

TYPES OF CALENDAR ENTRIES

There are three primary types of entries that can be added to the calendar in Outlook: appointments, meetings, and all-day events.

- **Appointments** are intended to be used when you have an obligation that occurs during a specific time frame.
- **Meetings** are similar to appointments; however, they also include expanded features like attendance management options.
- Finally, **all-day events** are obligations that span days rather than hours. For example, a conference would typically be considered an event.

No matter which type of entry you add to a calendar, you have the option to schedule them as **recurring**. This means that you can have an activity appear on a regular basis going forward so that you do not have to manually enter them in each time. This feature is great for regular weekly meetings or other frequent obligations that you are required to attend.

Recurring events are identified in the calendar by the following symbol:

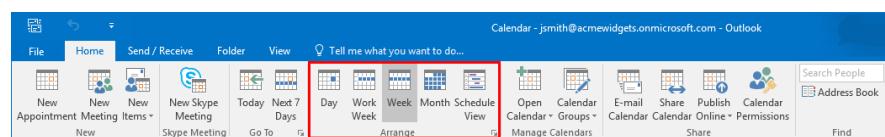


CALENDAR GRID ARRANGEMENT OPTIONS

You can change the view that is used to display the calendar grid to one of the five options in the Arrange group of the Home tab:

Notice that the current view is highlighted. Here is a breakdown of each option:

- **Day**: View one day at a time.
- **Work Week**: View a typical work week (Monday to Friday).
- **Week**: View an entire seven-day week.
- **Month**: View a month at a time.
- **Schedule View**: View a detailed schedule of the current date and time, compared against other calendars.

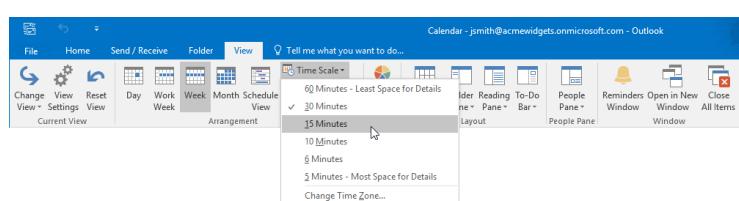
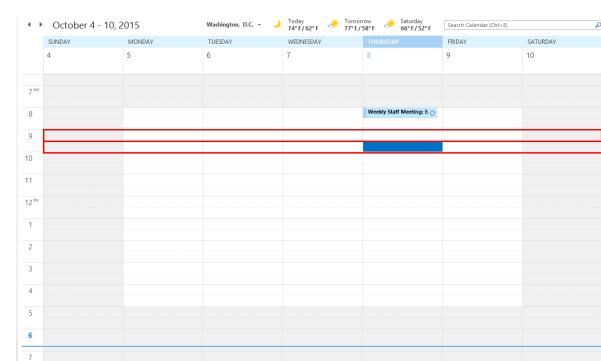


Time Scale Options

When viewing the calendar using every view except the Month view, you will see that each time slot is divided into two 30 minute halves:

You can modify this aspect of your calendar by clicking View → Time Scale → [Time Scale]:

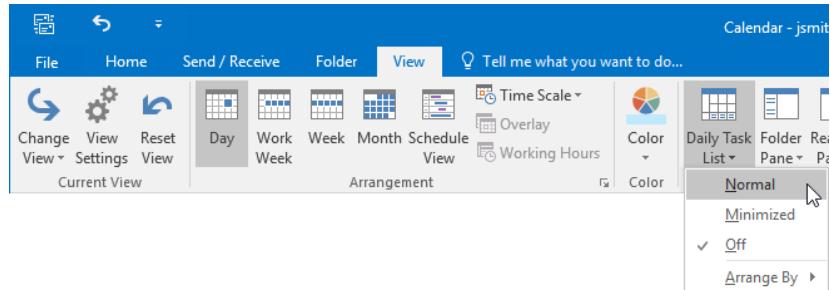
There are several different time scales that you can select from, with varying degrees of detail. Typically the 30 Minutes option will meet the needs of most people; however, those with busier schedules may want to consider one of the shorter options.



