

# Managing Your Calendar

The Microsoft Office Outlook Calendar makes it easy for you to manage your schedule, including both appointments and events, as well as to view and print your schedule for a day, week or month.

## The Different Views of a Calendar

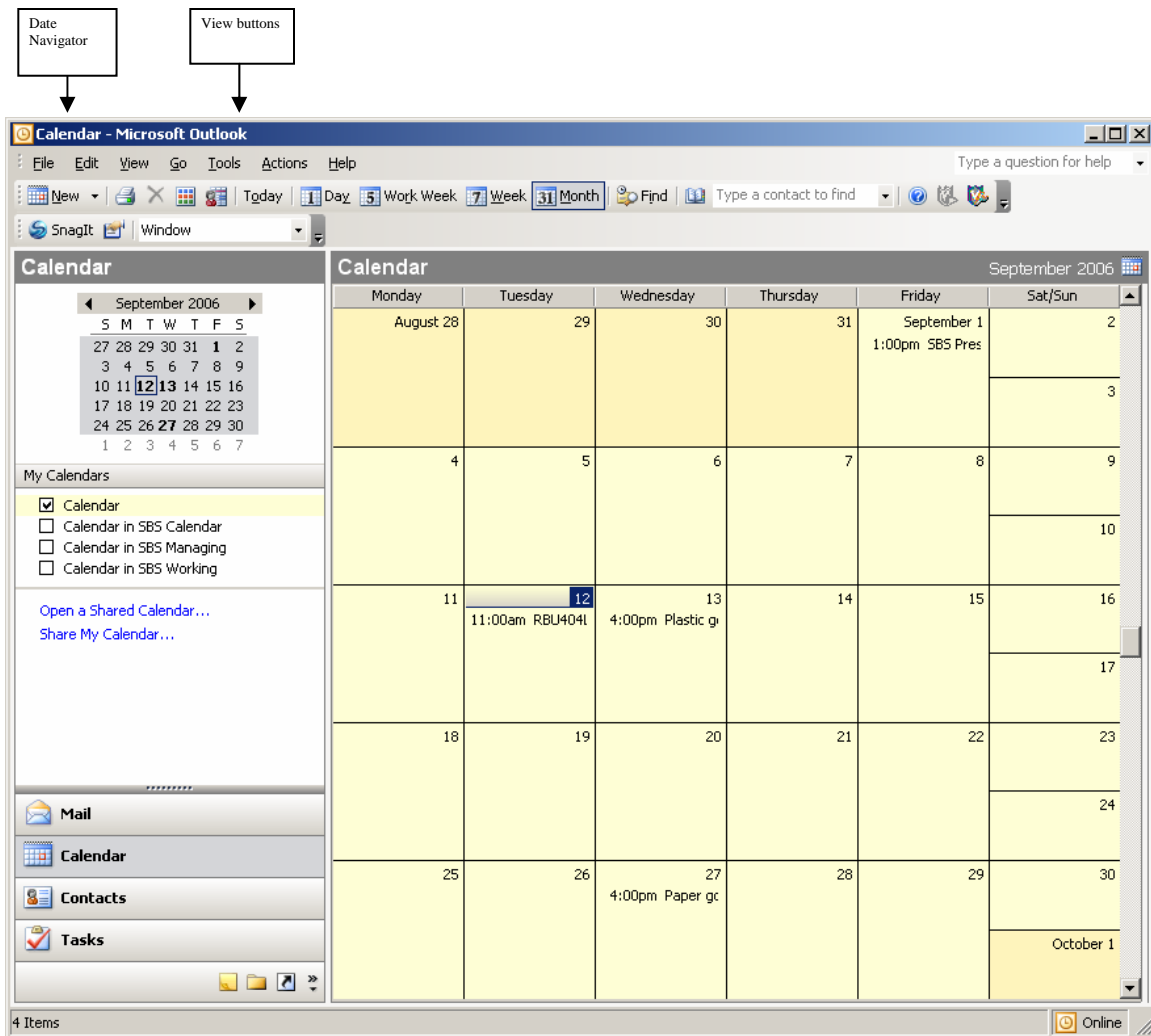
Day view displays one day at a time, separated into half-hour increments.

Work Week view displays work week in columnar format. By default, the work week is defined as 8:00am to 5:00pm Monday through Friday.

Week view displays one calendar week at a time.

