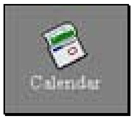
Calendar



Overview

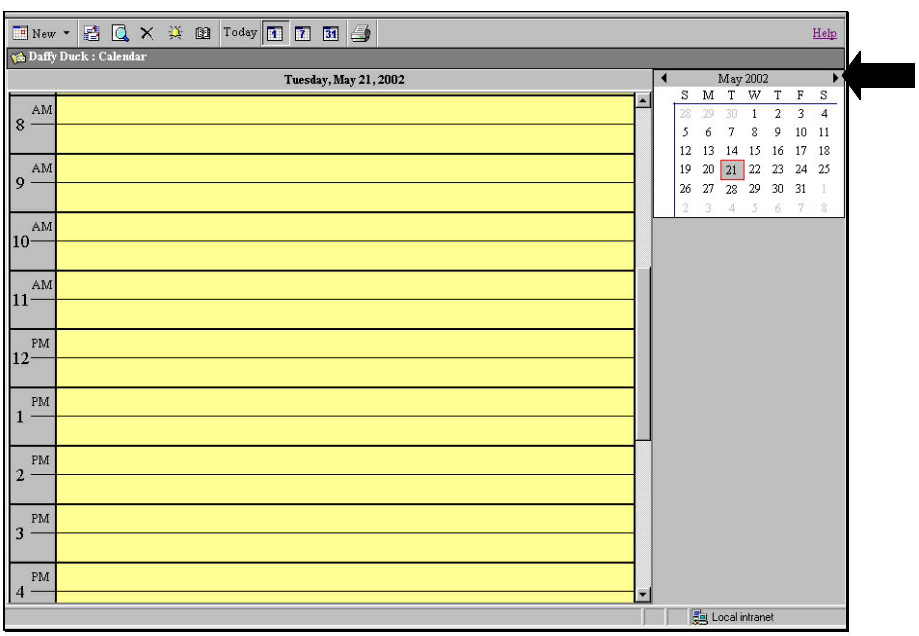
You can create and track appointments in your *Outlook Web Access* **Calendar**. You can organize and schedule meetings with co-workers, then update or modify the information (time, location, attendees) as required. When you use your **Calendar** to keep track of your meetings and appointments, co-workers can check your availability for their own scheduling purposes.

In addition, all appointments and meetings can be set as recurring, meaning they occur more than one time, on a regular basis.

To open the Calendar, if you have **Folders** displayed in the Outlook Bar,

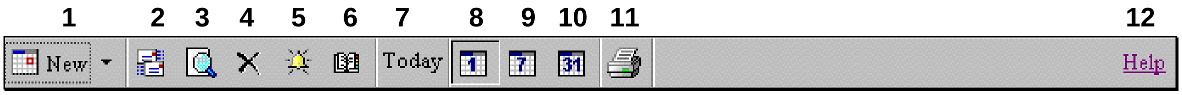
- ▼ **Click** **Calendar**. Or, if you have **Shortcuts** displayed in the Outlook Bar,
- ▼ **Click** the **Calendar** icon.

The **Calendar** screen will be displayed.



You can customize **Calendar** by clicking on buttons on the **Calendar** toolbar. To view a different day, you can select a date from the month view to the right of your calendar.

Calendar Toolbar



What You See

1. **New** Click this option to create a new appointment or to schedule a meeting.

2. **Check for new Messages** This icon refreshes your calendar screen.

3. **Search** Use this option to locate a specific e-mail message by supplying search criteria information.

4. **Delete** Use this option to delete appointments or meetings from your calendar.

5. **View Reminders** Use this option to view the details of a scheduled appointment or meeting.

6. **Address Book** Use this option to open the **Find Names** screen and locate contacts in your address list.

7. **Today** Use this option to **Go to Today in the Calendar**.

8. **Switch to Daily View** This option views your calendar in a daily format.

9. **Switch to Weekly View** This option views your calendar in a weekly format.

10. **Switch to Monthly View** This option views your calendar in a monthly format.

11. **Print** Use this icon to print.

12. **Help** Click this icon for additional help with your calendar options.

Creating a New Appointment 

Appointments are commitments that only you are required to attend. When creating an appointment on your calendar, you can set how that time will appear, such as busy or out of office, when others view your schedule.

