

Your Outlook Calendar

To access your calendar(s), **click on the calendar icon** in your navigation bar. Your calendar will allow you to create and view one time and/or re-occurring appointments and meetings.

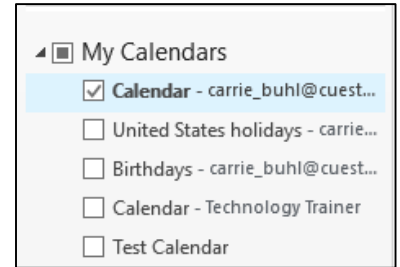


Viewing your Calendar(s)

Outlook allows you to customize your view. You can choose to view a single calendar at a time or multiple calendars. As well as view calendars by different time periods.

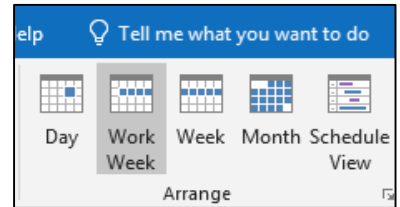
To view single or multiple calendars:

- Use the left panel to Click on the calendars you would like to view
- Put a check mark next to the calendars you would like to view
- Uncheck the boxes if you would like to stop viewing the calendar



To change the time period of the calendar(s):

- Use the Home Tab ribbon, then select one of the following:
 - Day
 - Work Week
 - Week
 - Month
 - Schedule View

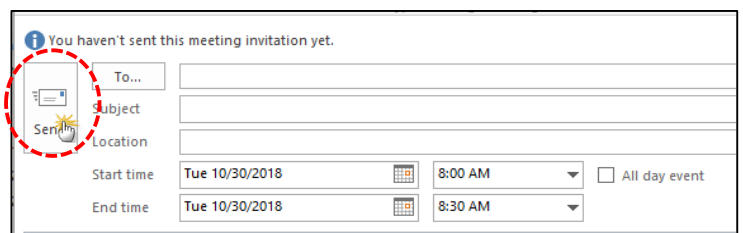
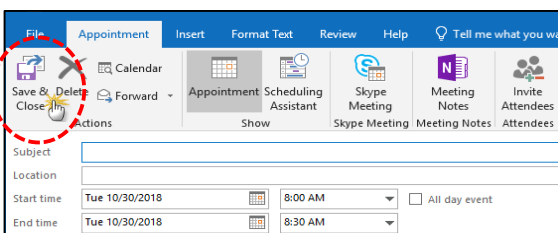
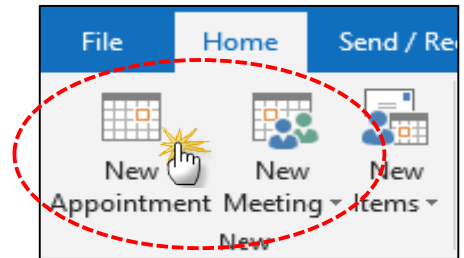


Creating Appointments and Meetings

Appointments are events that you need to remind yourself of or block time in your schedule. **Meetings** are events that you create with an invitation for others to attend as well. You can create appointments and meetings for a one time occurrence or you can set them to re-occur on multiple dates.

To create an appointment/meeting:

- Click on **New Appointment/New Meeting** in the Home Tab
- **Enter** the names of attendee(s) to invite to the meeting in the **To...** field. (for creating a Meeting only, not Appointment)
- **Type** a name for your appointment/meeting in the **Subject** field, and include any necessary details below
- **Type** the **location** of the appointment/meeting
- Define the **date and time**
- Click **save and close (Appointment)** or **Click Send (Meeting)**



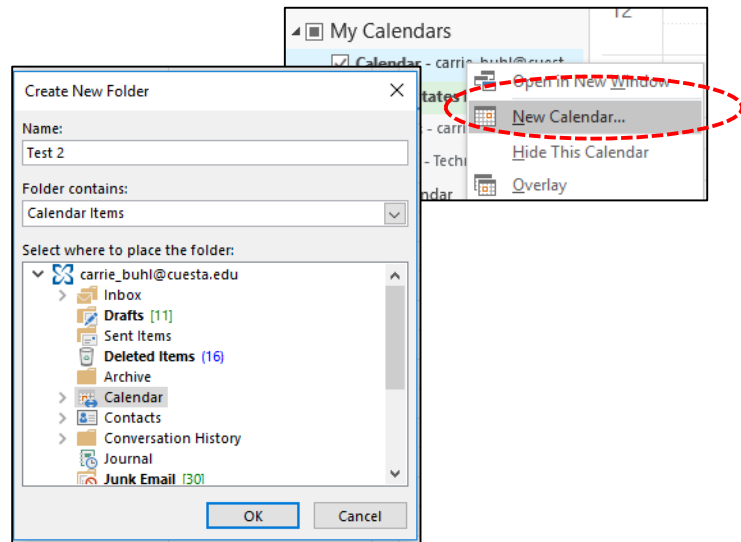
Adding Calendars

Outlook allows you to create new calendars or add calendars to the My Calendars list. Additionally, you can share your calendars with others.

To create a new calendar:

- **Right click** on one of your calendars
- Select **New Calendar**

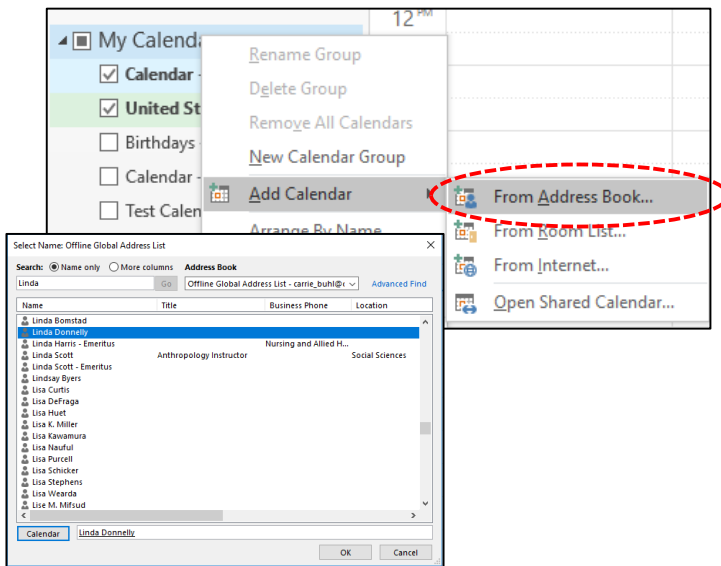
- Type a name for your calendar, then click **OK**



To add a new calendar:

- **Right click** on **My Calendars**
- Select **Add Calendar**, then **From Address Book**

- In the new window, search for the calendar you would like to add and click **Calendar** to add
- Click **OK**



To share a calendar:

- Check the box next to and display the calendar you would like to share
- Select **Share Calendar** in the Home Tab Ribbon

- Type the name of the person you would like to share with
- Click **Send**

