

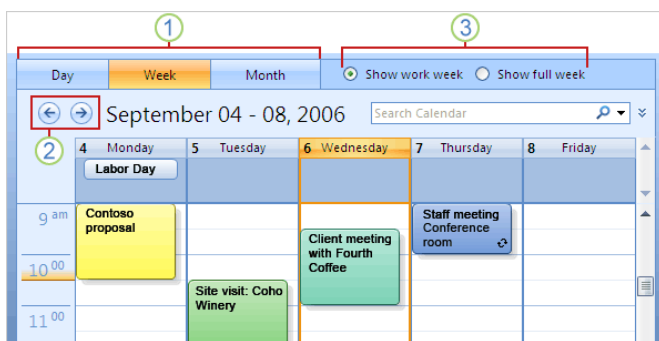


Viewing Your Calendar

There are two quick ways to see the calendar. You can click Calendar in the Navigation Pane or you can click a date in the Date Navigator, which you'll find at the top of the To-Do Bar.

Once in the calendar:

- 1 Click Day, Week, or Month to quickly switch views.
- 2 Forward & Back buttons allow you to easily move through your calendar.
- 3 More buttons let you show or hide days or detail, depending on your view.



Types of Calendar Entries

Now that you see your calendar, you can start scheduling. Understanding the four different types of calendar entry will help you do this as effectively as possible.

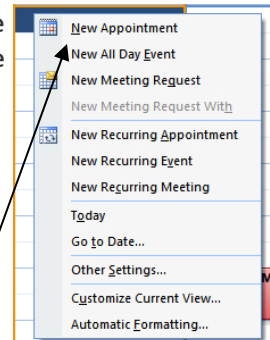


- 1 **Appointment.** An appointment is an activity that involves only you, at a scheduled time. Appointments can be recurring.
- 2 **Meeting.** A meeting also occurs at a scheduled time. But you invite other people by using a meeting request that's sent via e-mail. Meetings can be recurring.
- 3 **Event.** An event is an activity that lasts all day long. Unlike an appointment or meeting, an event doesn't block out time in your calendar. So you can still have other entries appear in your schedule for that day.
- 4 **Task.** A task is an activity that involves only you, and that doesn't need a scheduled time.

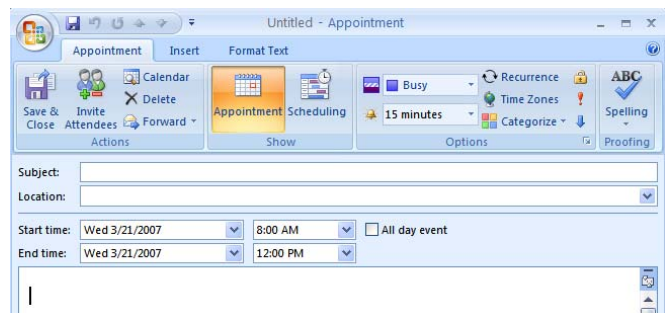
Creating an Entry

To create a calendar entry:

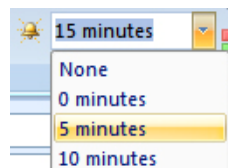
1. **Navigate** in the calendar to the day and time you would like the entry to occur.
2. **Highlight** the area of time which the event will fill
3. **Right-click.**



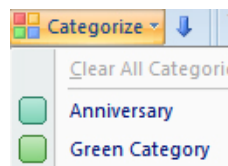
You will then see the options for creating various types of events. **Choose the appropriate entry.**



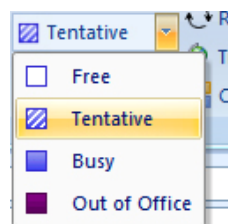
The dialog box will appear providing a ribbon of entry options and an area to describe the entry. Here you can **title the entry (Subject)**, provide a **location**, start time, end time, and description. You can also set the entry to be an **all-day event**.



Reminders: You can also set the **reminder time**. Change this to change the amount of time before the event that you are reminded.



Categories: To set a color category, choose a color from the category list. You can also provide names for the color categories by choosing **All Categories** from the list.




