



FastCourse Series

Chapter 4: Working with the Calendar



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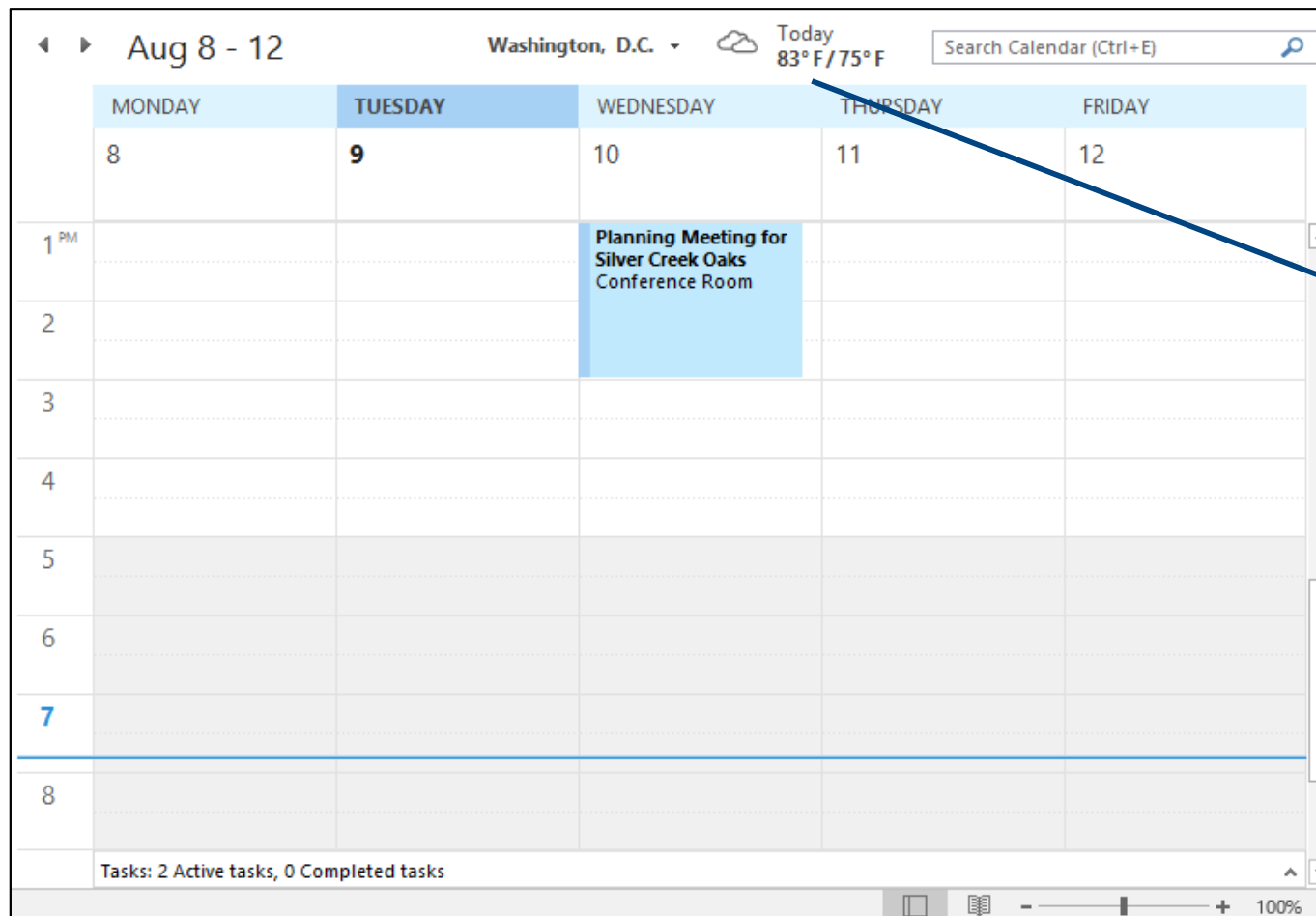
Learning Objectives

- After studying this chapter, you will be able to:
 - Create and edit appointments and meetings
 - Set recurring appointments
 - Use calendar views
 - Share your calendar
 - Print a calendar