THE DAILY TASK LIST

When the Daily Task List is displayed, it appears at the bottom of your calendar. This workspace will display any tasks that occur during the current time frame. While the name of the task will always be displayed, the details of the task (start date, due date, etc.) will only be displayed while using the Day calendar grid arrangement.

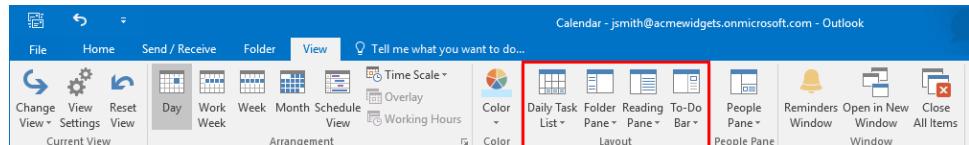
To toggle the Daily Task List on or off, click View → Daily Task List → [View Option]



CALENDAR LAYOUT OPTIONS

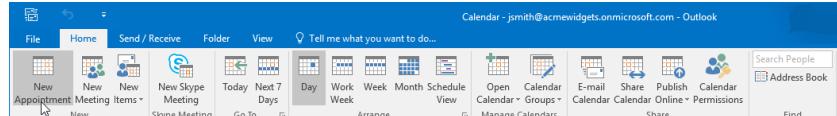
Like many aspects of Outlook 2016, the Calendar layout is very flexible. You can choose which components you would like to display, hide, or minimize. To modify what components are displayed and how, use the Daily Task List, Folder Pane, Reading Pane, and To-Do Bar drop-down commands within the Layout group of the View tab while in the Calendar workspace:

By default, the Navigation pane and Daily Task List are displayed. The Reading pane and To-Do Bar are both hidden from view.



THE APPOINTMENT FORM

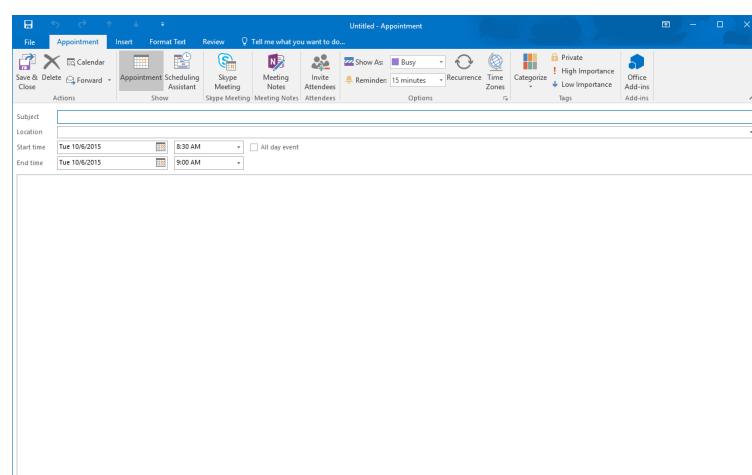
To add an appointment to your calendar, open the Appointment form by clicking Home → New Appointment while in the Calendar workspace:



The Appointment form includes a variety of different fields that are used to add the event's details

Here is an overview of the available fields.

- In the **Subject** field, you can enter a quick description of the appointment. This is what you will see when the appointment shows up on the calendar.
- In the **Location** field, you can enter where the appointment will take place.
- The “**Start time**” and “**End time**” menus allow you to choose when the appointment will start and end.
- Additionally, you can check the “**All day event**” checkbox if the event you are adding spans an entire day.
- Inside the **Appointment form body**, you can add more details or notes about the appointment.

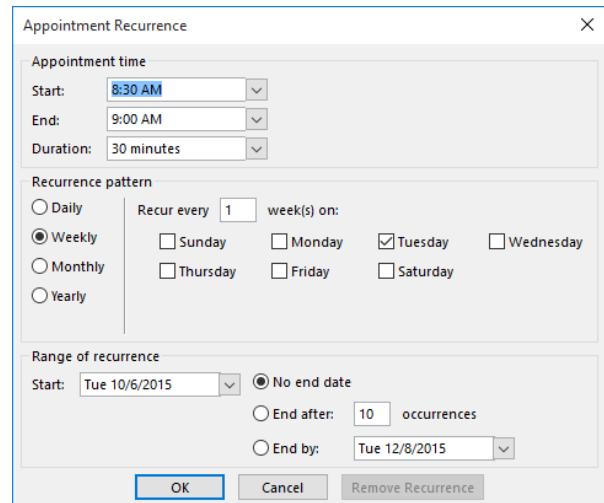


CREATING RECURRING EVENTS

If your appointment repeats on a regular basis, you can schedule it as a recurring event. To do this, click Appointment → Recurrence.

