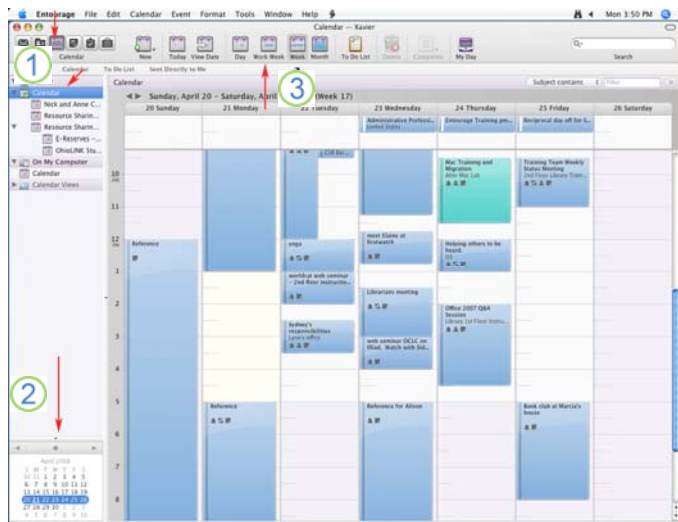


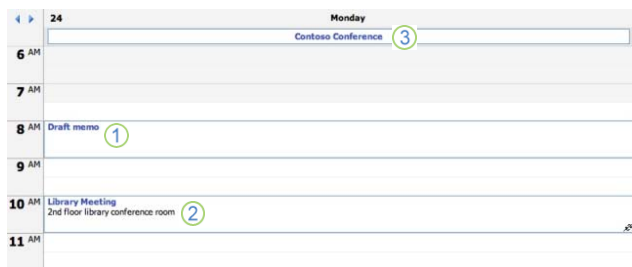
## Accessing Your Calendar

- 1 To open the calendar, either click on the calendar icon in the bar at the top of the page, or click on calendar in the navigation panel.
- 2 To move from month to month in the calendar, click on the left and right arrow keys on either side of the name of the month at the top of the calendar in the bottom of the Navigation Pane. You can access different days in the calendar by selecting the specific date from the calendar on the Navigation Pane. You can also move from one day to the next by clicking on the arrow keys at the top, left-hand corner of the individual day, week or month.
- 3 By clicking on icons in the bar at the top of the page, you can choose between viewing a day, work week, week or month calendar. Also you can view today only or a specific date.



## Types of Calendar Entries

Now that you see your calendar, you can start scheduling. Understanding the three different types of calendar entries in Entourage will help you do this efficiently and effectively.

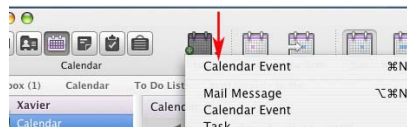


- 1 **Appointment.** An appointment is an activity that involves only you, at a scheduled time. Appointments can be recurring.
- 2 **Meeting.** A meeting also occurs at a scheduled time, but you invite other people by using a meeting request sent via e-mail. Meetings can be recurring.
- 3 **Event.** An event is an activity that lasts all day. Events can be all-day meetings, out-of-town conferences, vacation time, etc.

## Creating an Entry

To create a calendar entry:

- Click on the arrow next to the **NEW** button.
- Select **Calendar Event**



- **Type the Subject and Location** of the appointment. If you are scheduling a meeting, **click on the Invite** button. Type the e-mail addresses for the invitees in the To box and then click **ADD**.

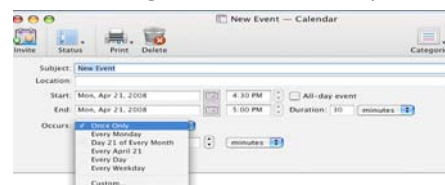
- **Select the desired Start and End date and time** from the drop-down list. The number of minutes for the meeting is then displayed automatically. Specify an **all-day event** by clicking on that checkbox.

- Other fields you may choose to update include:

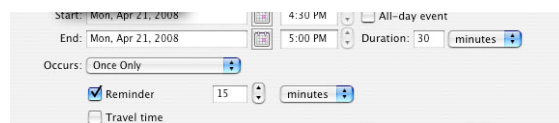
### 1. **Busy, Free, Tentative, Free, Out of Office:**

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

### 2. **Recurrence:** This button allows you to make the appointment or meeting you are scheduling to recur on a regular basis. Entourage defaults to once only.

