Using The Calendar

Navigating Through Your Calendar

1. Click Mail and scroll to Calendar.

Daily View

Weekly View
2. Change the view of your calendar

**Setting up (Recurring) Appointments in the Calendar**

1. To create a new appointment, navigate to your calendar folder and click the New button on the toolbar. (Note: You can also double-click in the calendar area and open the Appointment dialog box.)
2. In the **Subject** field type the name of the event or appointment. Enter a location for the event or appointment in the **Location** field. (Note: You can leave this field blank.)

3. Choose starting and ending times/dates for the appointment from drop down menus. (Note: Click the All day event option to the right of the Start time if your event or appointment is an entire day event.)

4. To be notified in advance of an appointment, check the **Reminder Box** to trigger an alarm. Choose a time from the drop down menu to set the reminder.
5. Generate color-coded information (Free, Busy, Tentative or Out of office) for other Outlook users who view your calendar by clicking on the drop down menu for the field Show time as.

6. To schedule a recurring (daily, weekly, monthly) appointment such as a class meeting time, click on **Recurrence**, located on the toolbar.

7. A Web Page Dialog Box will appear. Fill in as necessary to specify the recurrence of the appointment or event. When finished, click **OK**.
To invite attendees:

8. Click the **Invite Attendees** icon.

9. Click the **Scheduling Assistant** tab. To choose attendees for the meeting, click on **Select Attendees**.
10. To find a person, type their name in the search box, then hit Enter.

11. The requested attendee’s e-mail as well as schedule appears. (NOTE: Make certain that you have the correct time/date selected under Availability).

12. Determine whether this person’s attendance is **Required** or **Optional**. Click on the appropriate selection; the person is then placed in the proper category. When you have chosen all the meeting attendees, click OK.
13. The scheduled attendees appear on the calendar. To send an e-mail, click **Send**.

14. The person receives an e-mail with the request to attend the meeting.

15. After sending the invitation(s), the calendar opens. The information regarding the meeting now appears to the right of the calendar.