This action will display the Appointment Recurrence dialog box. Using its controls, you are able to choose the start time, end time, and duration for the recurring appointment. Next, you can choose a recurrence pattern (daily, weekly, monthly, or yearly). Finally, using the controls in the “Range of recurrence” section you are able to choose how long you want this recurring appointment to continue.

Click OK to save the recurrence settings. Note that you can remove a recurrence by clicking the Remove Recurrence button in this dialog box.



REMINDERS

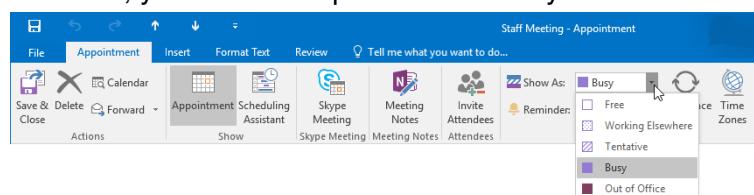
When adding a new appointment to your calendar, you have the option to set a reminder. This will take the form of a visual and audio alert that will notify you when the appointment is coming up. Hourly appointments have a 15 minute reminder by default, while all-day events will include a reminder 18 hours prior to the event.

To modify these settings, click Appointment → Reminder → [Time]

When the reminder is triggered by an upcoming event, it will appear in a separate dialog box. The appointment subject, start time, and location will be listed. You will be given an option to dismiss the reminder, as well as open the appointment to view its details. Additionally, you can choose to be reminded again by clicking the Snooze button. This action will remind you five minutes later by default, but you can customize this duration using the provided drop-down menu:

SHOW AS OPTIONS

When adding an appointment using the Appointment form, you have the option to indicate your status during this period. This helps anyone looking at your calendar to identify when you are and are not available. To choose a Show As option, click Appointment → Show As

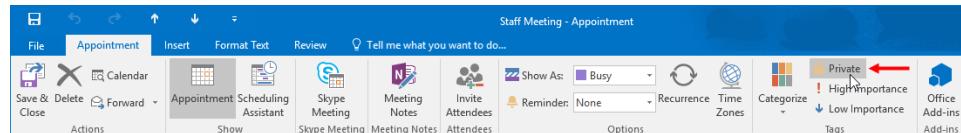


There are five options that you can choose from:

- The **Free** option will indicate to others that you are available during this time period even though you have an appointment.
- The **Working Elsewhere** option will indicate to others that you are available, but working at a different location than you normally do.
- The **Tentative** option indicates that you might be available.
- The **Busy** option indicates that you are unavailable during this time period.
- The **Out of Office** option shows you as being unavailable and out of the office entirely.

THE PRIVATE OPTION

When creating a new appointment using the Appointment form, you can mark it as private by clicking Appointment → Private:



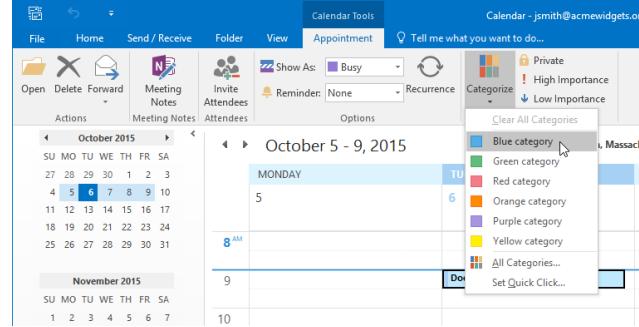
By marking an appointment private you can hide the details from anyone who is able to view your calendar, but still mark yourself as unavailable during the specified time.

