# Calendar

# Topics

- Calendar Views and Navigation
- Schedule an appointment
- Create a recurrent series of appointments
- Print Calendar
- Schedule a meeting
- To View someone else's calendar
- To Grant Permission to Other People to see your Exchange Calendar
- Mark an appointment private
- View and use a SharePoint calendar

It is not possible to grant sharing permissions while using Outlook Web Access.

The Microsoft Calendar is the calendar and scheduling component of Microsoft Outlook, and is fully integrated with e-mail, contacts, and other features. You can view a day, week, or month at once. With the Calendar you can:

- Create appointments and events
- Organize Meetings

These topics are addressed in the succeeding sections.

# Appointments, Meetings and Events

A **meeting** is an appointment you invite people to.

**Appointments** are activities that you schedule in your calendar that do not involve inviting other people or reserving resources.

An event is an activity that lasts 24 hours or longer.

Tip: You may find it useful to have the Calendar open in a separate window from your messages. To do this, right click on the Calendar and choose Open in New Window:



### **Calendar Views and Navigation**

Click the Home tab and in the arrange group choose a view:

# Month has 3 options:





Low Detail: Shows only all day events

Medium Detail: As above plus colouring to indicate free/busy.

High Detail: shows everything



# **Date Navigation**

a vertical direction:

You can step through each day, week, and month using the arrow keys to the left of the date (in this example, move forward/backwards a week from 30<sup>th</sup> June):



Or you can use the **Date Navigator** (2 above).

In the following example, the date navigator is indicating that the calendar is showing the days shaded (27 through to 2).

To move to a different month click  $\checkmark$  or  $\blacktriangleright$  (Today's date is always highlighted, as shown below).

Date Navigator							
		Jui	ne 2	011		I	
Mo	Tu	We	Th	Fr	Sa	Su	
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	1	2	3	
4	5	6	7	8	9	10	

Day	V
	5

To go to a **particular day**, make sure you are in Day view (click **Day** in **Arrange** group). In the date navigator click on the day you wish to view.

If you want to see two or more **non-consecutive** days side by side in the calendar, then in the date navigator, press the **Ctrl** key and click the second day. In the example below, the **27**<sup>th</sup> and **29**<sup>th</sup> are displayed side by side: note that days in bold have appointments scheduled on that day.

	I		•				
Ν	/lo	Tu	We	Th	Fr	Sa	Su
	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
	4	5	6	7	8	9	10

For **consecutive** days press SHIFT and click.

To view the days and dates for several months drag and release the edge boundary of the calendar either horizontally or vertically:

< July 2011 June 2011 4 Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su 30 31 1 2 3 4 5 1 2 3 4 5 6 7 8 9 10 6 **7 8** 9 10 11 12 13 14 15 16 17 18 19 11 12 13 14 15 16 17 20 21 22 23 24 25 26 18 19 20 21 22 23 24 25 26 27 28 29 30 31 27 28 29 30 08 Move to a different month by clicking on the name of the month: in this example click on June 2011 . Then move up and down through the months, by dragging and releasing the mouse.



To go to a particular date click the launcher button in the **Go To** group. Then in the **Go To Date** box, enter the required date.

5	B	0100100 	0000000 0000000	2222222	3333333		Go To Date	<b>—</b> X
Today GoT	Next 7 Days	Day	Work Week	Week	Month	Scł \	Date: S Show in: D	at 25/06/2011
• * u	Go	<b>to Date</b> o to a sp	(Ctrl+G)	late.				Un

5

To return to today's date, click **Today** is a useful button to have on the Quick Access toolbar.

# Schedule an Appointment

Click the Home tab, click **New Appointment**.