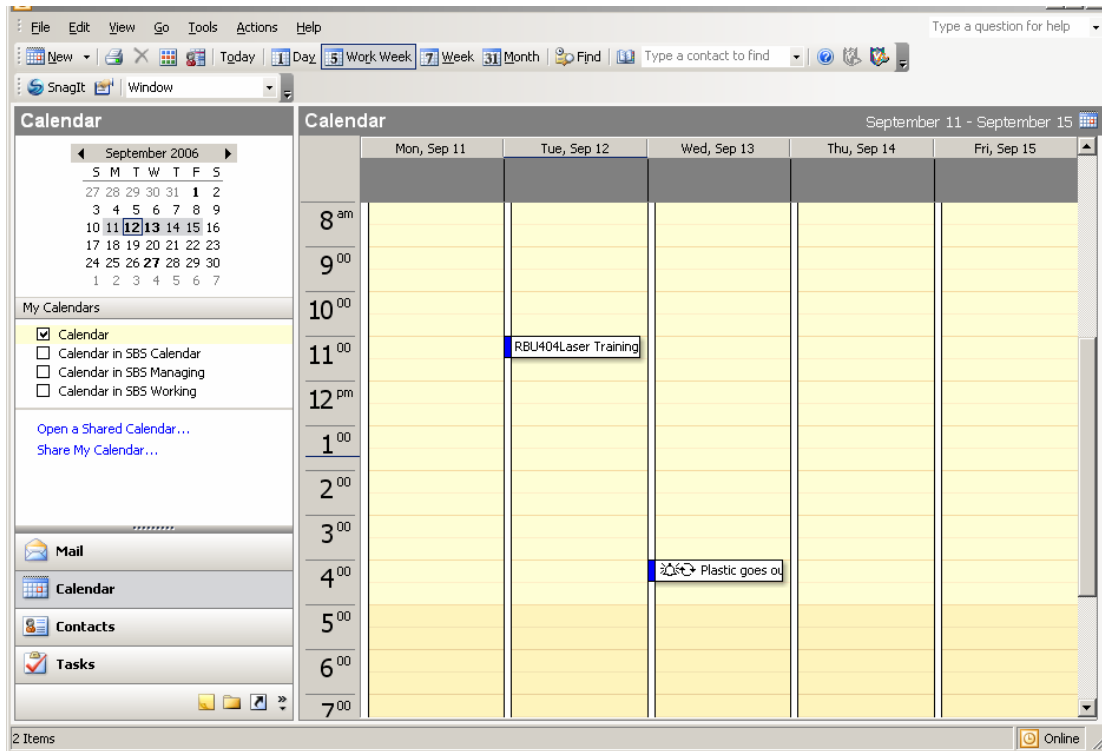
Month view displays five weeks at a time.

The Date Navigator serves as a handy month calendar and an easy way to view your schedule for specific dates. To view your schedule for a particular date, simply click that date in the Date Navigator.