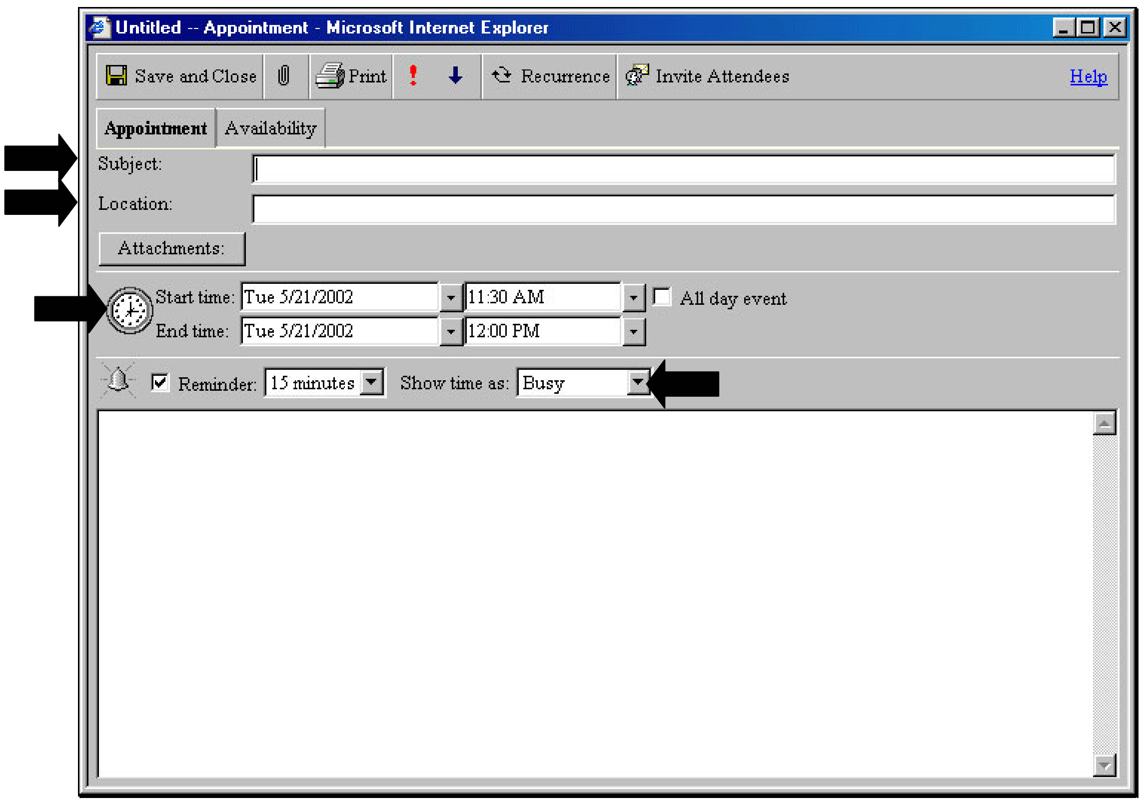
What You Do

To create a new appointment,

In **Calendar**,

- ▼ **Click** **New** on the toolbar.

An **Appointment** screen will be displayed.



- ▼ **Type** In the **Subject** field, a brief description of the appointment.
- ▼ **Type** In the **Location** field, the place where the appointment will occur.
- ▼ **Select** the **Start time** and **End time** in the drop-down menus.

▼ **Select** In the **Show time as** drop-down list, how you want your schedule to appear for the duration of the appointment. Your selection (**Busy**, **Tentative**, **Free**, or **Out of Office**) is what others will see when they view your schedule.

■ **Click** **Save and Close**.

Additional options are available on the toolbar. You can attach a document, assign high or low importance, set a recurrence interval for the appointment and invite other people to an appointment. This effectively turns your appointment into a meeting request. *[Refer to Requesting a Meeting, page 42.]*

Modifying an Appointment

If information about an appointment has changed since it was created, you can modify it.

What You Do

To modify an appointment, open the appointment on your calendar by double-clicking on it.

To change the subject or location of the appointment, type new text in the appropriate boxes.

To change the date and time of the appointment, in the **Start Time** and **End Time** drop-down lists, change the start and end time of the new entries.

■ **Click** **Save and Close**.

Note: It is also possible to drag and drop calendar items. To select an appointment or meeting, drag the item to the new day and time.

