

Microsoft Outlook Advanced

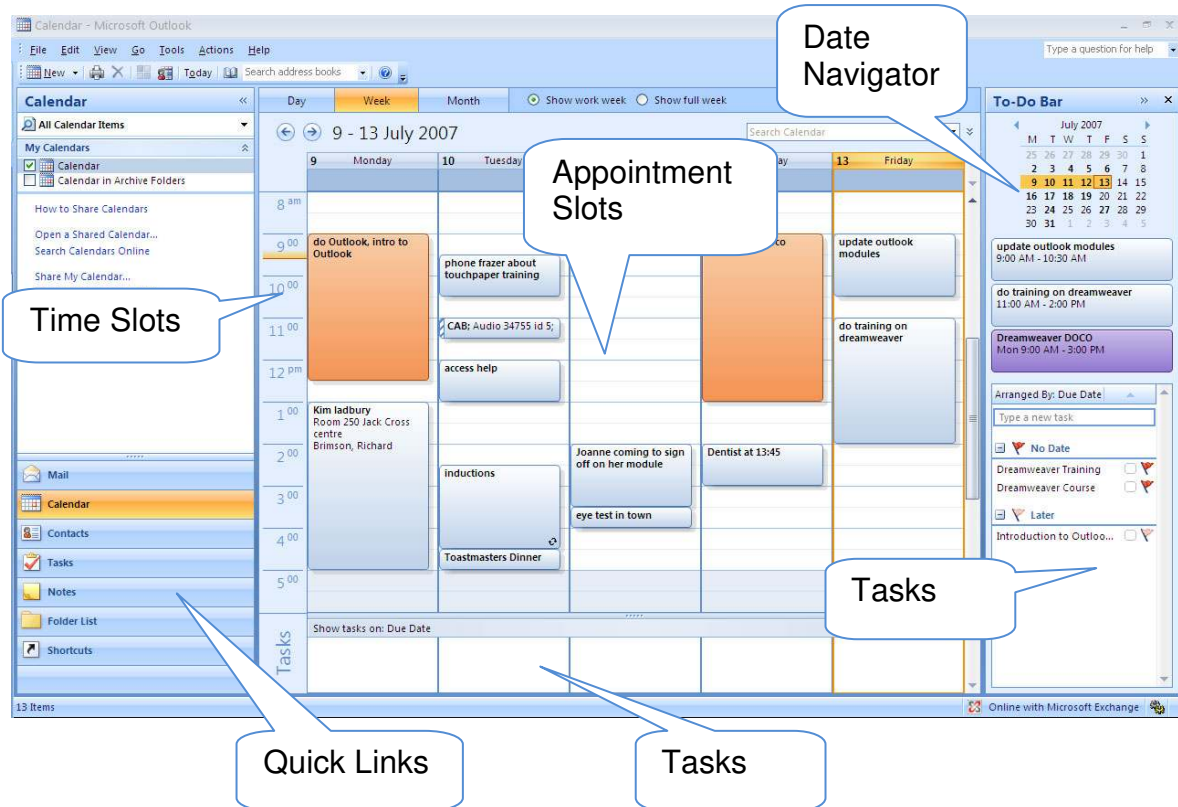
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THE CALENDAR

The Basics

The Calendar feature of Outlook allows the user to schedule appointments, meetings and events. It is therefore a handy tool, assisting with time management and general work practices. Your calendar can be shared with a colleague or colleagues which means that they will be able to see your availability for meetings etc. if you are absent. The calendar is listed in Outlook's folder list. Once you have selected calendar from the Folder List, a screen something like the following will appear (the Calendar may look slightly different due to individual setups):



Time Slots

Time Slots show the hours of the day, with each full hour numbered. The default Time Slots for working hours are bright yellow, and non-work hours are shaded a darker yellow.

Appointment Slots

Appointment Slots on the Calendar show your appointments and meetings. A Calendar item indicates whether the item refers to an appointment or a meeting, whether the appointment or meeting is recurring, whether it is private and whether you've set a reminder. The Calendar item also gives you information about the subject, the location and the duration of the appointment or meeting.



