

Outlook Calendar Class

- Outlook setup
- Open Calendar
 - Right click – open in new window
- -Different calendar views
 - Navigation Pane – Alt+F1
 - Taskpad – drag to appointment
 - E-mail – drag to appointment
 - Go to today
 - Day
 - Work week
 - Week
 - Month
- Creating appointments
 - Double click or New appointment button
 - Subject
 - Location
 - Time – all day, start-end
 - Reminder
 - Label
 - Private
 - Recurrence
 - Recurrence pattern
 - End date
 - Save and close
 - Copying appointments to different days
 - Moving appointments to different days
- Sharing your calendar (see handout)
 - Permission levels
 - Create Items
 - Read Items
 - Edit items
 - Delete items
- Viewing shared calendars
 - Other Calendars
 - Copying items between calendars
 - Multiple calendars
 - Open in new window
- Viewing other users availability
 - Scheduling tab
 - Attendees
 - Most restrictive schedule
 - Most important attendee
 - Timeline
 - Viewing availability
 - Zoom
 - Popup details
 - Show calendar details
 - Adjusting time
 - Auto pick

- Scheduling meetings
 - Send meeting request
 - Accept
 - Edit response
 - Tentative
 - Edit response
 - Decline – **Must decline or appt. is entered in calendar**
 - Propose new time
 - Back to timeline
 - New invitation to all attendees
- Viewing public calendars
- Copying appointments from one calendar to another