Exploring the Calendar

■ Five views

➤ Day, Week, Work Week, Month, Schedule

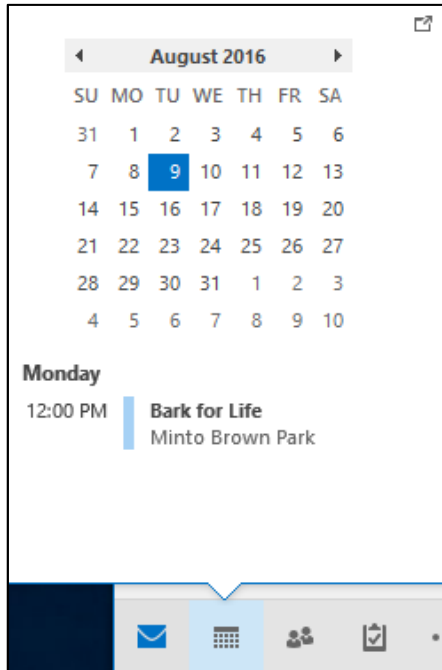


View a weather report right from your calendar!

Work Week View

Exploring the Calendar

■ Peek into your calendar and appointments



A peek from the Navigation bar shows the events scheduled for a single day

Exploring the Calendar

■ Change calendar options

➤ Outlook Options window

The screenshot shows the Outlook Options window with the 'Calendar' tab selected. The left sidebar lists various settings categories: General, Mail, Calendar, People, Tasks, Search, Language, Advanced, Customize Ribbon, Quick Access Toolbar, Add-Ins, and Trust Center. The main pane is titled 'Change the settings for calendars, meetings, and time zones.' and contains two sections: 'Work time' and 'Calendar options'.

Work time

- Work hours: Start time: 8:00 AM, End time: 5:00 PM
- Work week: ☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat
- First day of week: Sunday
- First week of year: Starts on Jan 1

Calendar options

- ☒ Default reminders: 15 minutes
- ☒ Allow attendees to propose new times for meetings
- Use this response when proposing a new meeting time: Tentative
- Add holidays to the Calendar: Add Holidays...

➤ Add locations to the Weather bar

The screenshot shows the Windows Weather bar for New York, NY. It displays the current weather (90°F/74°F) and forecasts for Tomorrow (88°F/72°F) and Thursday (87°F/72°F). The bar also includes a dropdown menu to add more locations.

Location	Today	Tomorrow	Thursday
New York, NY	90° F / 74° F	88° F / 72° F	87° F / 72° F

Working with Appointments

- Appointments appear only on your calendar



	MONDAY	TUESDAY
	15	16
1 PM		Planning Meeting for Silver Creek Oaks
2		

FRIDAY	SATURDAY
2	3
Staff Training at Eugene Field	

Appointments can be
scheduled for a time period
within one day, or...



...for an entire day
or days

Working with Appointments

Subject	Planning Meeting for Silver Creek Oaks		
Location	Conference Room		
Start time	Tue 7/16/2013 	1:00 PM ▼	<input type="checkbox"/> All day event
End time	Tue 7/16/2013 	3:00 PM ▼	

Enter the subject,
location, date, and time

Check here to set the
appointment for the full day

Show As:	 Busy ▼ 
Reminder:	<input type="checkbox"/> Free
	<input checked="" type="checkbox"/> Working Elsewhere
	<input type="checkbox"/> Tentative
	<input type="checkbox"/> Busy
	<input type="checkbox"/> Out of Office

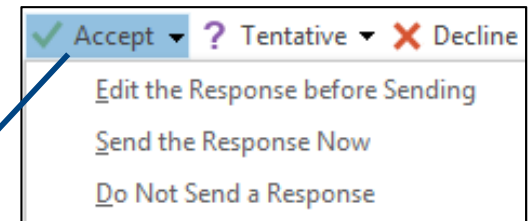
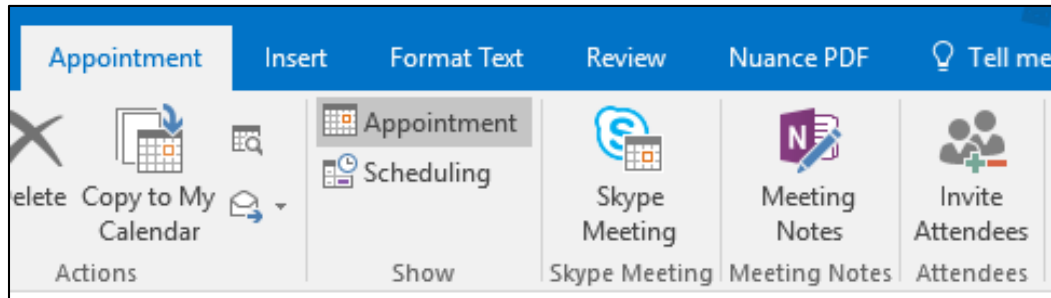
Choose how to display
the appointment