1	(≌ 🍝 🌳  ∓			-	Project Review	- Ap	pointment			
File	Appointment	Insert For	mat Text	Review						
Save & Dele Close	Calendar Calendar Forward ~ ete OneNote Actions	Appointment	Scheduling Assistant	Invite Attendees Attendees	🚾 Show As: 🔆 Reminder:	■ B	Free Tentative	O currence	Time Zones	Categorize
Adjacent	Adjacent to another appointment on your Calendar.							]		
Subject:	Subject: Project Review									
Location:	G101, PFC									
Start time:	Mon 27/06/2011	•	14:30	- A	ll day event					
End time:	Mon 27/06/2011	•	15:30	-						

Enter Subject, Location box, Start and End times (or click All day event), Show As Free/Tentative/Busy/Out of Office, Categorise and click Save and Close. How to create and edit categories is covered within the document Making Best Use of Outlook 2010 (available on the Information Services web pages.

**Tip:** Type any background information into the text area below the Start/End Time area.

# Other ways to create an appointment:

Double click a day and time slot in the Calendar – this opens the Appointment window.

Drag the mouse over the area between the desired start and end time; right click and click **New Appointment**. The appointment will open with these start and end times.



# To edit an appointment

- Double click to open the appointment and change the settings as required.
- Or, to change the times, single click on the appointment and drag the edge of the appointment to an earlier or later start/end time

1200	Project Review McClay Library
13 <sup>00</sup>	
14 <sup>00</sup>	

- Or, to change the date, click on the appointment, choose **Cut** (or **Copy**) from the **Quick Access Toolbar**. Go to the required date and click **Paste** from the **Quick Access Toolbar**.
- Or, to change the date click and drag an appointment to another date in the Date Navigator (if you hold down Ctrl the appointment is copied).

#### Create a recurrent series of appointments

1. Open or create a new appointment. Click **Recurrence** in the **Options** group.



2. This displays the Appointment Recurrence dialogue box

Appointment	Recurrence
Appointmen	it time
Start:	14:30 🔹
End:	15:30 💌
Duration:	1 hour
Recurrence Daily Weekly Monthly Yearly	pattern Day 27 of every 1 month(s) The fourth Monday of every 1 month(s)
-Range of re	currence
Start: Mo	on 27/06/2011 💽 💿 No end date
	End after: 10 occurrences
	End by: Mon 26/03/2012
	OK Cancel Remove Recurrence

Choose the frequency the appointment recurs (Daily, Weekly, Monthly, Yearly), select options for the day of week, every X weeks and then whether there is an end date or it ends after X occurrences. When you have finished, click **OK**. Click **Save and Close** to close the appointment.

In the calendar the recurrence is shown by circular arrows:

Project Review G101, PFC	-0
	. ÷

#### To alter one or more appointments in a recurrent series

Double click an instance of the series. This displays the Open Recurring item dialogue box. Choose **Open the Occurrence**. Make the alterations and click **Save and Close**.



The appointment is shown with a line through the circular arrows  $\cancel{10}$ .

Project Review G101, PFC	
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### Create an Appointment from an Email Message

In your messaging list, within Mail, click the message. Click the Home tab and from the Move group click **Move**, then click **Copy to Folder**. In the **Copy Items** box, double click **Calendar**.

P	1	N		` ۲	Copy Items		×
	Rules Inbox Drafts Sent Items Other Fold Copy to Fr Always Mo	der older ove Messag	Unread/ Categorize Read *	Follow Up •	Copy the selected items to the folder:	E	OK Cancel New
					KSS Feeds	•	

The message now opens as a calendar appointment; you can set the times, dates, locations (the subject will be derived from the Subject of the message). This is a useful facility for carrying across background details and attachments for a meeting.

#### Delete an event or appointment

1. Delete the meeting by single clicking on the meeting in the Calendar and then

clicking the **Delete** button or click

# Print Calendar

In Calendar, click the File tab, then click **Print** and in **Settings** choose the **style:** Daily, Weekly Agenda, Weekly Calendar, Monthly, etc.). Click on each to see the preview.



Click on **Print Options** and in the **Print** dialogue box, set the **Print** 

range (Start and End dates) and other print settings.