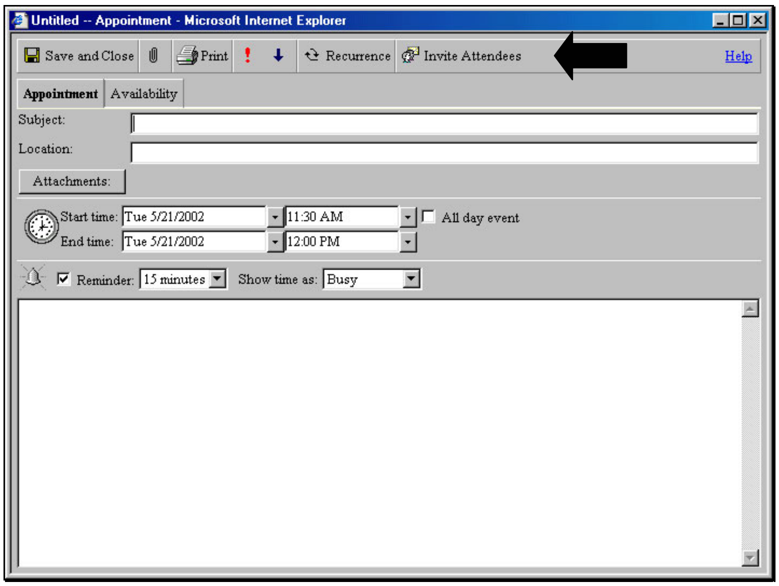
Requesting a Meeting

What You Do

To send a meeting request to one or more people, in **Calendar**,

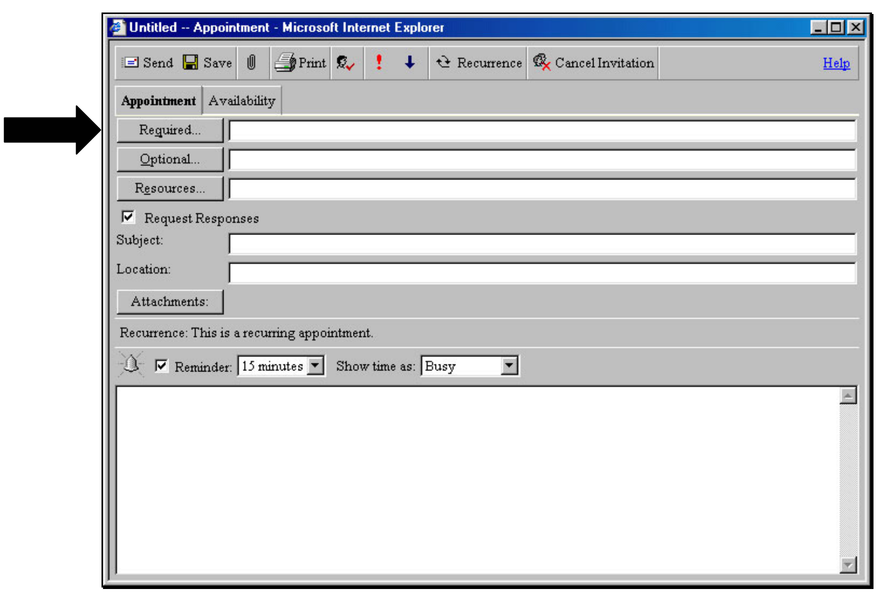
▼ **Click** **New** on the toolbar.

An **Appointment** screen will be displayed.



▼ **Click** **Invite Attendees** on the **Appointment** toolbar.

The screen will change to display **Invite Attendees** options.

