Calendar View

Click to toggle left/right to provide more/less screen

This shows the current month navigation calendar. Click the directional arrows to scroll to previous or next month.

“My Calendars” are your own personal calendars.

“People’s Calendars” show those you have delegate rights to view.

“Other Calendars” are Public calendars you have access to.

Click in the checkbox next to any calendar you’d like to view.

Tasks Area shows those tasks you have assigned on certain dates.

Note: The view below the “1 Day” view – try the Week or Month view to see which works best for you.
Quick Navigation
To move quickly to another date use the Go To feature. Press Control G to open a search box. Enter a specific date (2/15, 12/25, 3/1) or type searches such as “next Tuesday” or “Christmas.”

Return to Today’s date by clicking on the “Today” button located near the top of the screen to return to today’s date!

View several dates at a time - Use the “1 day view” ~ hold down the Control key and click on the dates you wish to view. They will show up side by side on your calendar.

Show Navigation Calendars on the Right Side
If you would like to change the default view so that navigational calendars are on the right side of your calendar, follow these steps:

- If the “To Do Bar” is not visible, click View – To-Do Bar – Normal.
- Right click anywhere on the To-Do Bar to customize it. Choose Options. The following window appears where you can turn off tasks, show more calendars, etc.
Scheduling an Appointment on Your Calendar

To schedule an appointment, either:
- Double click on the calendar date/time you wish to schedule something.
- Or, click on the icon called New.

Fill in: Subject, Location, Start and end times
Save and Close when done.

All Day Events
Use the all day event feature when you will be scheduling something for an entire day (vacation time, all day meetings or conferences). That will take the start and end times fields off the appointment form.

Mark an Appointment as Private
Click on the Lock icon to indicate an appointment as private. If someone has share rights to your calendar they will see the time blocked out, but will not be able to see the detail.
Options – Using the Ribbon Bar

Appointment ribbon

This provides many scheduling options. Become familiar with all the features you can apply on a new appointment (inviting attendees, marking as a recurrent appointment, scheduling a reminder, using the exclamation point for high importance emails and blue down arrow for low importance emails.)
Insert ribbon
Options for inserting files, signatures, business cards, pictures, clip art, shapes, hyperlinks, bookmarks, symbols, etc. There are many more insertion opportunities available in this version of Outlook than any previous versions!

Format Text ribbon
Options for formatting. Check out the Quick styles and change styles options!

When you see a diagonal arrow in fields such as this, click to see more options!
Reminder Field on Appointments

To always have the reminder field set as a system default, click on Tools-Options. The Preference tab should be visible. Under the calendar area, place a checkmark in Default Reminder and choose time increment. Click Apply.

How Reminders Work

A screen similar to the one at the right will appear at the appropriate time if you have reminders on your calendar. Your options then are:

1. Highlight line item and click Dismiss to dismiss that item.
2. Highlight line item and click Open Item to see more detail.
3. Click Dismiss All to clear all reminders appearing in window.
4. Set a Snooze to be reminded again (you can select the drop down arrow to the left of the Snooze button to pick reminder time).

Color Coded Appointments (Categories)

Categorize appointments so they show in different colors. Create new appointment. Click on the Categories button on the Insert ribbon.

Customize categories by adding names by the color fields. Click on All Categories. Edit the name next to each color code.
Scheduling a recurring meeting

- When creating an appointment, fill in all appointment information.
- Click on the “Recurrence” icon, as illustrated below. On the next screen that appears, specify recurrence parameters.

Add important dates to your calendar as recurring appointments

Add important birthdates or anniversaries to your calendar so they automatically appear every year. Create a new appointment. Make it an “All Day Event” to appear at the top of your calendar. Click the Recurrence button and add recurrence pattern (example: perhaps a yearly event occurring every February 22nd). Add a reminder to see a popup reminder about this event.

Editing a Meeting/Appointment

Double click directly in the meeting on your calendar.
- You will now see the same screen you used to set the meeting on your calendar.
- Do edits.
- Click on Save and Close.

Tip: If you are editing recurring meeting, you will be prompted with the following window. Choose “Open this occurrence” to edit one particular date. Choose “Open the Series” to edit all appointments.

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Deleting a Meeting/Appointment
Double click directly in the meeting on your calendar to open it.
• Click on the black “X” icon under the Appointment ribbon.

Copying a Meeting/Appointment
Click directly into the meeting/appointment you wish to copy.
• Hold down the Ctrl key and press C to Copy. Go to new date, hold down the Ctrl key and press V to paste it.
  ➢ OR, click on Edit and choose Copy. Go to new date and click Edit-Paste.