You can identify such entries in your calendar by the lock icon:

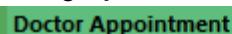


CATEGORIZING APPOINTMENTS

Like other Outlook objects, you are able to categorize appointments so that you can keep them better organized. To categorize an appointment, first select the appointment in question, and then click Calendar Tools – Appointment → Categorize

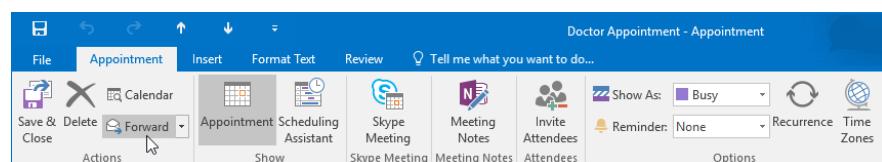


(Remember, when choosing a category for the first time, you will be prompted to give it a name.) Once it is categorized, an appointment will be shown in the color of the category that was selected:

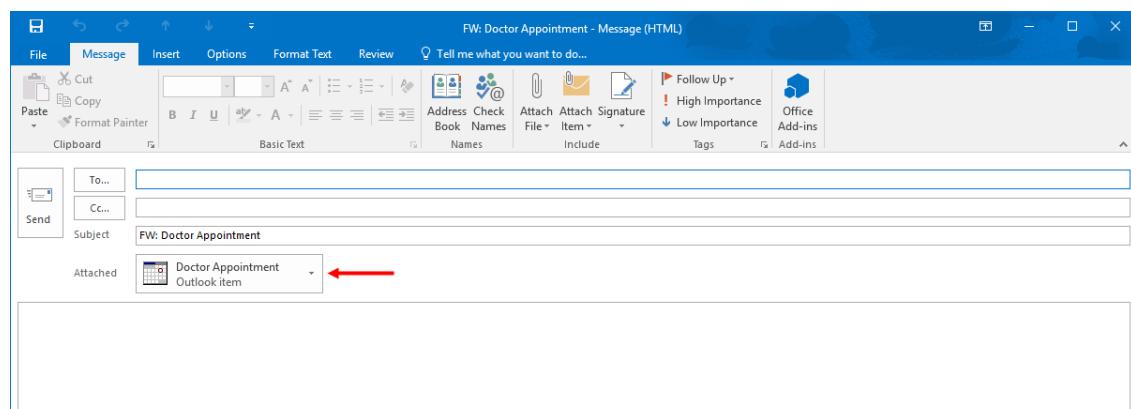


FORWARDING APPOINTMENTS

To forward an appointment to other people so that they can view it and add it to their own calendars, click Appointment → Forward (with the Appointment form open):



In either case, a new Message form will be displayed with the selected appointment included as an attachment:

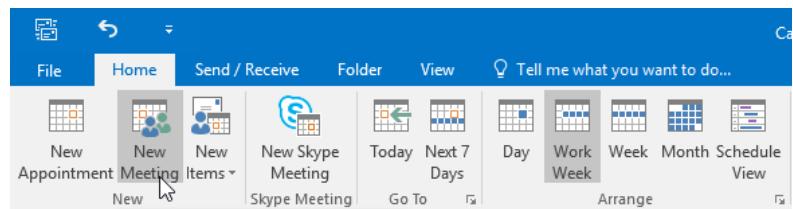


Simply complete and send the message as normal to finish the process.

THE MEETING SCHEDULING PROCESS

To schedule a new meeting in your calendar, you must first create and send a meeting request. To do this, click Home → New Meeting while in the Calendar workspace:

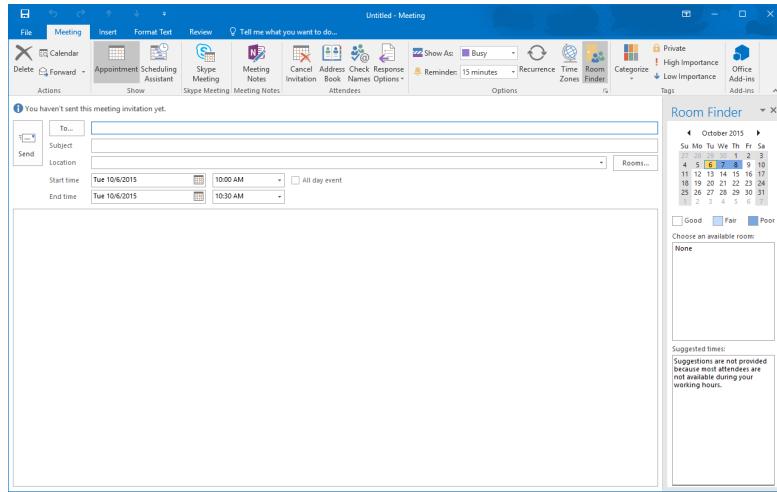
This action will display the Meeting form.