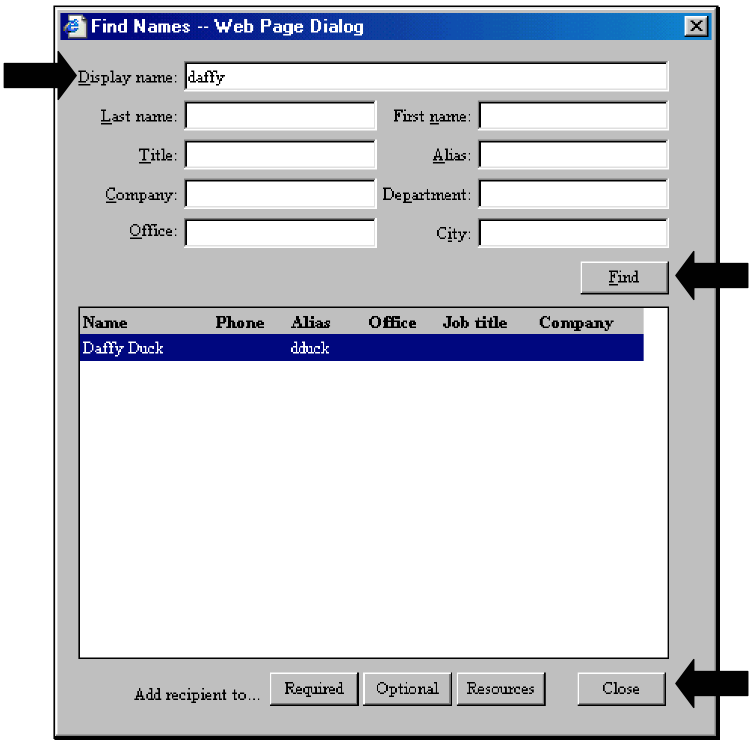


In the **Required** and **Optional** fields, type the names of the people you would like to receive this meeting request. When adding names to your meeting request, you can type in the person's name, or click the **Required** or **Optional** buttons.

This will open the **Find Names** dialog box, which allows you to search through your organization's global address list for a specific person.

What You Do

On the **Find Names** screen,



- ▼ **Type** any known information (last name, first, ect.)
- ▼ **Click** **Find**.

A list of possible matches will be displayed.

- ▼ **Select** the recipient.
- ▼ **Click** **Add recipient to… Required** or **Optional**.
- ▼ **Click** **Close**.

The recipient's e-mail address will be added directly to the selected field on your meeting request.

▼ **Click** the **Availability** tab to check the schedule of potential attendees. This will ensure you are choosing a time when everyone is free to attend your meeting. *[Refer to Checking the Availability of Attendees, see below.]*

By default, the **Request Responses** check box is selected. If you do not want your meeting request recipients to send you their responses,

▼ **Click** to clear this check box.

▼ **Type** the meeting's topic in the **Subject** field.

▼ **Type** the location where the meeting is to be held in the **Location** field.

▼ **Select** the appropriate dates and times in the **Start Time** and **End Time** drop-down lists. On the toolbar, click the **Recurrence** button if this meeting is going to take place on a regular basis.

▼ **Select** in the **Show time as** drop-down list, how you want your schedule to appear for the duration of the meeting. Your selection (**Busy**, **Tentative**, **Free**, or **Out of Office**) is what others will see when they view your schedule and the schedules of all attendees.

In the message text area, type any message you want to accompany your meeting request.

■ **Click** **Send**.

Each potential attendee is sent a meeting request, and the new meeting is added to your schedule. Every person who receives your meeting request can choose to accept or decline it. *[Refer to Responding to a Meeting Request, page 46.]*

Checking the Availability of Attendees

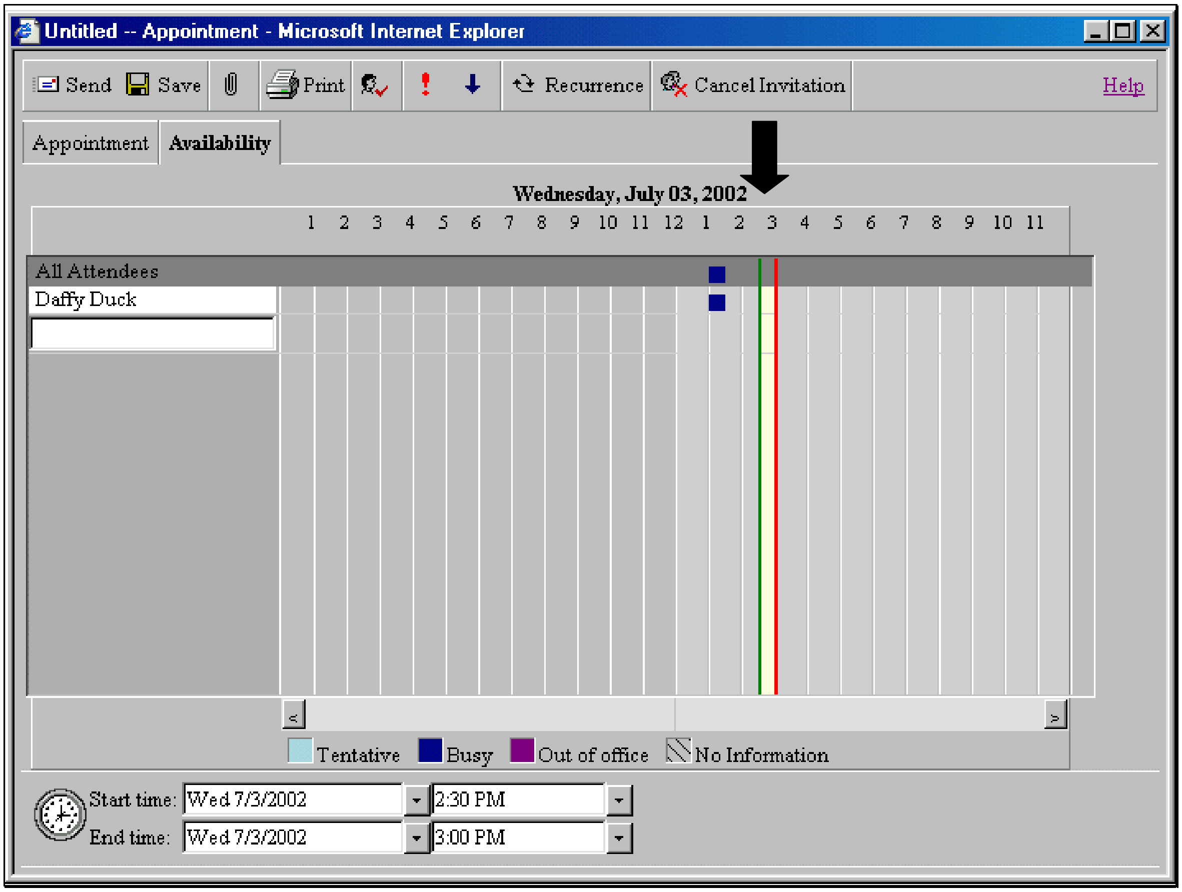
When creating a meeting request, you can check the schedule of your required and optional attendees in order to determine the best time for your meeting.