# Add or Remove Bank/Public Holidays in your Calendar

Click the File tab, then click **Options**. Click **Calendar**. Click **Add Holidays**. In the **Add Holidays to Calendar** box, you will notice the UK is already chosen. Click **OK**.



Outlook will confirm that the holidays have been added. They are added as all-day events. Click **OK** and then **OK** to close the Options.

Microsoft	Outlook
	The holidays were added to your Calendar.
	ОК
	Was this information helpful?

# Altering the Time Interval

The calendar is set to show a time interval of 30 minutes. This can be increased or decreased.



**Tip:** Sometimes you need to move an event from one slot to another. If the event starts on the quarter hour the paste is precise when you change the interval to 15 minutes.

# Set or remove Reminders

Open the appointment or meeting (or series if the appointment or meeting is recurring). In the **Options** group, from the **Reminder** drop down menu select the amount of time before the appointment or meeting that you want the reminder to appear (or select **None**). Click **Save and Close**.

www.as:	Busy 👻
🔆 Reminder:	15 minutes 🔽 🔻
	None
	0 minutes
	5 minutes
	10 minuter
	15 minutes
	20

• You can customise the sound played when the alarm goes off by clicking the **Sound** (speaker) icon (positioned at the bottom of the drop down list)

3 days				
4 days				
1 we	1 week			
2 weeks				
₩	Sound			

Click the **Browse** button and select the sound file you want to play. If you do not want to hear a sound with the alarm, deselect the **Play this sound** option. Click **OK** to confirm your choice.

#### Reminders settings for all new appointments or meetings

Click the File tab, then Options. Click Calendar; then go to Calendar Options.

Outlook Options	
General	First week of year: Starts on Jan 1 💌
Mail	Calendar options
Calendar	Default reminders: 15 minutes 💌

- To turn default reminders on or off for all new appointments or meetings, select or clear the **Default reminders** check box.
- If you wish to have reminders select the check box, enter the amount of time before the appointment or meeting when you want the reminder to appear.

#### Schedule a meeting using the Free/Busy view

A meeting is an appointment that requires the presence of several people.

1) Create a new appointment. Click **Scheduling Assistant**. The Scheduling Assistant helps you find the best time for your meeting.



2) The screen grab below shows some key features in Scheduling Assistant.

📰 🖬 ") () 🍐 🔶   <del>.</del>	3 * 3	Untitle	d - Appointment			- 0 X
File Appointment	Insert Format Text	Review				۵ (?)
Save & Delete Delete OneNote Close Actions	Appointment Scheduling Assistant Show	Invite Attendees Attendees	Show As: Busy Reminder: 5 minutes Options	Recurrence Zones	Categorize Tags	Zoom Zoom
100%			28 June 2	2011		
100%	12:00 13:00	14:00 15:00	16:00 08:00	09:00 10:00	11:00 12:00	13:00 14
<ul> <li>All Attendees</li> <li>✓ ● litran01</li> </ul>	3	1			1	
Add Attendees Options Add Rooms	* Start time: Tue 28/ End time: Tue 28/	06/2011 - :	10:00 +			
📕 Busy 💋 Tentative 📕 O	ut of Office 🛛 No Inform	mation Outsid	de of working hours			62

- 1) Indicates the date and time you wish to schedule.
- 2) Click Add Attendees to select names from the Global Address List (the GAL is explained in the document Global Address List). In the GAL you can choose if a person is required or optional in terms of the meeting attendees:

Required ->	IT Courses; ittrain02; ittrain03
Optional ->	
Resources ->	

- 3) Or, you can enter each colleague, name by name; press Enter each time and Outlook will find the name from the GAL.
- 3) Each person's free/busy time is displayed and you can see if the date and time suits everyone.

🖃 Send 🛛 🔍 100% 🗸	28 June 20	011							
	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00
⊠ <sub>1</sub> All Attendees									
V O ittrain01									
✓ ① IT Courses									
V O ittrain02									
V 🔐 ittrain03									
Click here to add a name									

Notice that the time doesn't suit one of the attendees, the time conflicts with an appointment in their calendar. Outlook **suggests** other slots that might suit (right bottom corner of the current window).