Using the controls in this form, you can then construct the meeting and send a meeting request. The meeting will automatically be added to your calendar (as the organizer). Recipients will then respond to the request and let you know if they are available to attend. If a recipient chooses to accept the invitation, the meeting will appear on their own calendar.

THE MEETING FORM

Upon clicking the New Meeting command on the Home tab or choosing to respond to a message with a meeting request (Message → Meeting), the Meeting form will be displayed in a separate window:



The Meeting form includes a variety of different fields:

- The **To** field allows you to enter the e-mail addresses of the meeting's attendees.
- In the **Subject** field, you can enter a quick description of the meeting that will appear on the calendar.
- In the **Location** field, you can enter where the meeting will take place. (If configured, you may have the option to choose from a selection of available rooms in your organization.)
- The “**Start time**” and “**End time**” menus allow you to choose when the meeting will start and end.
- Additionally, the “**All day event**” checkbox is provided if the event you are adding spans an entire day.
- Inside the **Meeting form body**, you can add more details or notes about the meeting.

Meeting Reminders

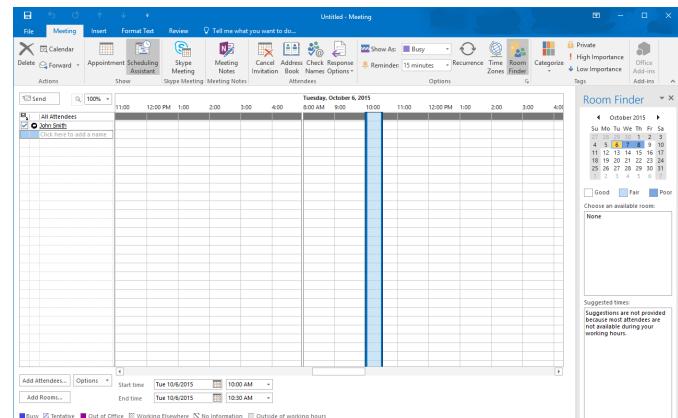
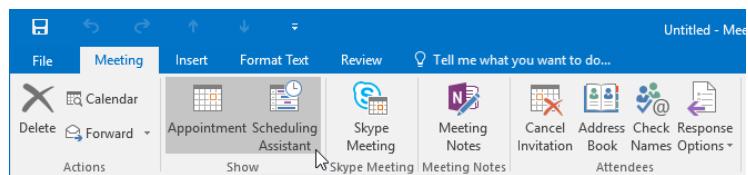
Just like appointments, you are able to set reminders for any meetings that you create or agree to attend. While the organizer of the meeting sets the default reminder time, each attendee can modify this option to suit their own preference.

THE SCHEDULING ASSISTANT

To help coordinate the meeting, the Scheduling Assistant has been provided. To use this feature, first populate the Meeting form with all of the attendees and resources that you require, and set the date when you would like the meeting to take place. Next, click Meeting →Scheduling Assistant.

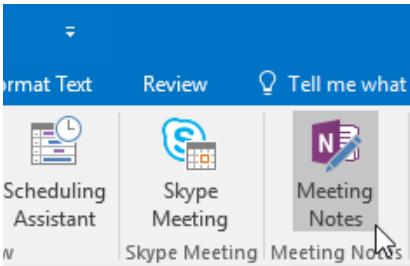
When activated, the Scheduling Assistant will display any conflicts between the availability of your attendees and any resources that you might require. This provides an easy and simple way to coordinate a meeting so that everyone can attend.

To set a time for the meeting, click and drag an area on the grid.



SHARING MEETING NOTES USING ONENOTE

As people commonly take notes during meetings, Outlook offers an easy way to start taking notes with Microsoft OneNote and collaborate with other attendees. To do this, click Meeting →Meeting Notes.