What You Do

To check attendee availability, in the meeting request form, fill in the names of the people you would like to attend your meeting.

▼ **Click** the **Availability** tab.

The **Availability** screen will be displayed on the **Appointment** screen.



The availability chart automatically opens to the day of your meeting, with the time of your meeting highlighted. All attendees' schedules are displayed on the chart, along with your own schedule. A blue bar beside a name means that that person is busy. If your meeting time intersects a blue bar, it means one or more people will not be able to attend your meeting.

To move the meeting time,

▼ **Click** on the center of the highlighted bar representing the meeting time, and then drag the meeting to a different time.

To change only the starting time of the meeting,

▼ **Click** on the green line representing the start time and drag it to the left (for an earlier start) or right (for a longer meeting).

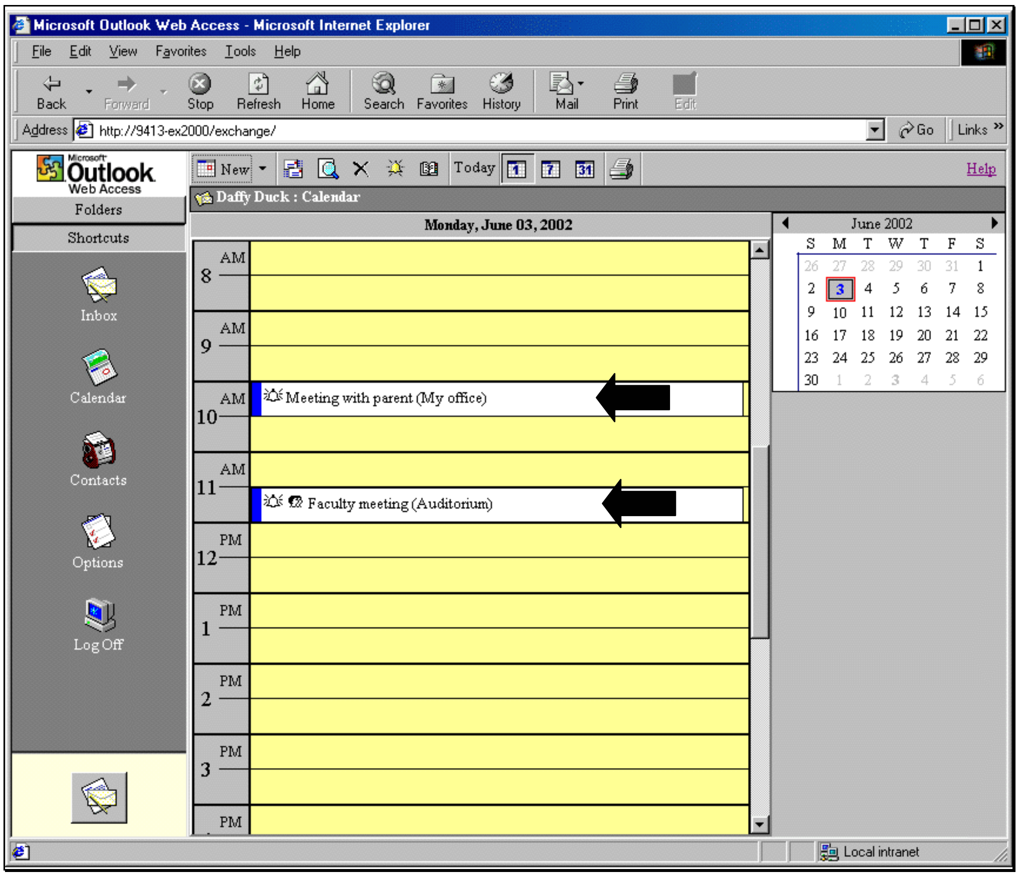
To change only the ending time of the meeting,