Tip! If you are viewing several days on your calendar and wish to copy an appointment onto those days, first create the appointment. Next, hold the Control key down and use the mouse to click and drag the appointment to another date/time.

Scheduling a Group Meeting
Create a new meeting/appointment.
Click on the button “Invite Attendees”
Click on “To” to use the address book.
Fill in all desired fields. When complete, click on Send. When people receive your email meeting invitation they will be provided a choice to accept the meeting or decline. If accepted, the meeting will then appear on their calendar.

Cancelling a scheduled group meeting
Double click on the meeting which is listed in your calendar. Click on Actions in the Menu bar. Choose Cancel Meeting. The following window will appear:

You can choose to:
- Send a cancellation notice to all participants and delete the meeting (a nice courtesy).
- Delete without sending a cancellation notice.

Note: Use the Scheduling tab to search for free times on everyone’s calendar. A grid will appear which shows free/busy times. This only works well when everyone you are inviting to the meeting uses the calendar feature in Outlook.
Send reminder email regarding a scheduled group meeting
If you previously send a group meeting notice and wish to send a reminder closer to the meeting date, follow these steps: Go to your Sent Items folder and find the original meeting notice. Double click on that item. Click on Actions and choose “New Message to Attendees” or “Reply to All With Message.” Compose your message and send.

Adding a Task to your Calendar
Click on the arrow next to the New button and choose Task.

Editing a Task
- Double click on task you wish to edit.
- Make edits.
- Click on Save and Close.

Deleting a Task
- Double click on task you wish to edit.
- Click on black “X” icon to delete.
When one calendar isn’t enough
If you find your current calendar too cluttered, you may have need of an additional calendar.

From the Calendar area in Outlook, click on File-New-Folder. The following window appears.

![Create New Folder window](image)

1. Fill in the name of your new calendar.
2. Make sure Folder Contains says Calendar Items.
3. Click OK when done setting up your new calendar.
4. You will see your new calendar under My Calendars in your calendar navigation area.

Printing Blank Calendars
If you ever need to print blank calendars (no detailed appointments), create a new calendar called Blank Calendars. Don’t fill information in on this calendar. When you need blank calendar printouts, just open this calendar and print.
Overlay Multiple Calendars
A new option available in Outlook 2007 which is great for those who handle multiple calendars! Place a checkmark in front of any calendars you wish to view. You will see them in the default viewing mode of side-by-side view.

To view in overlay mode (seeing calendars on top of each other), click on the arrow in front of the person’s name (see below) and you will go into overlay mode view. They will be docked together and you will see all appointments in one viewing area (in different colors based on color of each person's appointment).

Example:

Click on the arrow in front of person's calendar to take it back to regular side-by-side viewing.

Tips & Tricks

Turn an email into a calendar appointment
When you receive an email message that has info about a meeting or training session, you can add it to your Outlook calendar by using a simple drag and drop. From your Inbox, left click on item and drag to the calendar icon. An appointment window will pop up and you can then assign a date and time to it. Save & Close appointment window when ready and new appointment will appear on your calendar.
See more detail on your Calendar
If you have a lot of text on your calendar appointments, it’s possible you may not be seeing the entire entry. Adjust the spacing in your calendar by right mouse clicking in the gray area, as indicated below. You can change your calendar to view in increments from 5 minutes up to 60 minutes.

![Calendar View Example](image)

Default time block when creating new appointments
Use the steps illustrated in the item directly above this (not seeing enough detail on your calendar view). Experiment with these settings to see which works best for you. Example: A setting of 60 minutes will also show a default time of 60 minutes when creating appointments.

Customize Outlook (i.e., change color schemes, specify certain work days, etc)
Tools-Options-Preferences tab. Choose the button for Calendar options to customize the following:
- Calendar work week – set for Monday through Friday. If you work weekends you may wish to check those boxes as well.
- Start time and end time are system defaults. You can customize this with your normal work shift.
- Background calendar color is set to default. You can change this.
Time of appointments is out of sync

If you put appointments on your boss’ calendar and yours and notice times are out of sync, check the date/time settings on both of your PCs. Follow these steps:

- Right mouse click on the time stamp on your computer (where it shows the time, lower right corner).
- Choose Date & Time Properties.
- Click on Time Zone tab.
- Make sure your settings show the correct time zone and have a checkmark in automatically adjust clock for daylight saving changes. Similar to the screen at the right.