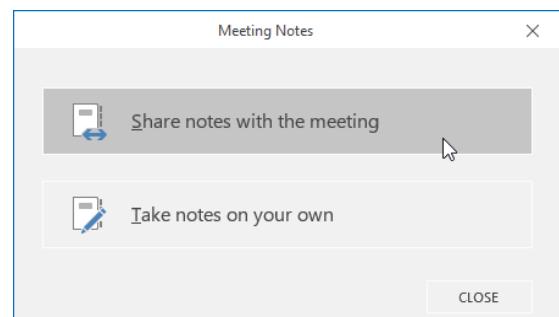
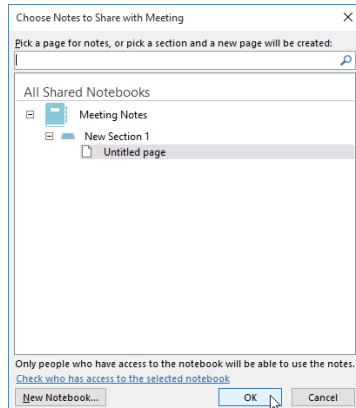


This will display the Meeting Notes pop-up. Click “Share notes with the meeting.”

From there you can choose the OneNote notebook page that you would like to share with the attendees. Click OK once you have chosen a location.

(Remember that the notebook with the page must be in a sharable location, such as your OneDrive account or on SharePoint.)

Now when you send out the meeting invite, the attendees will have a link to your meeting notes.

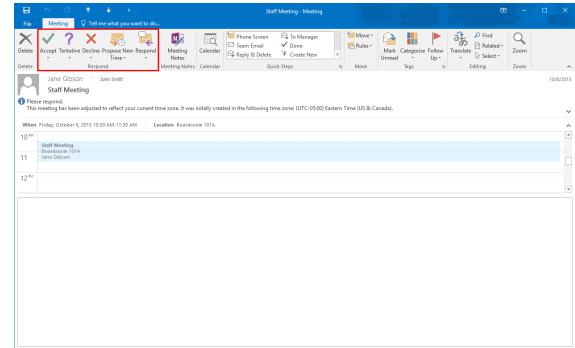


MEETING RESPONSE OPTIONS

When a meeting attendee receives a meeting request, they will be given the option to respond via buttons above the message in the Reading pane, or in the Meeting tab in the Meeting window

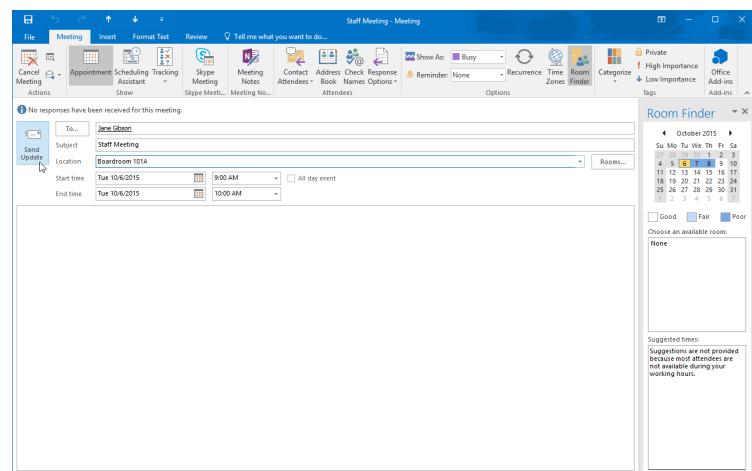
The options are as follows.

- **Accept:** Clicking Accept will add the meeting to your calendar and confirm your attendance.
- **Tentative:** The Tentative option is used when you are not sure that you will be able to attend.
- **Decline:** If you are unable to attend a meeting, you can choose the Decline option.
- **Propose New Time:** If you have a scheduling conflict with a meeting request, you can propose a new time that works better for you. Outlook will add the meeting to your calendar using your suggested time. The meeting organizer can then choose to accept or reject your proposal.