Click to choose a time that suits everyone or, alter the start time/end time by clicking and dragging the vertical lines to locate a free slot where everyone is free. Outlook's suggestions Manually change the meeting time 13:00 14:00 15:00 16:00



The **Scheduling Assistant** will search each person's calendar irrespective of whether or not they share their calendar. By default every member of staff's free or blocked-out time is shown with no details of any blocked-out time, **unless** they have shared their calendar with you (the screen grab below shows one instance of this).



4) Once you have decided on a time slot click Appointment.



Enter the **Subject** of the meeting, the **Location**, and enter any text to go along with this invitation.

Click **Send** and this will go out as an email invitation to each of the suggested attendees.

#### The Recipient view

Each recipient will see the invite in their Inbox

A Date: Toda	y
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🐳 🧓 ittrain01 Extra Team Meeting

Once opened the message window displays ...

File	Meeting
$\boldsymbol{\times}$	🗸 ? X 5 👒
Delete	Accept Tentative Decline Propose Respond
Delete	Respond
O Please	se respond.
From:	ittrain01
Require	d: IT Courses; ittrain02; ittrain03; Patrick Branniga
Optiona	l:
Subject:	Extra Team Meeting
Location	: Meeting Room 3
When:	28 June 2011 15:30-16:00
28 June	:
1500	)
	Extra Team Meeting; Meeting Room 3; ittrain
16.00	
17 00	

Before the recipient does anything the appointment is placed in their calendar, and is marked as *tentative*.

The recipient can reply to the meeting request by clicking:

**Accept** if you want to accept the invitation

**Tentative** if you can provisionally accept the invitation

**Decline** if you want to turn down the invitation.

It is also possible to **Propose a New Time.** 

The recipient can also edit the response or directly send the response

$\checkmark$	?	X	5	2	
Accept	Tentative *	Decline *	Propose New Time *	Respond *	-
	<u>E</u> di	it the Re	sponse befo	re Sending	
	<u>S</u> er	nd the R	esponse No	N	
	Do	Not Sen	id a Respon	se	NG

In the recipient's **Sent Items** folder, the subject of the reply is preceded by **Accepted**, **Refused** or **Tentative**.

⊿	Date:	Toda	у							
	?	ittra	in01	 Ten	tative	Extra	Team	n Meet	ing	

#### The Convenor tracks responses

5) The meeting convenor receives responses as messages in the Inbox and can track the combined responses in the Calendar. Double-click the meeting you are planning and click **Tracking** in the **Show** group to track who has **accepted**, **declined** etc.

		-					
File	Meeting	Insert	Format Text	Review			
ancel eeting	Calendar	Appointm	ent Scheduling Assistant Show	Tracking	Contact Attendees	<ul> <li>Address Book</li> <li>Check Names</li> <li>Response Options * Attendees</li> </ul>	S minutes
I Nan	ne	At	tendance				Response
ittrai	n01	M	eeting Organize	r			None
<u>Π Co</u>	ourses	Re	quired Attende	e			None
littrai	n02	Re	quired Attende	e			None
ittrain03 Required Attendee		e			None		
Patri	Patrick Brannigan Required Attendee			e			Tentative

### To View someone else's calendar

You may be a **Reviewer**, i.e. you can read someone else's calendar but **not** change or create any entry in the calendar. Or, you may be an **Editor**, i.e. you can read someone else's calendar **and** make changes and new entries. The first 3 steps below need only be done **once** for each person's calendar.

1. Check that you are in the **Calendar** folder before carrying out these steps (click **Calendar** in the navigation panel). Click on the **File** tab. Click **Open**, and then click **Other User's Folder**.

Other User's Folder Open a folder shared by another user.	

1. This displays the **Open Other User's Folder** box. Enter the person's name or use the **Name** button to find the person from the **Global Address List**.

Open Other Use	r's Folder
Name	
Folder type:	Calendar 🔹
	OK Cancel

This will open the person's calendar beside your own calendar(s).

