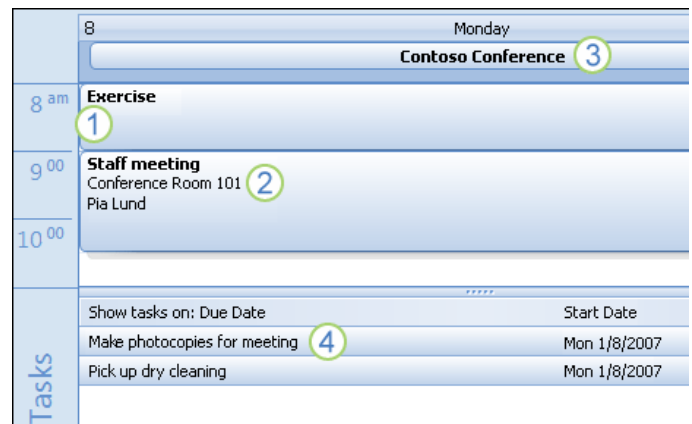


Using the Outlook Calendar

Choices for Calendar Entry Types

1. **Appointment:** An appointment is an activity that involves only you, at a scheduled time.
2. **Meeting:** For a meeting, you invite other people by using a meeting request that's sent via e-mail.
3. **Event:** An event is an activity that lasts all day long.
4. **Task:** A task is an activity that involves only you, and that doesn't need a scheduled time.



Change the default reminder time

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, under **Calendar**, you'll see the **Default reminder check box** and the box that says "15 minutes" (unless somebody else got here first).
3. To change the automatic reminder time, click the arrow next to "15 minutes" and then select the time you want.
4. Click **OK** to close the **Options** dialog box.

Change the reminder for a single entry

1. Double-click the entry to open it.
2. On the **Appointment** tab, notice the **Reminder** command.
3. To change the reminder, click the arrow and select any time you like.
4. Click **Save & Close**.

Make an entry recur

1. Create a new entry or double-click to open an existing one.
2. On the **Appointment** tab, click **Recurrence**.
3. In the **Appointment Recurrence** dialog box, under **Recurrence pattern**, set the recurrence pattern.
4. Click **OK** and then click **Save and Close**.

Organize with colors

- Right-click a calendar entry, point to **Categorize**, and click a color.
- If this is the first time that the color has been used, you'll see a dialog box asking you to rename the category. In the **Name** box, type a name for the category, and then click **OK**.

Change how time appears to yourself and others

1. Double-click the entry to open it.
2. Next to **Show As**, click the arrow beside the box, and select the desired availability from the list.
3. Click **Save & Close**.

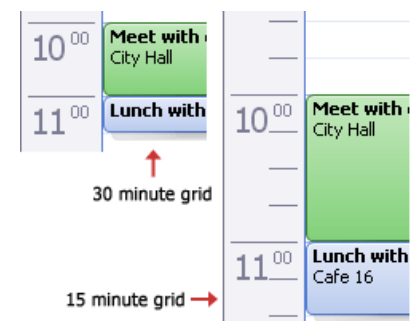
Tip: You can also right-click a calendar entry and click **Show As** to change how time is shown.

Change the appearance of your calendar

Change the time scale

By default, the calendar grid shows a time interval of 30 minutes. You can increase or decrease this interval.

1. In **Calendar**, right-click a blank area in the calendar grid.
2. Click **Other Settings**.
3. Under **Day**, in the **Time scale** list, click the grid interval that you want to show in the calendar.



Change the background color

1. On the **Tools** menu, click **Options**, and then click **Calendar Options**.
2. Under **Calendar options**, in the **Background color** list, click the color that you want.

Notes:

- The color that you choose is applied to the Day and Work Week views. The Week and Month views use system background colors, which are gray and white, by default.
- The color that you choose is applied to weekday hours. A darker shade of the background color is applied to night and weekend hours.

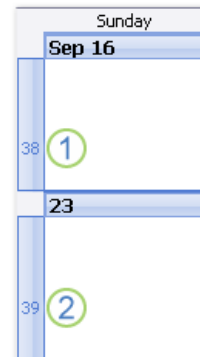
Change the font

1. On the **Tools** menu, click **Options**, and then click the **Other** tab.
2. Click **Advanced Options**.
3. Under **Appearance Options**, click **Font**.
4. Select the font and any other options that you want.

Show week numbers

You can show week numbers only in the Month view.

1. On the **Tools** menu, click **Options**.
2. Click **Calendar Options**.
3. Select the Show week numbers in the **Date Navigator** check box.



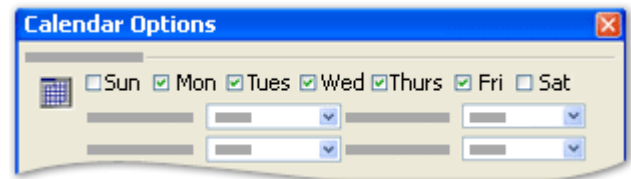
1. Week 38 is displayed.
2. Week 39 is displayed.

