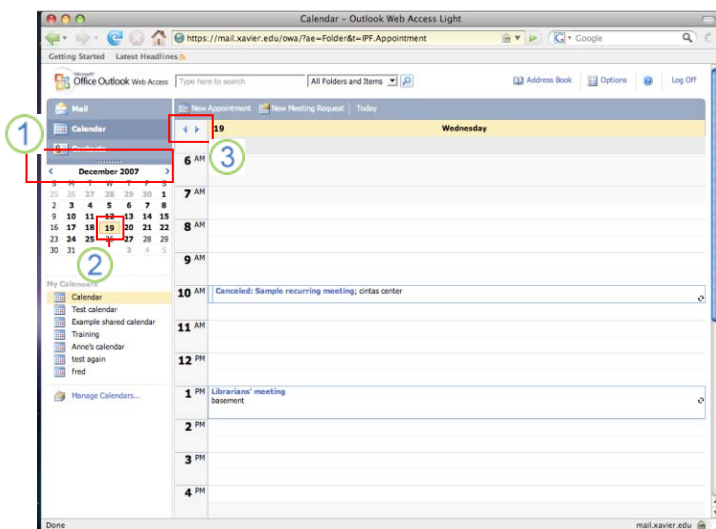


## Accessing Your Calendar

You can view your calendar by clicking on the **Calendar** bar in the Navigation Pane.

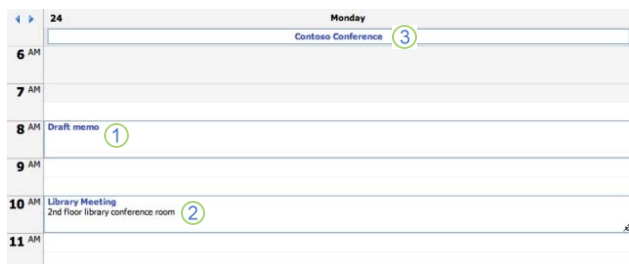
**Once in the calendar:**

- 1 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 Navigation Pane.
- 2 You access different days in the calendar by selecting the specific date from the calendar on the Navigation Pane. There are no weekly or monthly calendar views available within OWA.
- 3 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 calendar.



## Types of Calendar Entries

Now that you see your calendar, you can start scheduling. Understanding the three different types of calendar entries in OWA for Mac Users will help you do this as 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.
- NOTE:** Tasks are not supported in OWA for Macs. A task is an activity that involves only you and doesn't need a scheduled time.

## Creating an Entry

**To create a calendar entry:**

1. Click on the **New Appointment** button.
2. **Type** the **Subject** and **Location** of the appointment.
3. If you are scheduling a meeting, **click** on the **Invite Attendees** button. Type the e-mail addresses for the invitees in the **Required**, **Optional**, and **Resources** fields, or you can select them from an Address or Contact list by clicking on the words **Required**, **Optional**, and **Resources**.
4. **Select** the desired Start and End date and time from the drop-down list. Click on the **Scheduling Assistant** to view people's availability if you are not sure about a date and time for the meeting or appointment. Specify an **all-day event** by clicking on that checkbox.
5. Other fields you may choose to update include:

### a. Request a Response:

By selecting this checkbox, the person scheduling the meeting can indicate that he or she would like the invitees to respond to the invitation.

### b. Busy, Free, Tentative, Free, Out of Office:

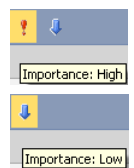
To let others know whether you are available during this time, you can choose from these options: Busy, Free, Tentative, or Out of Office.

### c. Private:

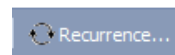
This checkbox can be used to place a "private" classification on an appointment or meeting request. Although this will prevent people who have sharing rights to your calendar from seeing the details of the appointment or meeting, it may not prevent people from viewing it if you have granted them delegate access, or if they have used programmatic methods to gain access.

### d. Importance:

The user can indicate that the level of importance of the meeting is especially high or low by clicking one of the icons at the top of the dialog

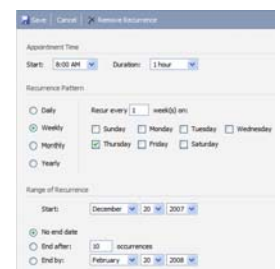


box.



### Recurrence:

This button allows you to make the appointment or meeting you are scheduling to recur on a regular basis.