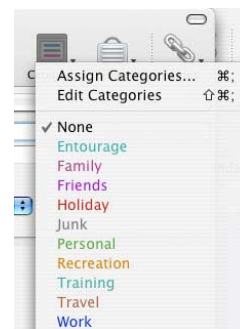


### 3. **Reminders:** This setting reflects how long before the start of an event you will be notified via an e-mail and a pop-up message.



### 4. **Travel Time:** This setting allows you to build in travel time on either side of an appointment.

- 5. **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.

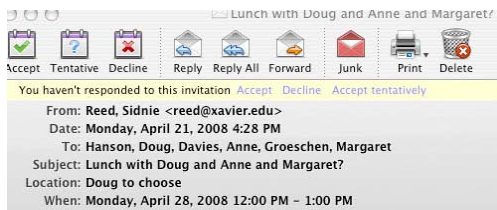


## Responding to Meeting Invitations

✓ Accept   ? Tentative   ✗ Decline

When someone includes you in a meeting request, the meeting will automatically and immediately be added to your calendar. Until you view and respond to the meeting invitation, the meeting will appear in your calendar as **Tentative**. You will also receive the invitation in the form of an e-mail asking whether you would like to:

1. **Accept**
2. **Decline**
3. Indicate that your attendance is **Tentative**.

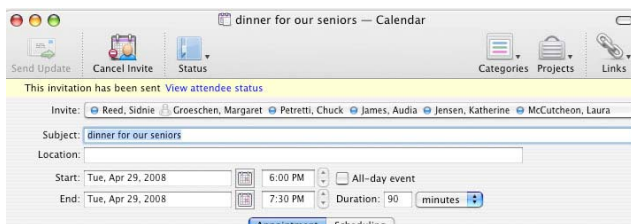


If you **Accept** the invitation, an acceptance email will be sent back to the requestor, and the meeting will be automatically updated in your calendar from a tentative meeting to a definite meeting.



If you **Decline** the invitation, an email will be sent to the requestor indicating you will not be in attendance, and the meeting will be automatically removed from your calendar.

If you **Tentatively Accept** the invitation, an email will be sent to the requestor indicating this, and the meeting will remain in your calendar as a tentative meeting.



You always have the option of including comments with your response to an invitation.

Attendee Status	
Name	Response
Reed, Sidnie Reed@xavier.edu	No Response
Groesch, Margaret Groesch...	No Response

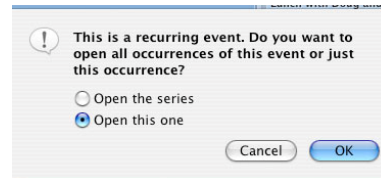
By opening the event in the calendar, the meeting coordinator can check on the status of the attendees.

## Updating or Canceling Event Requests

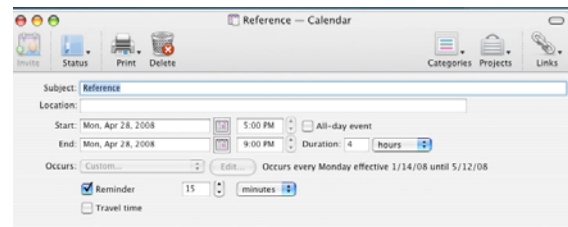
Send Update   Cancel

To view, update, or delete an existing appointment, meeting, or event:

1. Navigate to the date of the appointment, meeting, or event.
2. Position your cursor on the item and click on it once or twice.

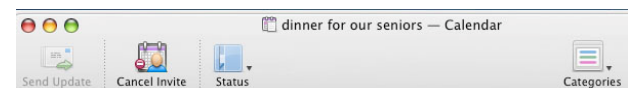


3. If the event that you wish to update is part of a series of recurring events, you will receive the warning message that this is a recurring event and you will be asked if you wish to open just this event or if you wish to open the series.
4. If you click on **Open this one** this will open a single occurrence of the item, even if it is a recurring appointment or meeting.



You will be reminded that it is a recurring event.

5. To view, modify, or delete an entire series, click on the **Open the series** button.
6. To cancel a meeting, just click on the **cancel invite** button.



7. To update the meeting information, change the times and then click on the **Send Update** button.

## Defining Your Work Week



1. Click on the Entourage Button
2. Select Preferences
3. Select Calendar under General Preferences
4. Specify the first day of the week and your work days and times.
5. Select your default time zone.
6. Select your reminder preferences.

