



# Advanced Calendaring

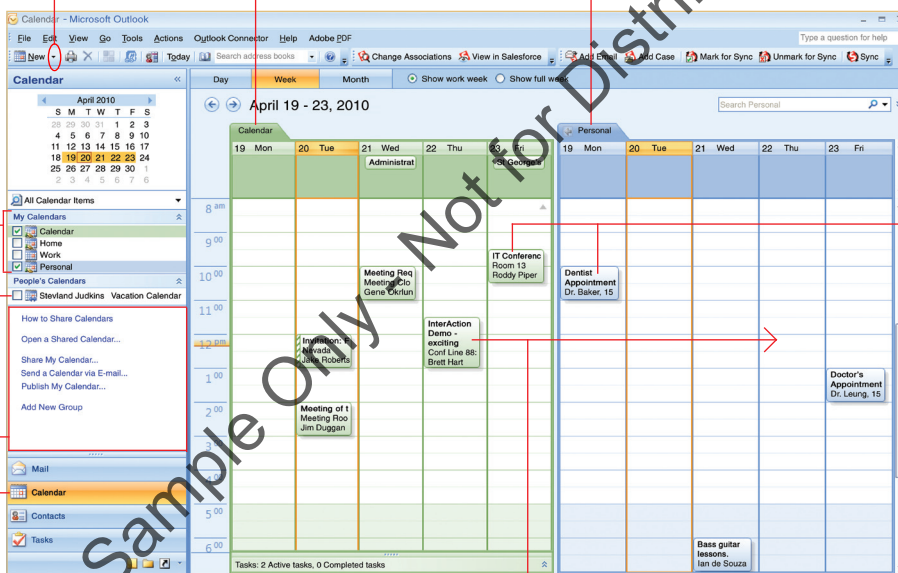
## Getting Started with Calendaring

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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**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.