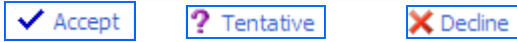
### Other Features:

#### 1. 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.

#### 2. Categories

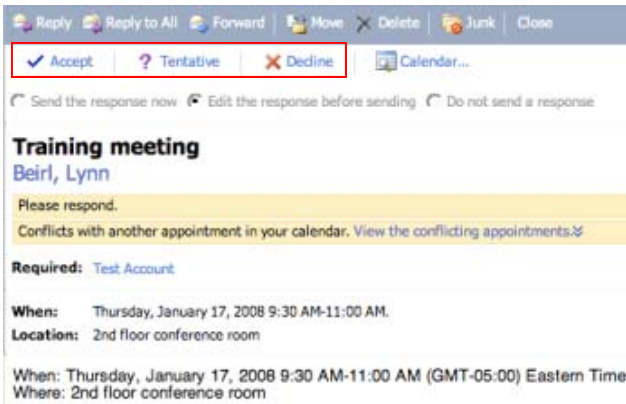
To set a color category, choose a color from the category



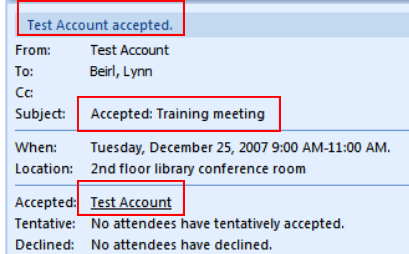
## Responding to Meeting Invitations

When someone includes you in a meeting request, the meeting will automatically and immediately be added to your OWA 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:

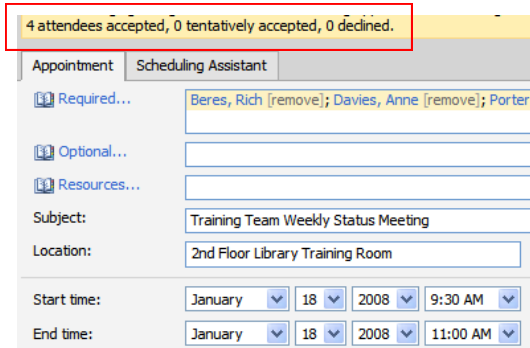
1. **Accept**
2. **Decline**
3. Indicate that your attendance is **Tentative**.



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.



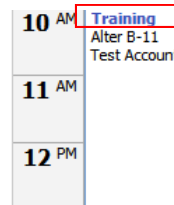
By opening the event in the calendar, the meeting coordinator can also see how many are planning to attend. However, he or she cannot see a detailed list of how each invitee has responded.



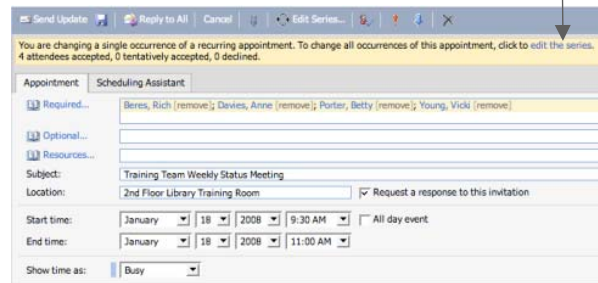
## Updating or Canceling Event Requests

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

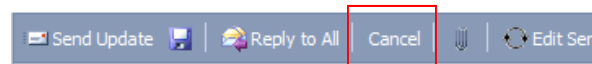
1. Click on the **Calendar** icon in the Navigation Pane to access your calendar.
2. Navigate to the date of the appointment, meeting, or event.
3. Position your cursor on the Subject line of the item (this should be the top line), and click on it once or twice.



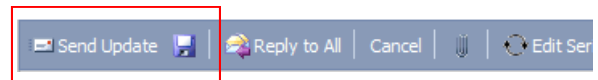
4. This will open a single occurrence of the item, even if it is a recurring appointment or meeting. To view, modify, or delete an entire series, click on the link in the message at the top of the window.



5. If want to cancel a meeting that you scheduled or delete an existing appointment, click on the **Cancel** button at the top of the window.



6. To update a meeting that you scheduled:
  - a. Open the occurrence or the series as described above
  - b. Enter the desired changes (e.g. date, location, etc.)
  - c. Click on the **Send Update** button.



## Defining Your Work Week

1. In the Calendar view, click on the **Options** icon.
2. Specify the first day of the week and your work days and times.
3. Click **Save** when finished.