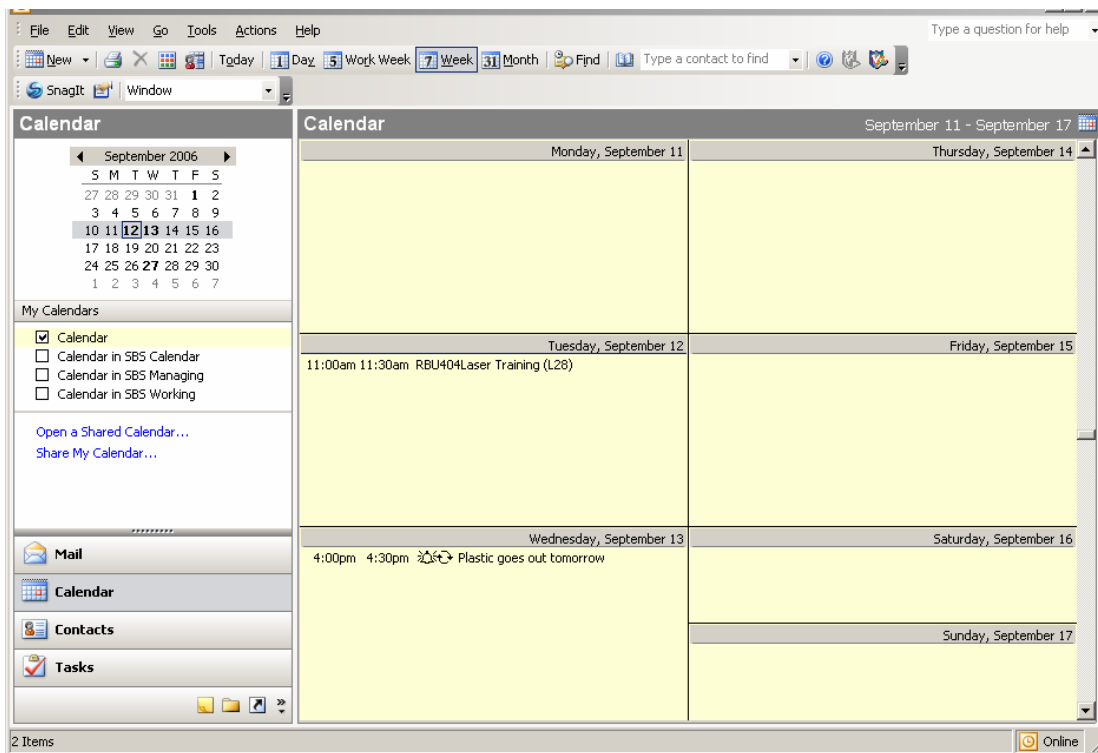


## Exercise 1

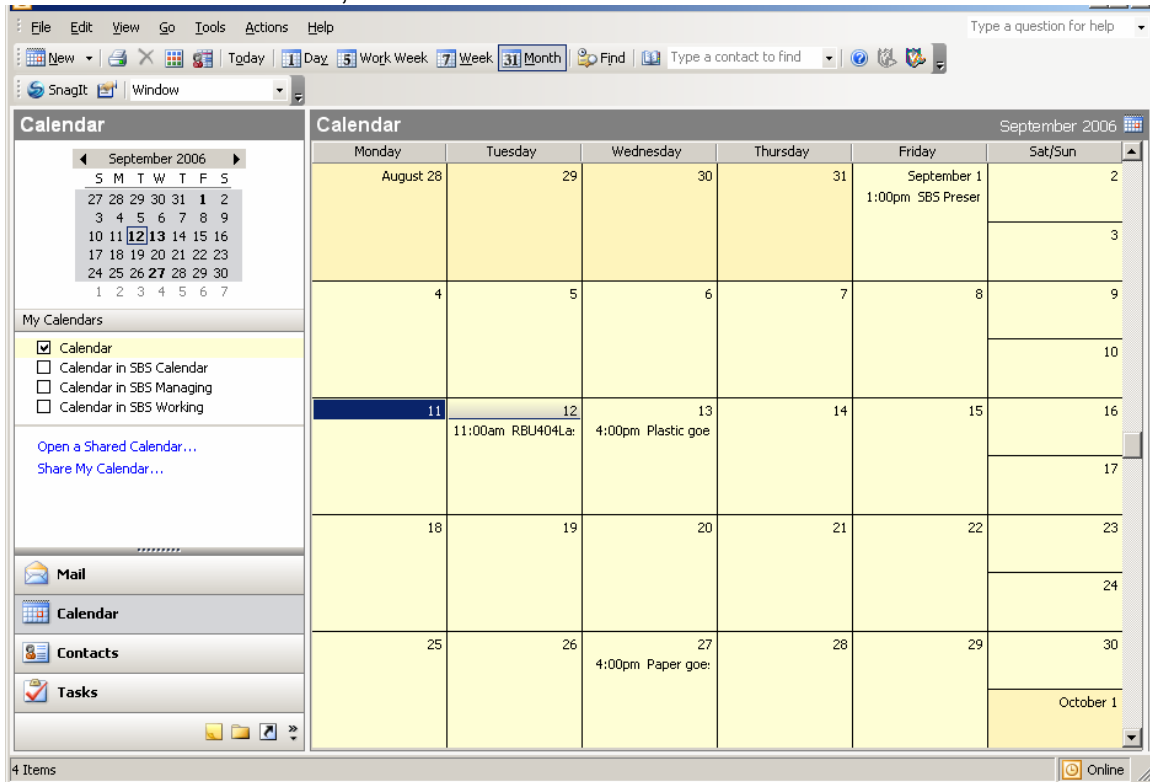
1. In the Date Navigator, **click the arrows** to scroll to **January 2007**. Then click **8**. The Calendar displays the schedule for January 8<sup>th</sup>, 2007.
2. On the toolbar, click the **Work Week** button.



3. On the toolbar, click the **Week** button. The Calendar displays the schedule for the seven-day week. The week is shaded in the Date Navigator.



