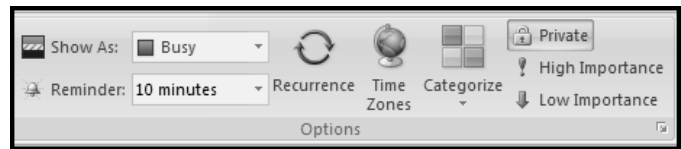


## APPOINTMENT OPTIONS

When creating a new Appointment in your calendar, Outlook offers a number of detail options:



- Show As – other viewers of your calendar will know if you are busy or out of the office
- Reminder – set up a reminder tone and pop up prior to the event
- Recurrence – establish the event as one that meets on a periodic basis
- Categorize – use your own categories to distinguish types of appointments from one another
- Private – mark an appointment as private so that other viewers of your calendar will not see its details

## CHANGE CALENDAR VIEWS

Outlook offers daily, weekly, and monthly views as shown to the right.

The back and forward buttons advance or rewind the calendar by one period of time.

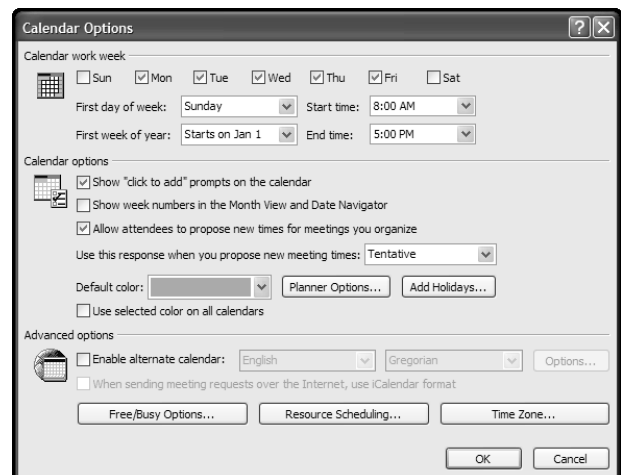


## CALENDAR OPTIONS

Outlook offers a variety of options for adjusting the days of the week shown, the time frame of your workday, and so on.

To access Calendar Options:

- Open the **Tools** menu
- Click on **Options**
- Make sure the **Preferences** tab is active
- In the **Calendar** section of the window, click on the **Calendar Options** button.

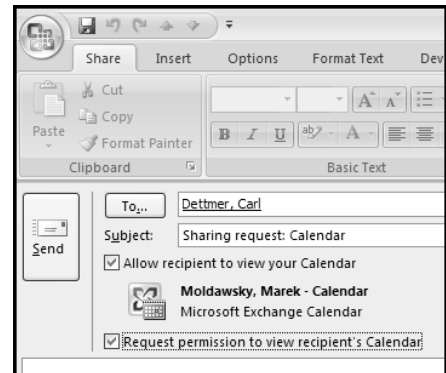


# Microsoft Outlook Tips – Part 2

## SHARE YOUR CALENDAR WITH OTHERS

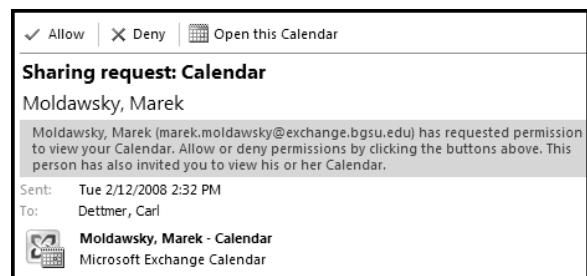
To permit other users to view your calendar:

- Activate your **Calendar**.
- In the Navigation area, click on the **Share My Calendar** link.
- In the **Sharing Invitation** window that appears, use the **To...** button to locate the user in the global address list.
- After adding the user, you are returned to the Invitation window. Fill in the check boxes for sharing as desired.
- Click the **Send** button to send the invitation.



## RECEIVING A REQUEST TO SHARE YOUR CALENDAR

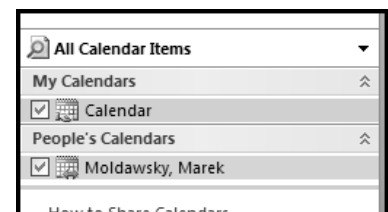
You may receive a mail message seeking permission to view your calendar. To agree to share your calendar, click on the **Allow** button in the message.



## VIEWING A SHARED CALENDAR

Once someone has shared their calendar with you, you can view their appointments:

1. Activate your own **Calendar** folder
2. Observe the name of the user whose calendar you have permission to view.
3. Fill in the checkbox by the user's name and the user's calendar will appear to the right.
4. Note that you have the option to turn off viewing your own calendar by clearing the check box.

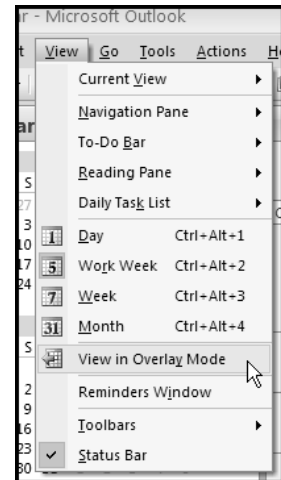


# Microsoft Outlook Tips – Part 2

## SHARED CALENDAR VIEW OPTIONS

You can view your calendar and the calendars of others in two modes: **side-by-side** or **overlay**. In Overlay mode, the other user's appointments appear as faded items in your calendar.

