendars** in the Navigation Pane.



To display multiple calendars: in the **My Calendars** section, check the box beside the calendars that you want to appear.


To copy an item to another calendar: with both calendars open, click and drag the item from one calendar to the next.

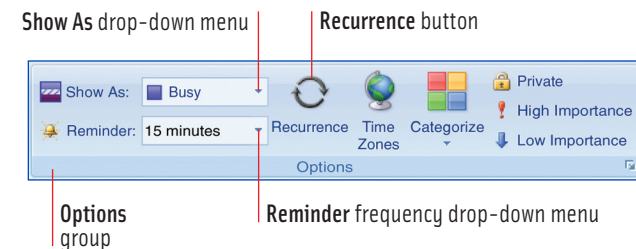
Scheduling Appointments

Appointments are activities that do not require you to invite attendees or reserve resources. You can set appointment reminders, schedule them as recurring, and specify how they will appear to others viewing your calendar.

To schedule an appointment:

1. Choose **File > New >  Appointment**, or press **CTRL+SHIFT+A**.
2. In the **Appointment** window that opens, fill in the **Subject** and **Location** fields, then select **Start** and **End** times and dates using the drop-down menus .
3. Set the following options as needed:

To schedule a recurring appointment: under the **Appointment** tab, in the **Options** group, click  **Recurrence**. In the **Appointment Recurrence** dialog box, select the **Recurrence pattern** using the options available (e.g. **Weekly, every 1 week on Friday**). If necessary, set the **Range of recurrence**. Click **OK**.



To set the reminder frequency: under the **Appointment** tab, in the **Options** group, click the **Reminder** drop-down menu and choose a time.

To determine how the appointment will appear to others: under the **Appointment** tab, in the **Options** group, click the **Show As** drop-down menu and choose an option (e.g. **Tentative**)

4. Under the **Appointment** tab, in the **Actions** group, click  **Save & Close**.

Changing Appointment Elements

To change an appointment:

1. Double-click the appointment on the Calendar.

Note: If the appointment is recurring, in the **Open Recurring Item** dialog box, click **Open this occurrence** to alter only the selected instance of the appointment, or **Open the series** to change details of all occurrences.

2. Make changes as needed and click **Save & Close**.

To change only the date or time of an appointment: on the Calendar, click and drag the appointment to a new time.

To change only the subject of an appointment: on the Calendar, click to select the appointment, then click again and alter the text as needed.

To change the duration of an appointment: on the Calendar, click and drag the appointment frame to alter its duration.

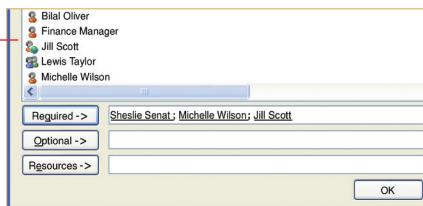
Scheduling Meetings

Meetings are appointments that involve other invitees, and may include reserved resources. Meetings can either be in person or online, and responses to meeting requests appear in your Inbox.

To schedule a meeting:

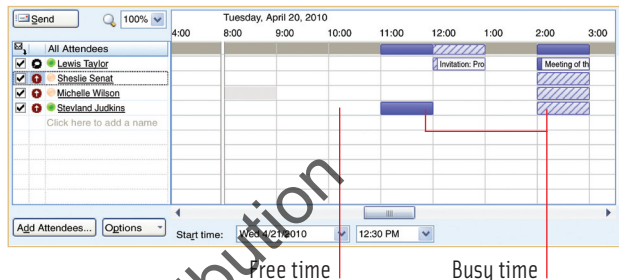
1. Choose **File > New > Meeting Request**, or press CTRL+SHIFT+Q.
2. In the **Meeting** window that opens, fill in the **Subject** and **Location** fields. If you are using Microsoft Exchange server, you can click to choose from rooms that accept automatic scheduling.
3. Select **Start** and **End** times and dates using the drop-down menus , and type any additional information in the body section of the **Meeting** window. To attach files, under the **Insert** tab, in the **Include** group, click **Attach File**.
4. To add attendees, under the **Meeting** tab, in the **Show** group, click **Scheduling Assistant**. Click **Add Attendees...** In the **Select Attendees...** dialog box, select names from the list and click either or to add them to the meeting.

Select Attendees... dialog box



5. Click **OK**.

6. In the **Meeting** window, use the scroll bars to find a time when your invitees are available, and then click a time slot. Free times appear as , while busy time slots contain colored bands (e.g.).



7. Under the **Meeting** tab, in the **Show** group, click **Appointment** to add additional information to the meeting message if necessary, then click **Send**.

Working with Meetings

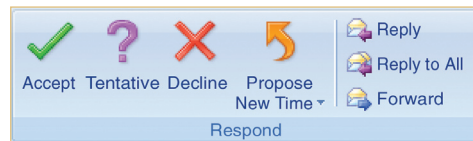
Rescheduling or Cancelling Meetings

To reschedule a meeting request: on the Calendar, click and drag the meeting to a new date or time. When prompted, choose **Save changes and send update**, and click **OK**.

To cancel a meeting you requested: on the Calendar, right-click the meeting and choose **Delete**. In the **Meeting** window, click **Send Cancellation**.

Replying to a Meeting Request

1. In the **Mail** work area, in the **Inbox**, double-click the meeting request (denoted by a icon).
2. If necessary, click **Calendar** to see if the meeting conflicts with your schedule; otherwise, click a reply option (e.g. **Accept**) in the **Respond** group.



3. In the dialog box that opens, select a response option (e.g. **Send the response now**) and click **OK**.

Note: If you choose **Propose New Time**, select a new free time in the **Propose New Time** dialog box and click **Propose Time**. Then, click **Send**.