This symbol indicates that a reminder for the appointment or meeting has been set.



A recurring appointment or meeting.

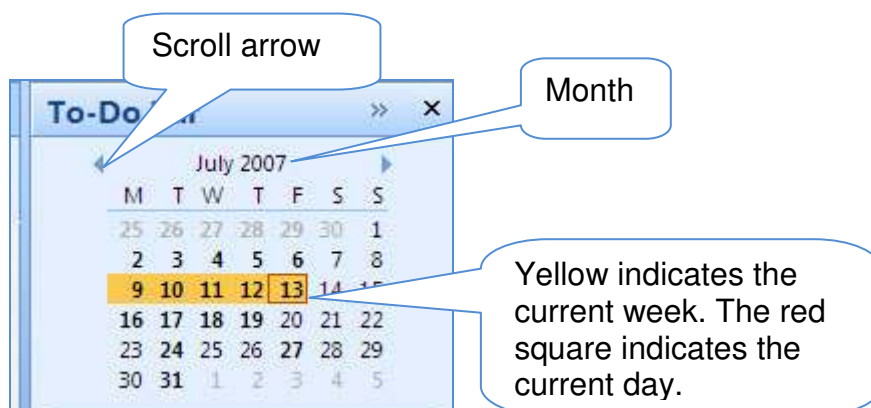


A meeting (an appointment has no symbol)

Using the Date Navigator

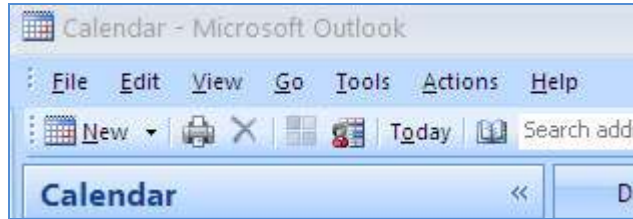
The Date Navigator is used to view from one to several months at a glance. Dates that are bold indicate that an appointment or meeting has been made on that particular date. Navigate to a date by clicking on the desired month and date in the navigator. Use the scroll arrows to jump months ahead or back. Outlook places a square around the date currently being viewed in the Calendar.

The diagram below shows the Date Navigator displaying two months at a time. The amount of months showing depends on how wide you have allowed the pane to be – drag on the border between the pane showing the months and the pane showing the calendar slots to alter.



Hints

- Click on the month title to reveal a list of months from which you can navigate quickly to by selecting them with the mouse.
- To return to today's date use the TODAY icon on the toolbar.



Viewing the Calendar

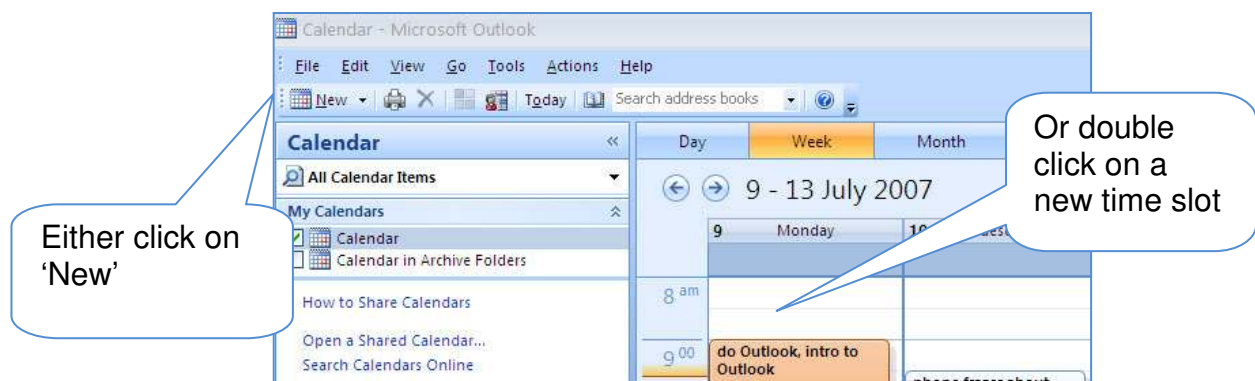
The default Calendar view is the Day/Week/Month view. This can be changed by using the buttons shown below. You can choose between four time spans: Day, Work Week (5 day week), Week (7 day week) or Month. Select the time span shown by clicking on the appropriate icon on the toolbar. (The TODAY icon will return to a view which includes the current date)