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Working with Meetings

- Meetings affect your calendar and attendees' calendars
- Click Invite Attendees



- Attendees accept or decline meeting invitations
- The Appointment tab becomes the Meeting tab

Recurring Appointments

■ Recurring appointments

- Repeat on a regular basis, such as daily, weekly, or monthly

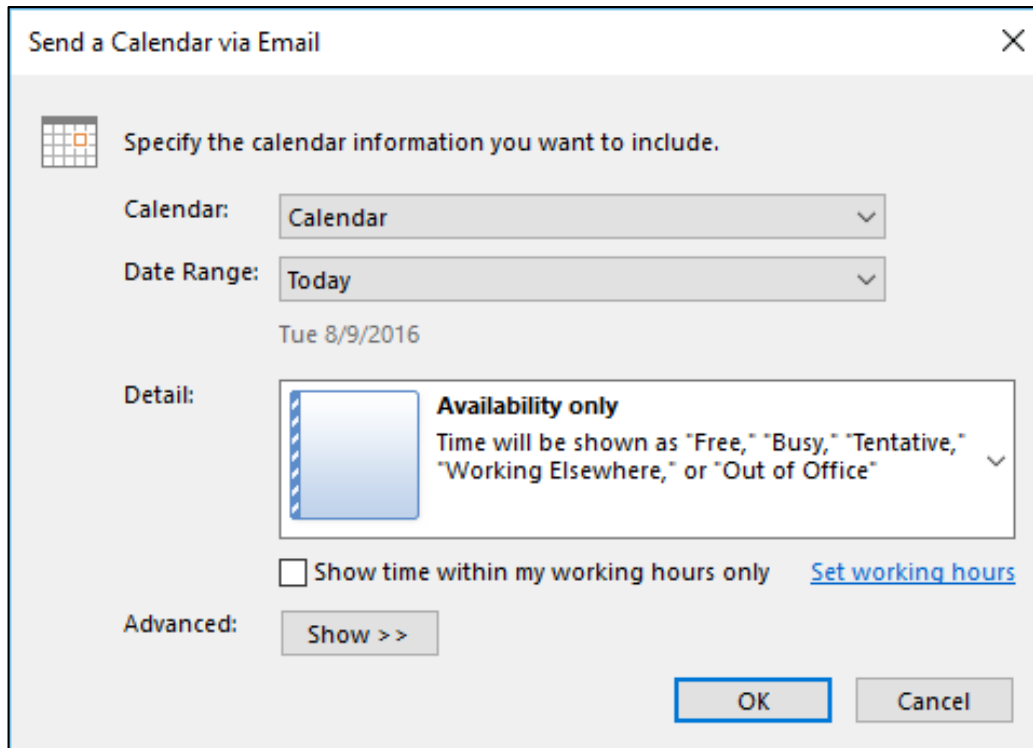
■ Edit one or all appointments in a series.

The screenshot shows the 'Appointment Recurrence' dialog box. At the top, there are tabs for 'Appointment' and 'Scheduling'. Below the tabs are icons for 'Skype Meeting' and 'Meeting Notes'. To the right, there are settings for 'Show As: Busy' and 'Reminder: 15 minutes'. The 'Recurrence' tab is active. The dialog is divided into two main sections: 'Appointment time' and 'Recurrence pattern'. In the 'Appointment time' section, 'Start' is set to 5:30 PM, 'End' is set to 7:00 PM, and 'Duration' is set to 1.5 hours. In the 'Recurrence pattern' section, the 'Weekly' radio button is selected. The 'Recur every' field is set to 1, and the 'week(s) on:' section has checkboxes for Sunday, Monday, Tuesday (checked), Wednesday, Thursday, Friday, and Saturday.

The screenshot shows the 'Open Recurring Item' dialog box. It contains a yellow warning triangle icon and the text: 'This is one appointment in a series. What do you want to open?'. There are two radio buttons: 'Just this one' (selected) and 'The entire series'. At the bottom, there are 'OK' and 'Cancel' buttons.