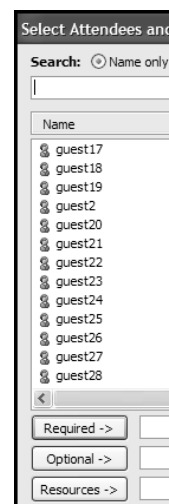
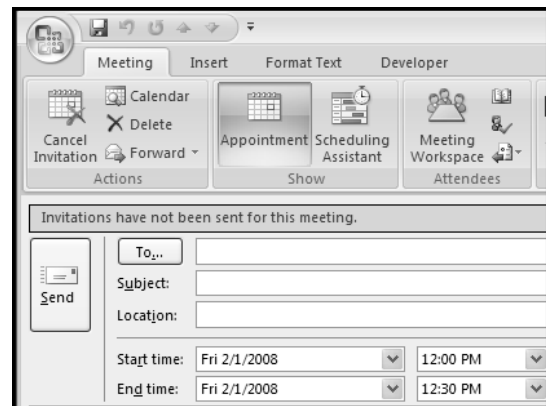
1. With the calendar activated, open the **View** menu.
2. Click on **View in Overlay Mode**.
3. To return to side-by-side view, open the **View** menu and click on **View in Side By Side Mode**.



## PLANNING AND PROPOSING MEETINGS

This feature allows you to propose meetings – including the ability to check the availability of others to attend and send invitations.

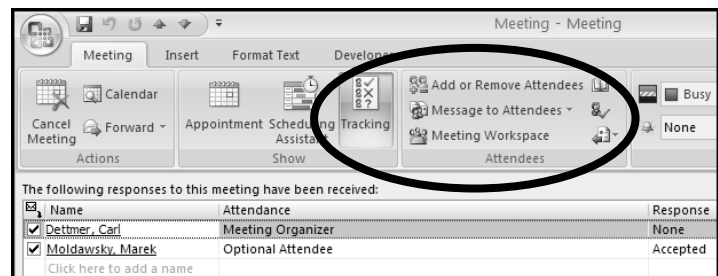
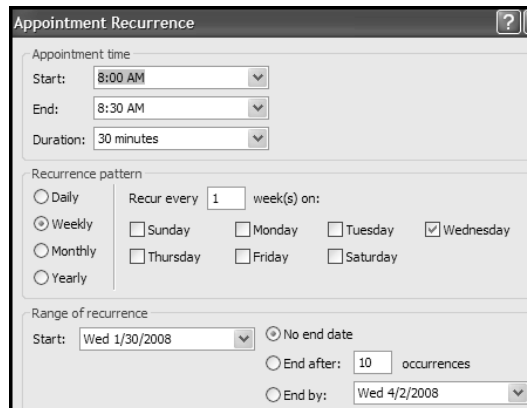
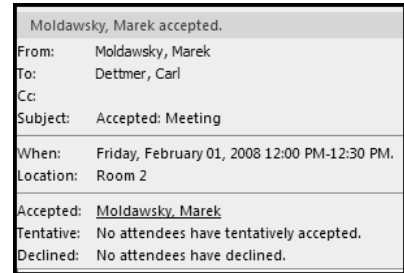
1. With the Calendar active, open the **Actions** menu and click on **New Meeting Request**.
2. Fill in meeting details including date and time.
3. To add attendees to the meeting, click on the **Scheduling Assistant** button (*lower left*).
4. In the window that appears, click on the **Add Attendees** button.
5. Search the directory for your attendees and add them using the **Required** or **Optional** buttons.
6. After you have selected all attendees and confirmed the meeting date and time, click on the **Send** button – invitations are now sent to your attendees.
7. As your attendees respond to your invitation, you will receive a mail message from them indicating whether they plan to attend.



## TRACKING MEETING ATTENDEES

To see who has responded to your meeting invitation:

1. Activate your calendar
2. Navigate to your meeting and open it
3. Click on the **Tracking** button
4. Notice you can also add or remove meeting attendees as well as send a message to your attendees.



## SET UP A RECURRING MEETING

1. Activate your calendar
2. Open the **Actions** menu
3. Click on **New Recurring Meeting**
4. Fill in your recurring meeting's details and click **OK**
5. Send the meeting request as usual

## FORWARD A CONTACT AS AN EMAIL ATTACHMENT

You can share the contact information from one of your Contacts with another user by sending them a file attachment:

1. Activate the **Contacts** area.
2. Locate the contact you wish to share with someone.
3. **Right click** on the contact and a menu appears.
4. Trace to **Send Full Contact**.
5. In the sub-menu, click on **In Outlook Format**.
6. A new mail message window opens, with the contact information included as a file attachment.
7. When sending to a non-Outlook user, you may wish to choose **In Internet Format (vCard)**, which can be viewed by most e-mail applications.