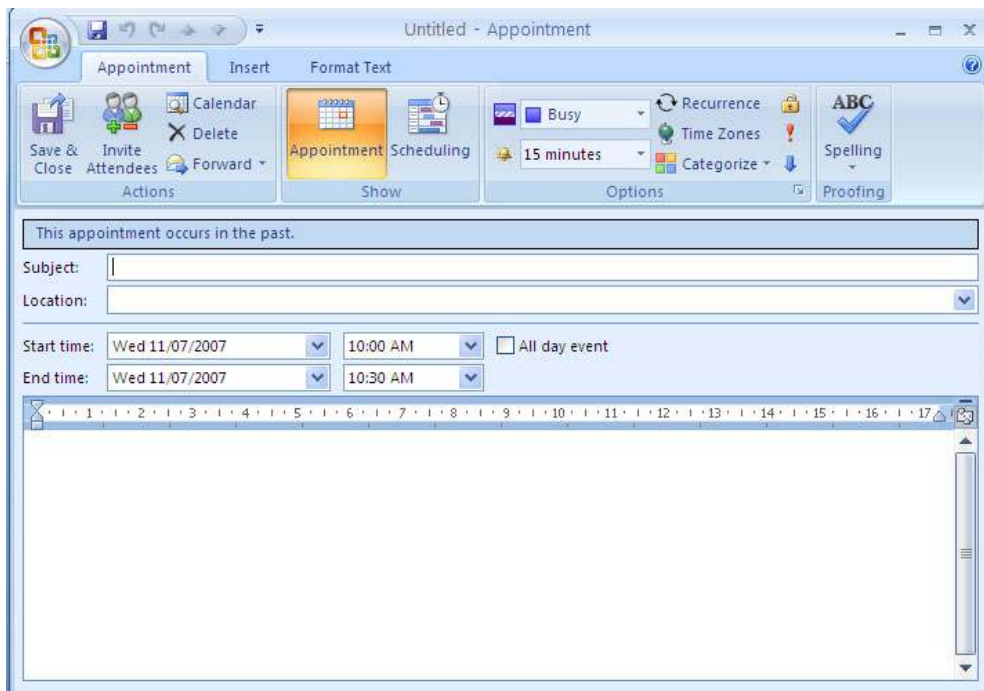
Creating a New Appointment

Create a new appointment by one of the following methods:

1. Click on the **CALENDAR** button on the Outlook **QUICK LINKS**, then select the **NEW** icon from the toolbar; or
2. While you are in Calendar view, double click on the desired time slot or the appointment slot, a new appointment window will open (the times can be adjusted once you are in the appointment window).



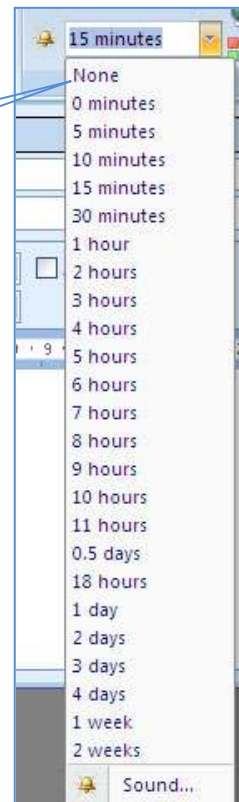
The following window appears:



Fill in the appropriate areas of the window, setting the starting and ending times and dates as you go. Make sure the text in the subject dialog box is descriptive as this is what shows in your calendar.

The reminder time is set by clicking on the drop down box and selecting a time.

Reminder Times



After all settings have been made, click on the 'SAVE AND CLOSE' icon on the Standard toolbar.

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