#### 4. On the toolbar, click the **Month** button.



5. On the toolbar, **click the Day** button to display a one-day view.

6. On the toolbar, **click the go to Today** button to display today's calendar page.

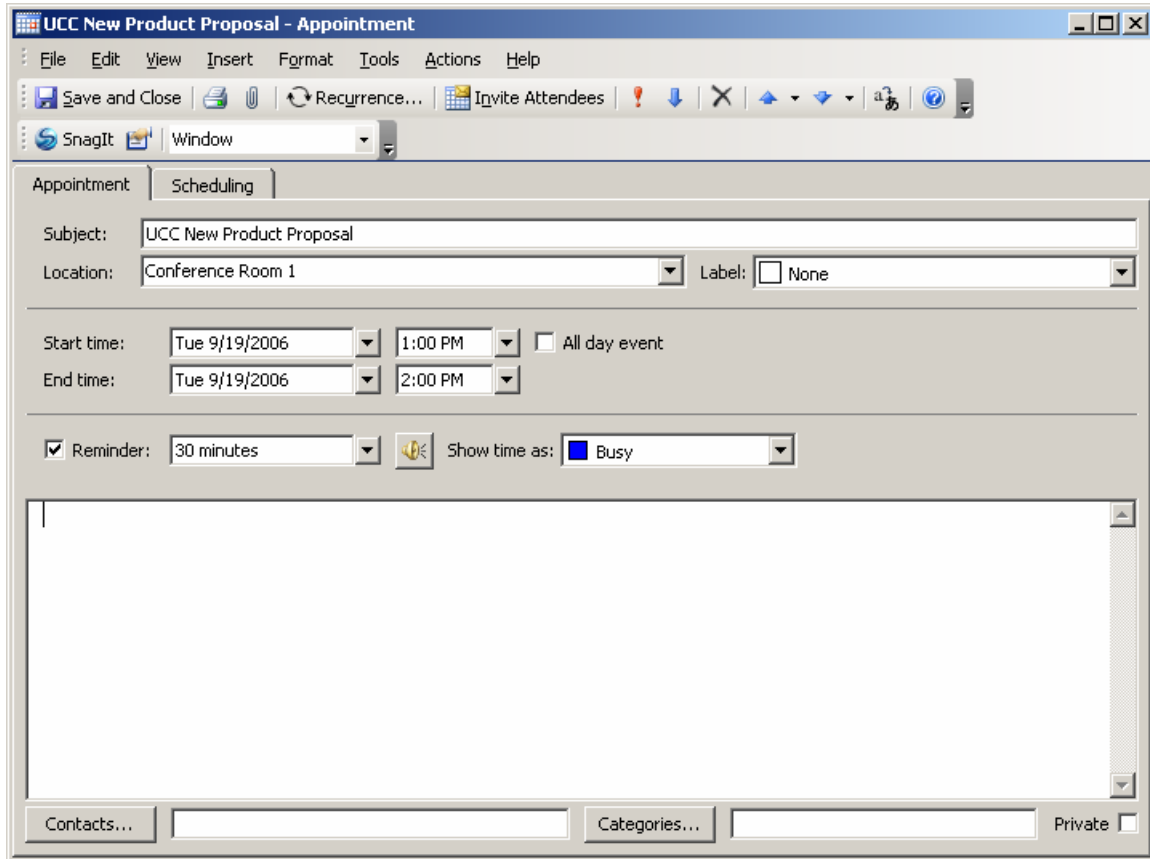
## Scheduling Appointments and Events

You can use Outlook's calendar to schedule appointments ( which typically last just part of a day) or events (which typically last all day long). You might create an appointment in your Outlook Calendar for the time you will spend seeing your doctor, and you might schedule an event for an all-day seminar you plan to attend. Both appointments and events can be recurring, meaning they occur repeatedly at regular intervals – for example daily, weekly, or monthly. You can specify a subject and location for each Calendar item as well as the date and time. You can indicate your availability as available, tentative, busy or out of the office during the scheduled time, and you can choose to receive a reminder of an appointment or event.

### Exercise 2

1. Click on the **Day** view.
2. In the Date Navigator, click **tomorrow's date**.
3. Double-click the **1:00PM** time slot.
4. In the Subject box, type **UCC New Product Proposal**

5. Press the **Tab** key, and in the **Location** box, type **Conference Room 1**.
6. Click the down arrow to the right of the second **End time** (the one that displays the time, not the date), and in the drop-down list, click **2:00PM** to set the meeting duration to one hour.
7. If necessary, select the **Reminder** check box to indicate that you want Outlook to remind you of this meeting. Click the down arrow to the right of the **Reminder** box, and in the drop-down list, click **30 minutes** to allow time to set up for your presentation.



8. On the Appointment window toolbar, click the Save and Close button. If Outlook warns you that the reminder will not appear, click Yes. The appointment is saved in the Calendar.

### Exercise 3

1. In the **Date Navigator**, click the right arrow to display next month.
2. Click the third Wednesday of the month.
3. Double-click the **10:00 AM** time slot. A new Appointment for appears.
4. In the Subject box, type **UCC Status Report**.
5. Press the **Tab** key, and in the Location box, type **Boss's Office**.

6. Click the **Recurrence** button. The Appointment Recurrence dialog box appears.
7. In the **Recurrence pattern** area, select the **Monthly** option, and then select the **Third Wednesday of every 1 month** option
8. click OK

**Appointment Recurrence**

Appointment time  
 Start: 10:00 AM End: 10:30 AM Duration: 30 minutes

Recurrence pattern  
 Daily  
 Day 19 of every 1 month(s)  
 The third Wednesday of every 1 month(s)  
 Weekly  
 Monthly  
 Yearly

Range of recurrence  
 Start: Thu 10/19/2006  
 No end date  
 End after: 10 occurrences  
 End by: Wed 8/15/2007

OK Cancel Remove Recurrence

The recurrence settings are added to the Appointment form.

**UCC Status Report - Recurring Appointment**

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... Invite Attendees

SnagIt Window

Appointment Scheduling

Subject: UCC Status Report  
 Location: Boss's Office Label: None

Recurrence: Occurs the third Wednesday of every 1 month effective 11/15/2006 from 10:00 AM to 10:30 AM.

Reminder: 15 minutes Show time as: Busy

Contacts... Categories... Private

9. Click the **Save and Close** button. The recurring appointment is added to your Calendar. Circling arrows indicate the recurrence.
10. In the Date Navigator, **click the right arrow**. The Date Navigator shows the next month, with the third Wednesday appearing bold, indicating that an appointment is scheduled for that day.

#### Exercise 4

1. On the **Go** menu, click **Go to Date**. The **Go To Date** dialog box appears.
2. In the **Date** box type **12/8/06**, and then click OK. The schedule for **December 8 2006**, is displayed.
3. **Right-click the 9:00 AM time slot**, and then **click New All Day Event** on the shortcut menu.
4. In the Subject box, type **UCC On Vacation**.
5. Click the **down arrow to the right of the End Time box**, and then **click the 14<sup>th</sup> day of December on the drop-down calendar**.
6. Clear the **Reminder** check box if it is selected.
7. Click the **down arrow to the right of the Show time as box**, and then the click **Out of Office** in the drop-down list.
8. In the lower-right corner of the Event form, select the **Private check box**.

