



CALIFORNIA STATE UNIVERSITY  
**LONG BEACH**

# TRAINING AT THE BEACH

Microsoft®  
**Outlook®** 2010



Advanced Outlook 2010 Training Manual

INFORMATION TECHNOLOGY SERVICES



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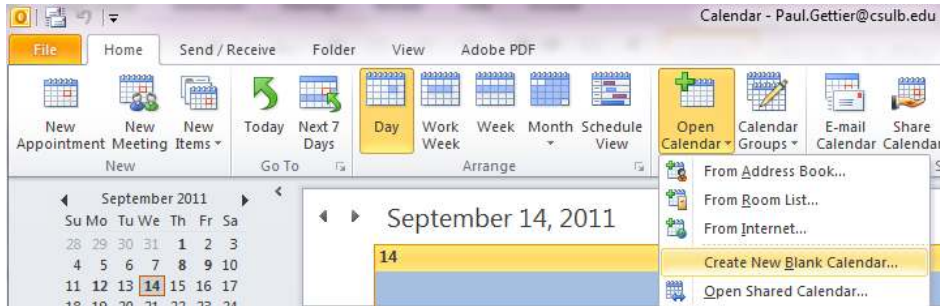
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## Using the Calendar

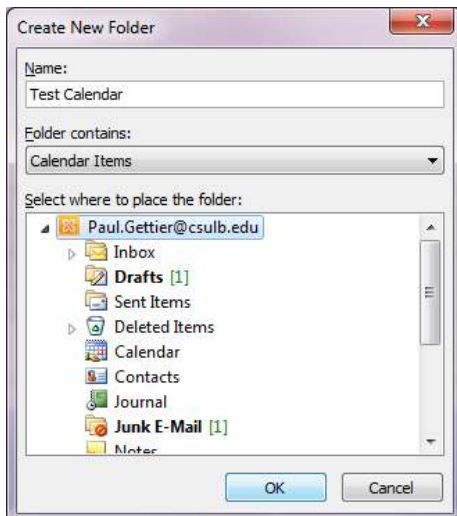
### Creating Additional Calendars

Outlook has the ability to have more than one Calendar within your Mailbox.

To create an additional Calendar within your Mailbox, click **Home > Open Calendar > Create New Blank Calendar**.



Name the Calendar and pick what folder to place it in. For this example, I will be creating a Calendar named Test Calendar and I will put the Calendar directly in my Mailbox. When finished, click OK.



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