Busy, Tentative, Free, Out of Office: To let others know whether you are available during this time, you can choose from these options: Busy, Tentative, Free, Out of Office.

High Importance: To set an entry to high importance, click the **High Importance** button.



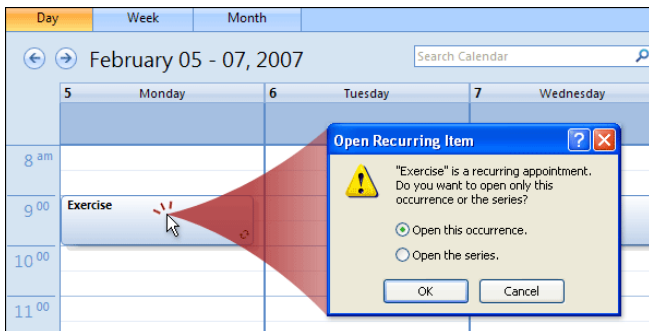
Recurring Events

To set up a recurrence pattern, click the Recurrence button on the ribbon. If the event has already been created, open the appointment and click the  **Recurrence** button.

A box will appear offering recurrence options. Make the appropriate changes and click **OK**.

To View/Change an Entry with Recurrence:

To open a recurring calendar entry to see its details or change it, start by double-clicking it.



A message appears like the one in the picture, giving you two options:

1. **Open this occurrence.** Choose this when you want to see or change one instance, not the entire series.
2. **Open the series.** Choose this when you want to see or

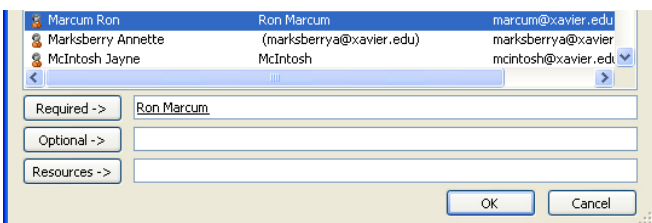
Inviting Attendees



To send an invitation for others to attend the event, click the **Invite Attendees** button on the ribbon.

The dialog box will change to add a **TO** button. Click the button to add the email addresses of those you would like to invite.

Select the first recipient from your contact list and click **Required**, **Optional**, or **Resources** (depending on the level of need for the contact to attend). Repeat this process for all attendees. Click **OK**. Click **SEND** to send the event invitation.



The event will automatically go into your calendar. Your recipients will also see the event in their Outlook calendar, and will receive an **email message** asking whether they would like to:

1. **Accept**,
2. **Decline**, or
3. Set their attendance as **Tentative**.
4. They can also **Propose a New Meeting Time**.

 **Accept** |  **Tentative** |  **Decline** |  **Propose N**

Important Meeting

Tindall [Tindall@xavier.edu]

Please respond.

Required: Jessica Murphy

When: Wednesday, March 21, 2007 3:00 PM-3:30 PM.

Location: B-14 Alter Hall

Description:

If they choose to **Accept** (by hitting the Accept button at the top of the email), the event will remain in their calendar. If the **Decline**, the event will be deleted in their calendar.

Whether the potential attendees choose to decline, accept, or remain tentative, an email will be sent to the meeting coordinator to inform them of the attendee's status.

By opening the event in the calendar, the meeting coordinator can also see how many are planning to attend.


1 attendee accepted, 0 tentatively accepted, 0 declined.
This appointment occurs in the past.

To... Dana Tindall (tindall@xavier.edu)

Updating, Deleting Event Requests

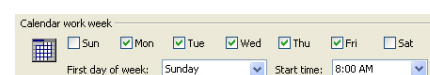
To update an event / event request, go to your Outlook Calendar, navigate to the event and double click on it.

 To update a meeting, change the information where needed and click the **Send Update** button.

 To cancel the meeting, click the **Cancel Meeting** button.

Defining Your Work Week

Open the Outlook Calendar and choose **Tools > Options**. On the **PREFERENCES** tab, click **CALENDAR OPTIONS**.



- In the **Calendar work week** area, select the **MON** through **FRI** checkboxes, and clear the **SAT** and **SUN** checkboxes.
- Click the **Start time** and **End time** arrows.
- Click **OK** in each of the dialog boxes.