The screenshot shows the 'UCC On Vacation - Event' dialog box in Outlook. The 'Appointment' tab is selected. The 'Subject' field is filled with 'UCC On Vacation'. The 'Start time' is set to 'Fri 12/8/2006' and the 'End time' is 'Thu 12/14/2006'. The 'All day event' checkbox is checked. The 'Reminder' checkbox is unchecked. The 'Show time as' dropdown is set to 'Out of Office'. The 'Private' checkbox is checked in the bottom right corner.

9. Click the **Save and Close** button. If Outlook warns you that the reminder will not appear, click Yes

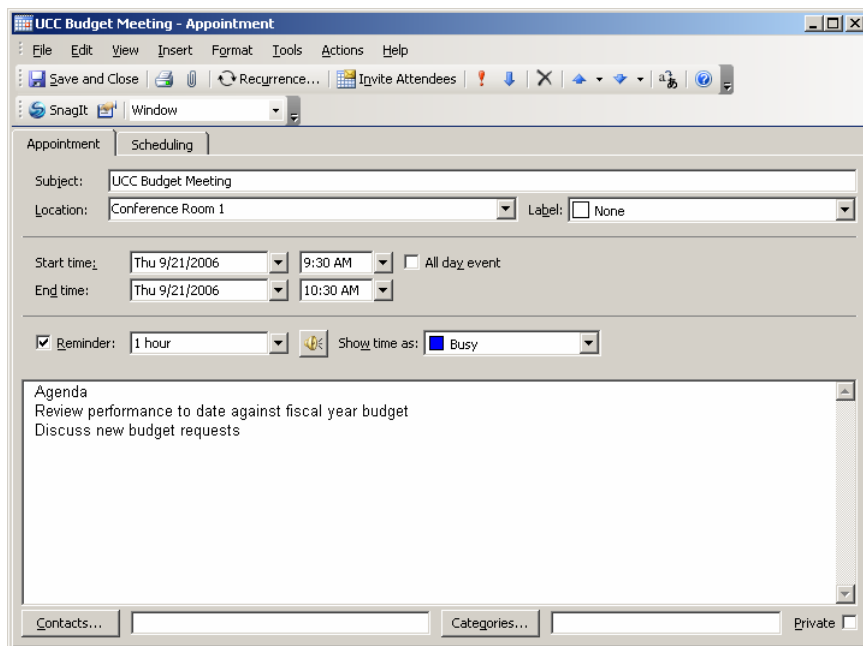
10. On the toolbar, click the **Go to Today** button.

## Managing and Organizing Appointments

You can use the Outlook Calendar to manage and organize your appointments in a variety of ways. You can enter details about an appointment to help you remember important information, such as the agenda for a meeting or directions to a client's office. And as with e-mail messages, you can assign meetings to categories and organize them in folders to help you sort your appointments. For example, you might assign a dentist appointment to the Personal category. Outlook includes a selection of useful categories. Including Business, Personal, and Miscellaneous, but you can create additional categories to meet your needs. Or you might create a separate Personal calendar folder for your non-work-related appointments. When you schedule changes, you can also move, copy, and delete appointments.

### Exercise 5

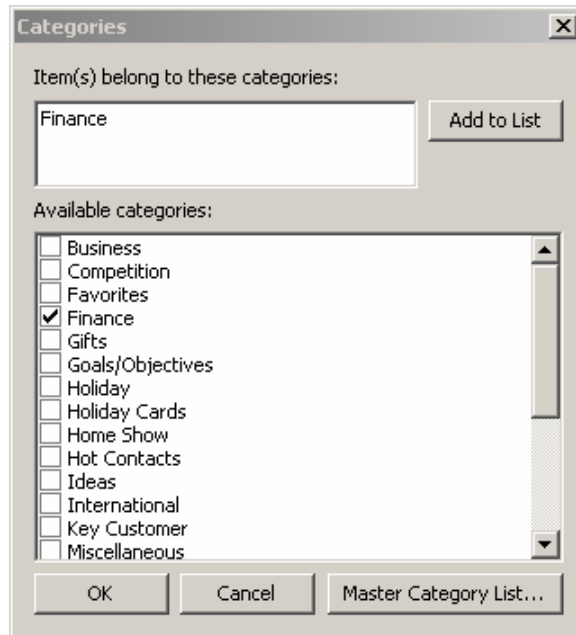
1. Click tomorrow's date in the Date Navigator.
2. Drag through the 9:30 and 10:00 time slots to select them.
3. Type UCC Budget Meeting, and press the Enter key.
4. With the appointment selected, press Enter again. The appointment form appears
5. Click the Location box, and type Conference Room 1.
6. Be sure the Reminder check box is selected, and in the Reminder list, click 1 hour.