Sharing and Publishing Calendars

- Multiple views: Day, Week, Month
 - Day is the default view
- Send calendars via email



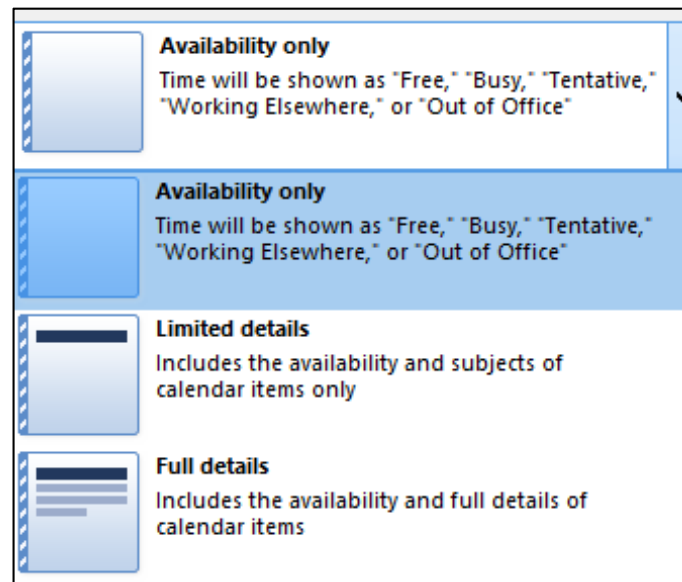
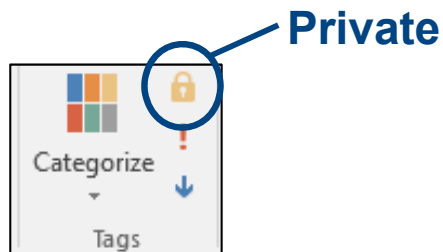
The screenshot shows a dialog box titled "Send a Calendar via Email" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Specify the calendar information you want to include." with a calendar icon. Below this, there are two dropdown menus: "Calendar:" set to "Calendar" and "Date Range:" set to "Today". Below the "Date Range:" dropdown, the date "Tue 8/9/2016" is displayed. Under the "Detail:" label, there is a blue square icon and a dropdown menu set to "Availability only". The text next to the dropdown reads: "Time will be shown as 'Free,' 'Busy,' 'Tentative,' 'Working Elsewhere,' or 'Out of Office'". Below this, there is a checkbox labeled "Show time within my working hours only" which is unchecked, and a link "Set working hours". At the bottom left, under the "Advanced:" label, there is a button labeled "Show >>". At the bottom right, there are two buttons: "OK" and "Cancel".

Sharing Calendars

■ Send a calendar

- E-mail Calendar button (Share group)
- Create a new email with the calendar attached

■ Mark appointments as private and choose the level of detail to be displayed



Sharing Calendars

- Two ways to view a shared calendar:
 - Side by side with your default calendar
 - In Overlay mode on top of your default calendar

Printing Calendars

- Set up how your calendar will print

View options

The screenshot shows the 'Print this calendar' dialog box in Outlook. The 'Print this calendar:' dropdown is set to 'Calendar - Outlook Data File'. The 'Print style' section has three options: 'Weekly Calendar', 'Monthly Style' (which is selected and highlighted in blue), and 'Tri-fold Style'. A blue arrow points from the text 'View options' to the 'Monthly Style' option. To the right of the 'Print style' section are buttons for 'Page Setup...' and 'Define Styles..'. The 'Page range' section has two radio buttons: 'All' (selected) and 'Pages:' (with an empty text box). Below this is a note: 'Type page numbers and/or page ranges separated by commas counting from the start of the item. For example, type 1, 3 or 5-12.' The 'Print range' section has 'Start:' and 'End:' dropdowns, both set to 'Mon 8/1/2016', and a checkbox for 'Hide details of private appointments' which is unchecked. The 'Copies' section has 'Number of pages:' set to 'All' and 'Number of copies:' set to '1'. There is a checkbox for 'Collate copies' which is unchecked. Below this is a visual representation of three pages, each with a small number (1, 2, 3) in a box. At the bottom are 'Print', 'Preview', and 'Cancel' buttons.



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