▼ **Click** on the red line representing the end time and drag it to the left (for a shorter meeting) or right (for a longer meeting).

When you finish checking availability,

▼ **Click** the **Appointment** tab to finish filling out your meeting request.

■ **Click** **Send**. This will schedule the meeting on your calendar and send the meeting request to all invited attendees.



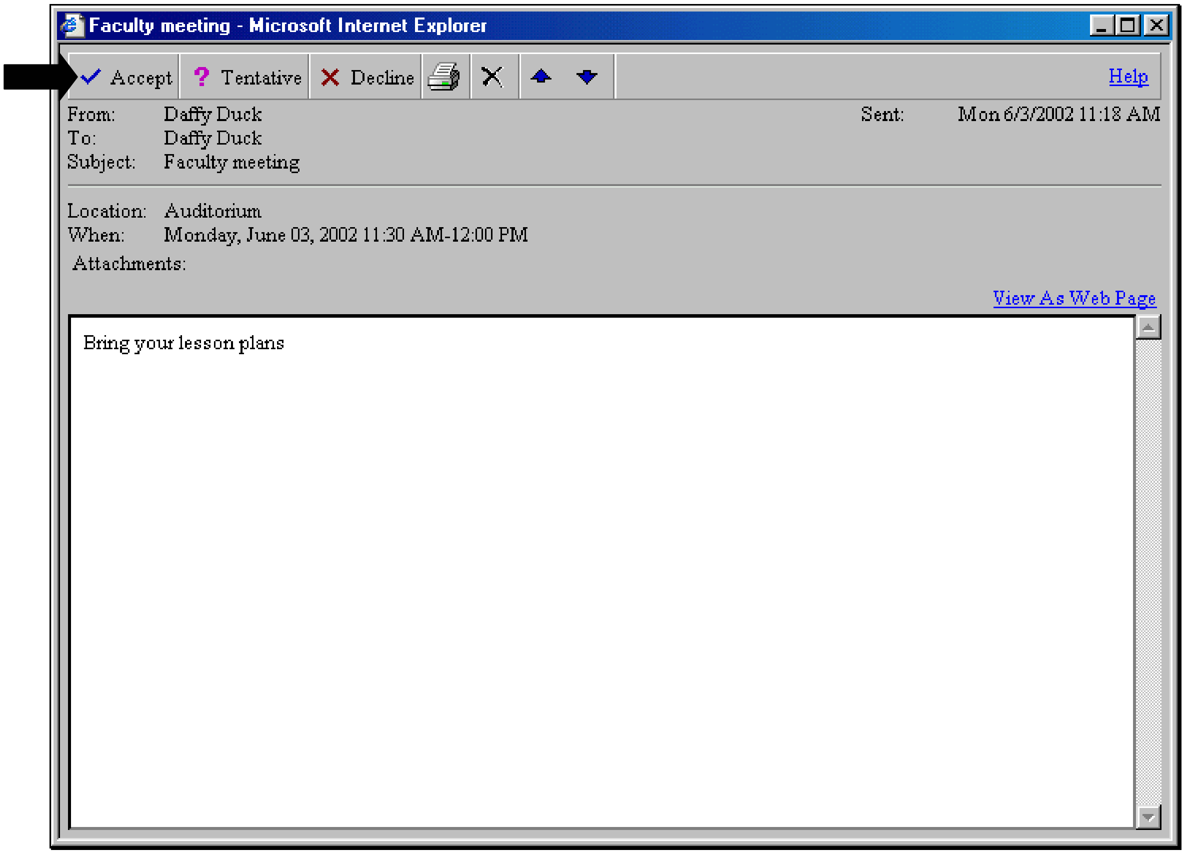
Responding to a Meeting Request

When other people in your group want to invite you to a meeting, they will send you a meeting request. A meeting request arrives in your **Inbox**.