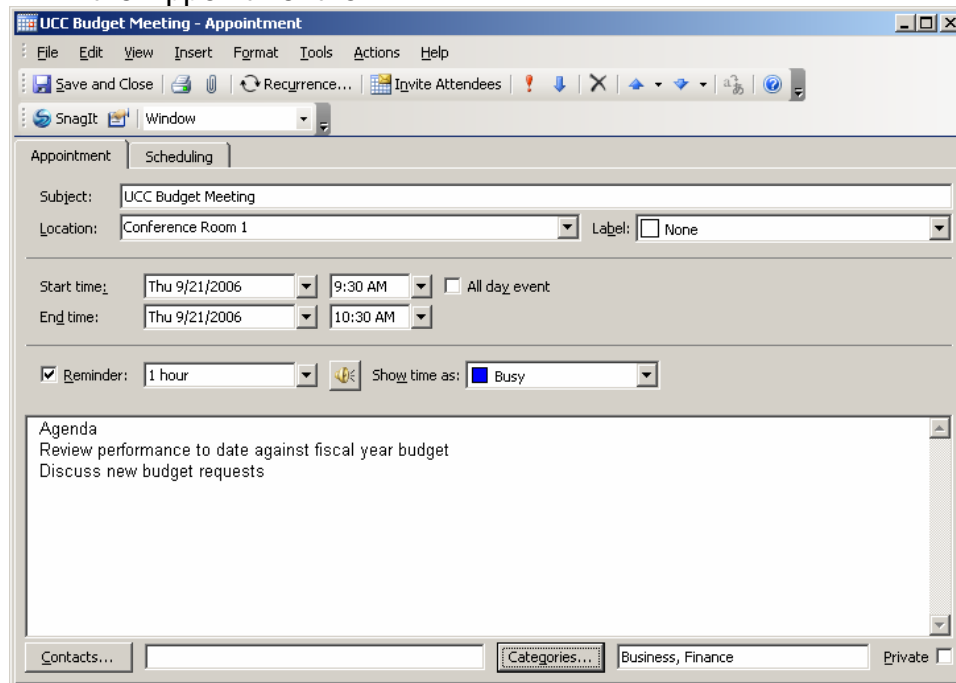
The screenshot shows the Outlook Appointment form for a meeting titled "UCC Budget Meeting". The form is divided into several sections:

- Subject:** UCC Budget Meeting
- Location:** Conference Room 1
- Label:** None
- Start time:** Thu 9/21/2006, 9:30 AM
- End time:** Thu 9/21/2006, 10:30 AM
- Reminder:** Checked, 1 hour
- Show time as:** Busy
- Agenda:** Review performance to date against fiscal year budget  
Discuss new budget requests
- Private:** Unchecked

- At the bottom of the Appointment form, click the Categories button. The Categories dialog box appears.

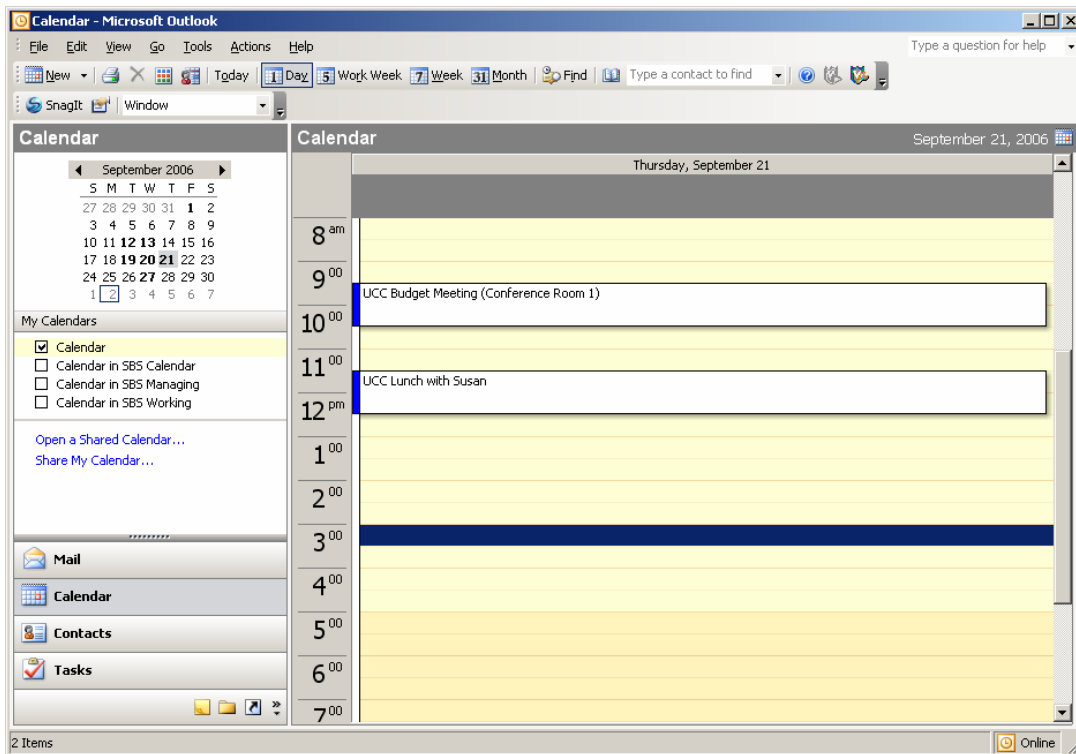


- Click in the **Items belong to these categories** box, type Finance, and click the **Add to List** button. The **Finance** category is added to the list and is selected.
- In the **Available categories** list, select the **Business** check box, and click **OK**. The selected categories are added to the Categories box in the Appointment form.