# To Grant Permission to Other People to see your Exchange Calendar

1. Right-click on your Exchange Calendar. From the pop-up menu choose **Share**, and then from the extended menu choose **Calendar Permissions**.

∢ June 2011 ▶ <sup>≮</sup>	My Calendars	09	
Mo Tu We Th Fr Sa Su	Calen Calen Copen in New Window	v ) 00	
30 31 <b>1 2</b> 3 4 5	▲		
13 14 <b>15 16 17</b> 18 19	ittrair <u>H</u> ide This Calendar	00	
20 21 22 23 24 25 26	🖸 ittrair 🥥 Overlay		
27 28 29 30 1 2 3	Other Color	▶ 200	K
4 5 6 7 8 9 10	Rename Calendar		
	Copy Calendar	00	boint
My Calendars	Move Calendar	. 00	Is Ap
Calendar	Delete Calendar		evior
training room 1	Move Up	00	<u>د</u>
	Move Down		
	<u>S</u> hare	<u> </u>	<u>E</u> -mail Calendar
	Properties		Share Calendar
		17	Publish to Office.com
			Publish to WebDAV Server
		18	Calendar Permissions

ame Permission Lev efault Free/Busy time	/el 🗟 🔺			
fault Free/Busy time				
	e 📕			
ain02 Reviewer	Reviewer			
ain01 Reviewer	Reviewer			
Add	Properties			
rmissions				
Permission Level: Free/Busy time				
Read	Write			
None	Create items			
Free/Busy time	Create subfolders			
<ul> <li>Free/Busy time, subject.</li> </ul>	Edit own			
location	Edit all			
Full Details				
Other Free/Busy				
Delete items	Other			
None	Folder owner			
Own	Folder contact			
© All	Folder visible			

This displays the **Permissions** tab within the **Calendar Properties** box.

Notice the default is Free/Busy time – this means every member of staff can see your blocked-out and unblocked-out time in your calendar.

- Click the Add button. This display the Global Address List. Locate and select the person or persons you wish to give permissions to and press the Add button. You can keep adding names using the Add button – when complete click OK to close the Global Address List.
- 3. Now you need to set the **Permission level** for each person selected. Select a name and then using the **Permission level** drop down list choose a level.

Name	Permission Level			
Default	Free/Busy time			
ittrain02	Reviewer			
ittrain01	Reviewer			
Add Remove Properties				
Permission Leve	el: Reviewer			
Read	Owner 😽			
None	Publishing Editor Editor			
Free/Busy	tim Publishing Author			
Free/Busy location	tim Nonediting Author Reviewer			
Full Details	Contributor			

There are a lot of levels but the two "extremes" to choose are:

- a. Reviewer Calendar folder is visible and items can be read. Or,
- b. Editor all of the above plus ability to create items

### To check the Shared Calendar is up to date

1. Click in the shared calendar and press Shift+F9.

#### Mark an appointment private in an Exchange Calendar

You can show blocked-out time in a shared calendar but not reveal the purpose of this time to those who have permission to access the calendar. Open or create an appointment and click **Private** in the Tags group.



The appointment will be marked as Private in the other person's view of your calendar.

#### View and use a SharePoint calendar

It is possible to open and use a SharePoint calendar within Outlook.

1. Within SharePoint, click Calendar, then Actions, and click Connect to Outlook.

Calendar					
Use the Calendar list to keep informed of upcoming meetings, d					
New 🔻	Actions	•	Settings 🝷		
€ → :	Connect to Outlook Synchronize items and make them available offline.				
30	Ţ.	Exp Ana app	port to Spreadsheet alyze items with a spreadsheet dication.		

2. SharePoint then asks **Do you want to allow the website to open a program on your computer**; click **Allow**. When prompted to confirm that you want to connect the SharePoint calendar to Outlook, click **Yes** or **Allow**.

In Outlook, in Calendar, the SharePoint calendar is added to the Navigation Pane under

Other Calendars.