UPDATING A MEETING REQUEST

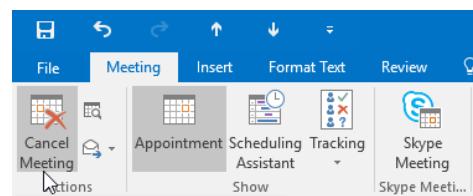
To update a meeting request, first open the meeting by double-clicking its entry in the calendar. From there, you can make any changes that you wish. For example, in this case the time was moved to one hour later than it was when the request was originally sent out:



Whenever a change in the meeting has been made, the Send Update button will be shown instead of the Send button. Clicking the Send Update button will send a message to all the meeting participants to inform them of the change and apply that change to their individual calendars.

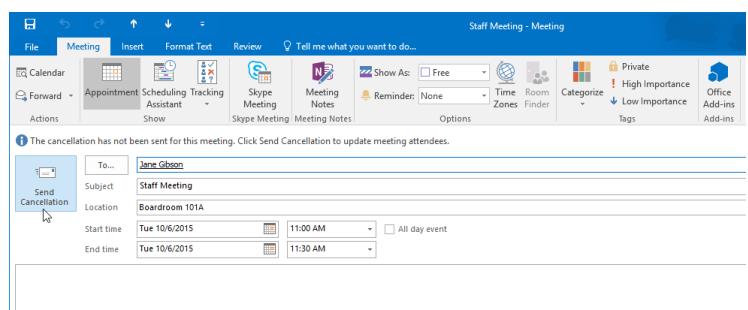
CANCELLING A MEETING

To cancel a meeting that you are the organizer of, first open the meeting. Then, click Meeting → Cancel Meeting



This action will allow you to send a cancellation message to the attendees of the meeting and remove it from your calendar

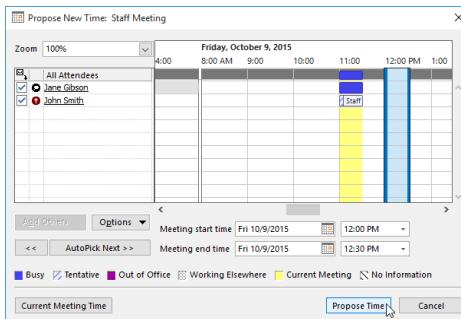
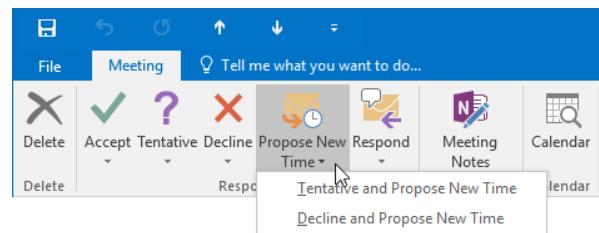
When the attendees receive this message, the “Remove from Calendar” button at the top of the message will allow them to remove the meeting from their respective calendars



PROPOSING A NEW TIME FOR A MEETING

If the organizer has enabled this option, you will see the Propose New Time drop-down command at the top of the meeting request in the Reading pane or on the Meeting tab:

Clicking this drop-down command will give you the option to tentatively accept the meeting time and propose a new time, or decline the meeting request and provide a new proposed time. Clicking either option will display the Propose New Time dialog box:



Here, you will be able to see the schedules of all the invitees and choose a new time that you think would work better. Then, click Propose Time to send the request.

Once the organizer receives and views this message, they can then choose to accept the proposal or delete the message to reject it

ACCESS CALENDAR SETTINGS

To control how your calendar looks and works, first open the Outlook Options dialog box by clicking File → Options

Then, click the Calendar category

This category is comprised of several different sections. For the remainder of this topic, we will examine each of these sections.

WORK TIME OPTIONS

Inside the “Work time” section, you can find controls that allow you to specify when your typical work day starts and ends.

Additionally, you can choose the days of your work week as well as what the first day of the week is and the first week of the year.

CALENDAR OPTIONS

The “Calendar options” section includes controls to set the following options:

- Default reminders
- Allow attendees to propose new times for meetings
- Choose a default response when a new meeting time is proposed
- Add holidays to your calendar
- Change who can view your free/busy information
- Toggle a small bell icon on appointments and meetings that have a reminder