- Click the **Save and Close** button.

11. Click the 12:00 PM time slot, and type **UCC Lunch with Susan**.
12. Point to the bottom border of the appointment, and when the pointer changes to a vertical double-headed arrow, drag the bottom of the appointment to **1:00 PM.**, and then press the **Enter** key.
13. Point to the left border of the UCC Lunch with Susan appointment.
14. Drag the appointment to the 11:30 AM time slot. The lunch appointment is rescheduled for 11:30 AM.



15. Point to the left border of the **UCC Budget Meeting** appointment. The pointer will become a four-headed arrow.
16. Using the right mouse button, drag the appointment to the same day of the following week in the **Date Navigator**.
17. On the shortcut menu, click **Copy**. Outlook will display the schedule for a week from tomorrow, showing the Budget Meeting appointment.
18. In the Date Navigator, click tomorrow's date.
19. Click the **UCC Lunch with Susan** appointment, and on the toolbar, click the Delete button. The appointment is removed from the Calendar.

## Printing Calendars

You can print your Calendar in a variety of formats, called print styles. You can select from the following pre-defined print styles:

**Daily Style** prints the selected date range with one day per page. Printed elements include the date, day, Taskpad and reference month calendars, along with an area for notes.

**Weekly Style** prints the selected date range with one calendar week per page, including reference calendars for selected and following months.

**Monthly Style** prints a page for each month in the selected date range. Each page includes the six-week range surrounding the month, along with reference calendars for the selected and following months.

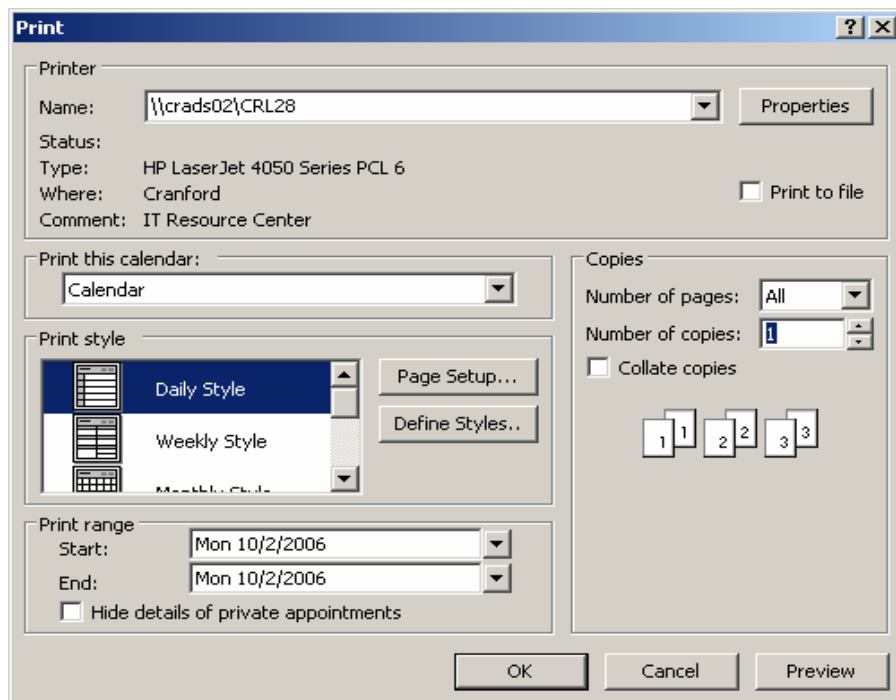
**Tri-fold Style** prints a page for each day in the selected date range. Each page includes the daily schedule, weekly schedule, and Taskpad.

**Calendar Details Style** lists your appointments for the selected date range, as well as the accompanying appointment details.

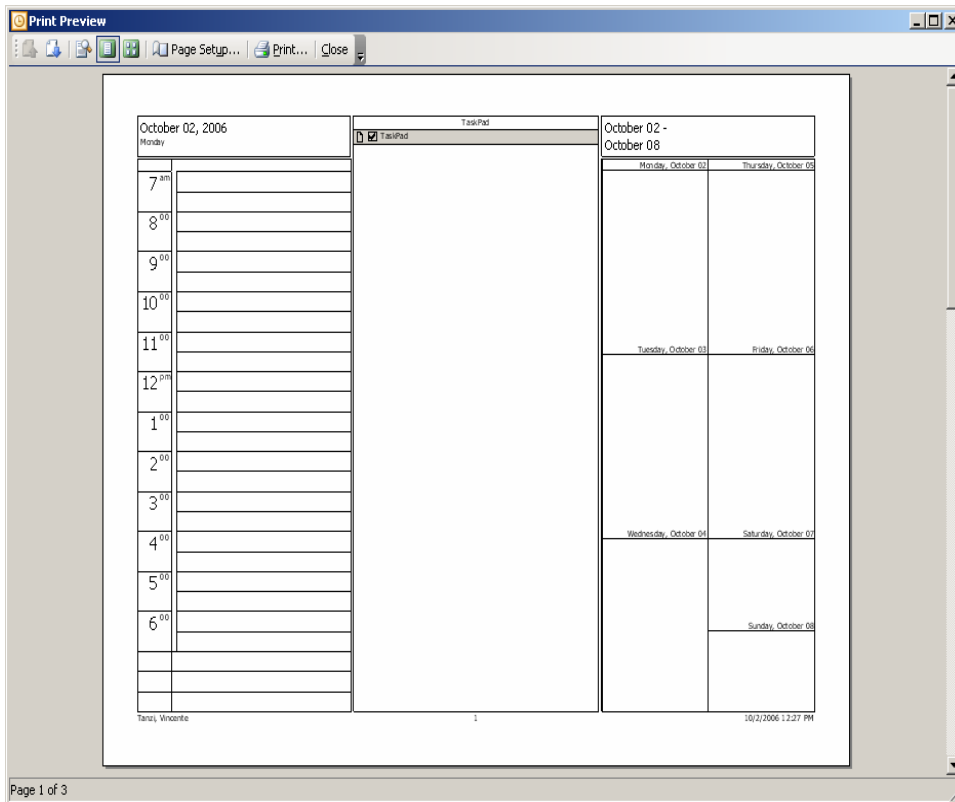
You select the date or range of dates to be printed each time you print.