What You Do

To respond to a meeting request, open the meeting request in your **Inbox** by double-clicking the meeting request.

The meeting request screen will be displayed.



Complete one of the following tasks:

- ▼ **Click** **Accept** to add the meeting to your calendar. Other people looking at your schedule will see that you are busy during the time of the meeting.
- ▼ **Clicking** **Tentative** also adds the meeting to your calendar. However, other people looking at your schedule will see you only have a tentative engagement.
- ▼ **Click** **Decline** and the meeting will not be added to your calendar.

A message window will open, addressed to the sender of the meeting request.

To add additional recipients to your meeting response,

▼ **Click** the **To** and **Cc** buttons. *[Refer to Find Names, page 34.]*

In the text box, type a message. For example, you can explain why you are or are not attending the meeting.

▼ **Click** **Send**, or

■ **Click** **Don't Send Response**.

Rescheduling a Meeting

When you send out meeting requests, that meeting is added to your calendar. It may be necessary to reschedule a meeting after you have already sent out meeting requests.

What You Do

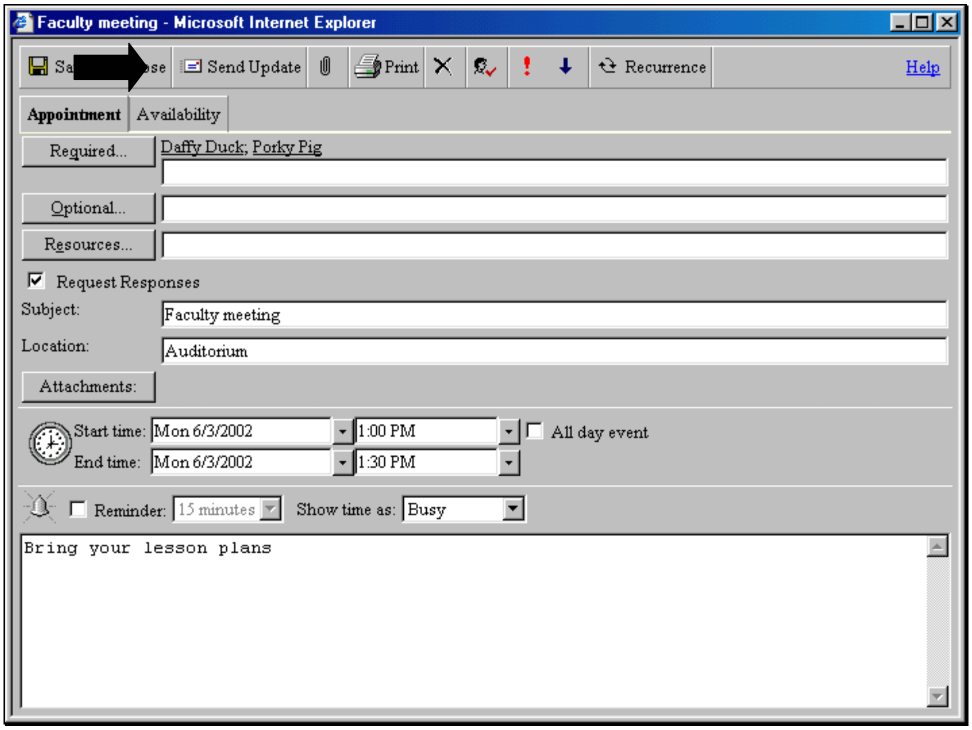
To reschedule a meeting, open the original meeting request in your calendar by clicking on the meeting you want to reschedule.

Make any necessary adjustments to the **Required**, **Optional**, **Start Time**, **End Time**, or **Location** fields.

If there was a scheduling conflict with one or more attendees,

▼ **Click** the **Availability** tab to view everyone's schedule. This will help you find a more convenient time. *[Refer to Checking the Availability of Attendees, page 44.]*

After the rescheduling adjustments have been made on the meeting request screen,



- **Click Send Update**.

Note: If you cancel a meeting by deleting it from your calendar, Outlook Web Access will ask if you want to notify attendees with a cancellation notice.