#### Exercise 6

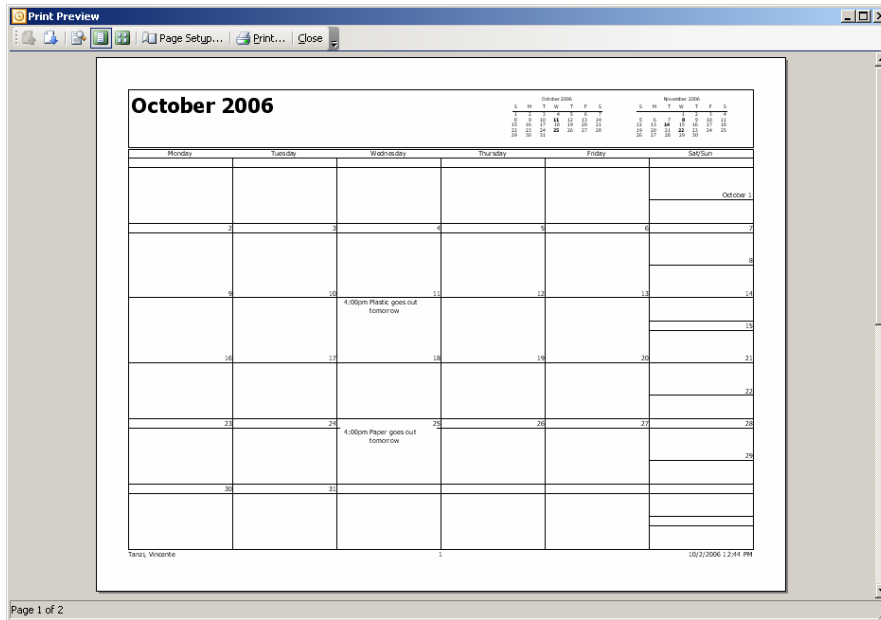
1. With your Calendar displayed in Outlook, on the toolbar, click the Go to Today button. The Calendar displays your day's schedule.
2. On the toolbar, click the Print button. The Print dialog box appears, with the Daily Style format and today's date automatically selected.



3. Click **OK**. Outlook prints today's schedule in the Daily Style format, which approximates the Day view.
4. On the toolbar, click the **Print** button. The Print dialog box appears, with Daily Style and today's date as the default options.
5. In the **Print style** list, click the **Tri-fold Style**.
6. In the Print range area, click the down arrow to the right of the **End** box, and close the date two days from today.
7. Click the **Preview** button.



8. On the Print Preview window toolbar, click the **Print** button. Outlook prints three pages – one page for each day of the selected date range – and closes the Print Preview window.
9. On the toolbar, click the **Print** button again.
10. In the **Print style** list click **Monthly Style**.
11. In the **Print range** area, click the down arrow to the right of the **Start** box, and in the drop-down list, click the last day of the current month.
12. Click the down arrow to the right of the **End** box, and in the drop-down list, click the first day of the next month.
13. Click the **Preview** button. The monthly calendar is displayed in Print Preview.



14. On the Print Preview window toolbar, click the **Print** button.

## Sharing Calendars

You can share your Calendar with other network users just as you would any other folder.

1. In the **Folder List**, right-click the **Calendar**, and then click **Sharing** on the shortcut menu.
2. On the **Permissions** tab of the **Calendar Properties** dialog box, click **Add**.
3. Select the person or people with whom you want to share your Calendar, and then click **OK**.
4. In the **Permissions** area, indicate the permissions you want to give the other network users, and then click **OK**.

If another network user shares his or her Calendar with you, you can open it on your own computer. To view a shared Calendar:

1. On the **File** menu, point to **Open**, and click **Other User's Folder**. The Open Other User's Folder dialog box appears.
2. Click the **Name** button, click the name of a person who has shared his or her Calendar, and then click **OK**.
3. In the **Folder type** box, click **Calendar**, and then click **OK**. The other user's calendar is displayed.