Recurring Items

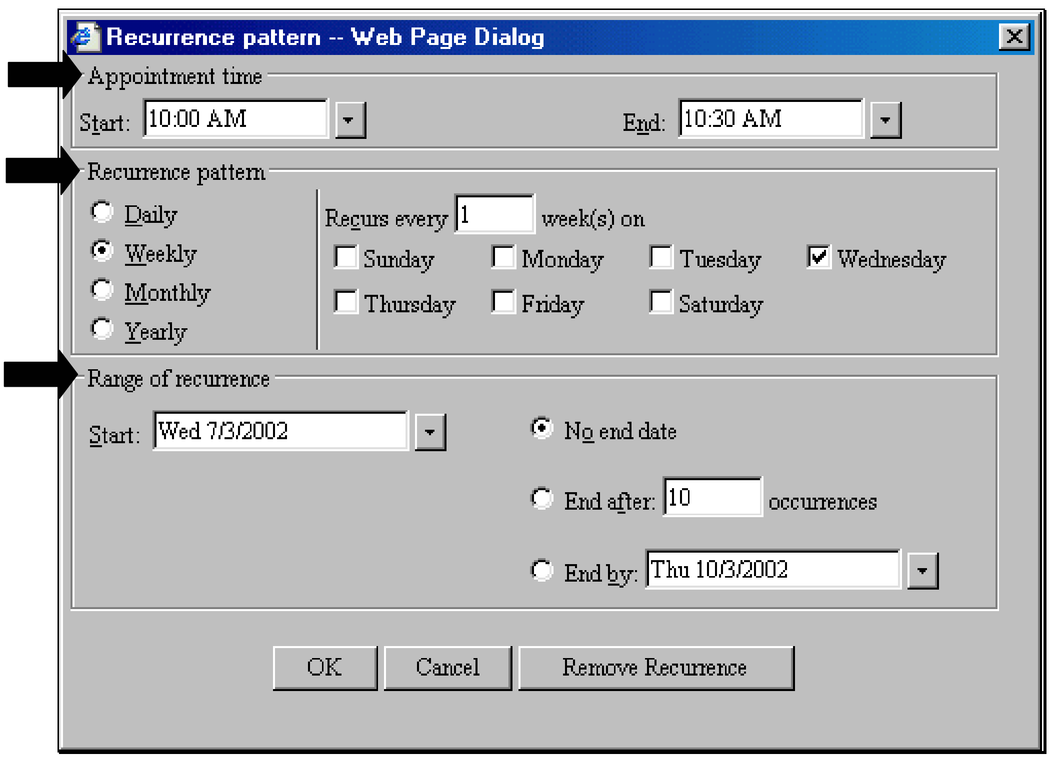
Many meetings, appointments, and events occur on a regular basis over a period of time. Instead of creating new calendar items for each occurrence, set the item as recurring. *Outlook Web Access* will automatically schedule the item each time it is to occur. You can only modify meeting requests to recur if you created them.

What You Do

To set a calendar item as recurring, compose a new appointment or meeting request, or open an item that currently appears on your schedule.

▼ **Click** the **Recurrence** icon.

The Recurrence pattern screen will be displayed.



▼ **Select** the **Start** and **End** times of the recurring item under **Appointment time**.

▼ **Select** how often the appointment or meeting will occur under **Recurrence pattern**.

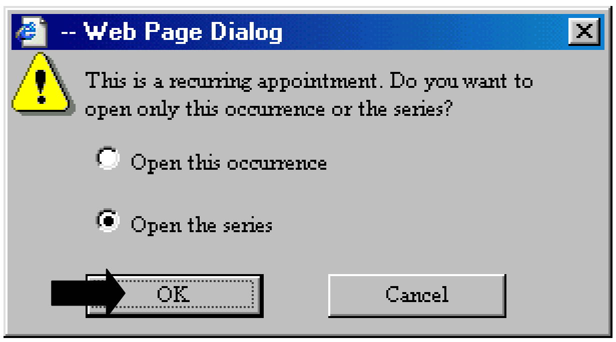
▼ **Select** when you want this recurrence pattern to start and end under **Range of recurrence**.

▼ **Click** **OK**.

▼ **Click** **Save and Close** on the calendar item.

To delete a recurrence pattern from an appointment or meeting, in **Calendar**, double-click the appointment or meeting to open it.

When prompted by *Outlook Web Access*,



▼ **Select** **Open the series.**

▼ **Click** **OK**.

▼ **Click** on the **Recurrence** tab to display the window.

▼ **Click** **Remove Recurrence**.

■ **Click** **Save and Close** on the calendar item.