Turn bolded dates on or off

1. In **Calendar**, on the **View** menu, point to **Current View**, and then click **Customize Current View**.
2. Click **Other Settings**.
3. Under **General** settings, clear or select the **Bolded dates in Date Navigator represent days containing items** check box.

Set work week options

1. On the **Tools** menu, click **Options**.
2. Click **Calendar Options**.
3. Do any of the following:
 - To select the days of your work week, select the check boxes next to the days of the week that you want.
 - To set the first day of the week, in the **First day of week** box, click the day that you want.
 - To set the first week of the year, in the **First week of year** box, click the option that you want.
 - To set the first and last hours of your work day, enter times in the **Start time** box and the **End time** box.



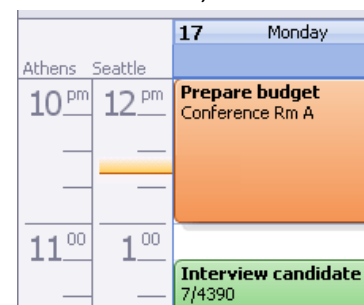
Change the displayed time range

- In **Calendar**, click any of the following: **Day**  | **Week**  | **Month** 

Add or remove a second time zone

You can display a second time zone in your calendar by selecting the **Show an additional time zone** check box in the **Time Zone** dialog box. The second time zone is used only to show a second time bar in Calendar view, and does not affect the way in which calendar items are stored or displayed. **Note** The additional time zone is not affected by the current time zone settings; it is completely separate.

1. On the **Tools** menu, click **Options**.
2. Click **Calendar Options**.
3. Click **Time Zone**.
4. Do one of the following:

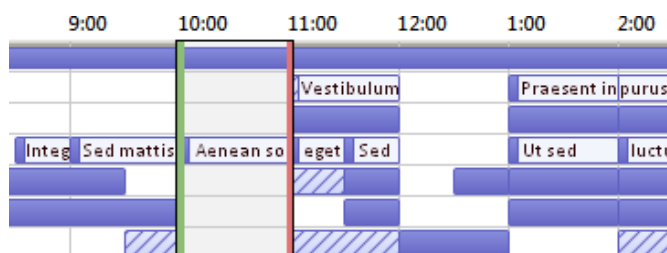


- **Add a second time zone**
 1. Select the **Show an additional time zone** check box.
 2. In the **Label** box, type a name for the second time zone.
 3. In the **Time zone** box, click the time zone that you want to add.
 4. If you want your computer clock to automatically adjust for daylight saving time changes, select the **Adjust for daylight saving time** check box.
This option is available only in time zones that use daylight saving time (DST).
- **Remove a second time zone**
Clear the Show an additional time zone check box.
Tip You can quickly switch your current time zone to the second time zone by clicking **Swap Time Zones**. This affects all times displayed in Outlook as well as times displayed in other Microsoft Windows-based applications.

Schedule a meeting

Schedule an in-person meeting

1. On the **File** menu, point to **New**, and then click **Meeting Request**.
2. In the **Subject** box, type a description.
3. In the **Location** box, type a description or click **Rooms** to choose from rooms available for automatic scheduling by using Microsoft Exchange.
4. In the **Start time** and **End time** lists, select the start and end time for the meeting. If this is an all day event, select the **All day event** check box. An all day event is a full 24 hour event lasting from midnight to midnight.
5. Type any information that you want to share with the recipients, attach any files, or create a Meeting Workspace.
6. On the **Meeting** tab, in the **Show** group, click **Scheduling Assistant**. The **Scheduling Assistant** helps to find the best time for your meeting.
7. Click **Add Others**, and then click **Add from Address Book**.
8. In the **Select Attendees and Resources** dialog box, in the **Search** box, enter the name of a person or resource that you want to invite to the meeting. If you are searching with the **More Columns** option, then click **Go**.
9. Select the name from the results list, and click **Required**, **Optional**, or **Resources**, and then click **OK**.
 - Required and Optional attendees appear in the **To** box on the **Meeting** tab, and **Resources** appear in the **Location** box.
 - The free/busy grid shows the availability of attendees.
 - A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting.
 - The **Suggested Times** pane locates the best time for your meeting, which is defined as the time when most attendees are available. The best meeting time appears at the top of the pane. To select any of the suggested times, click the time suggestion in the **Suggested Times** pane.
You can also manually pick a time on the free/busy grid.
10. If you want to make the meeting recur, on the **Meeting** tab, in the **Options** group, click **Recurrence**, select the recurrence pattern, and then click **OK**.
When you add a recurrence pattern to a meeting request, the **Meeting** tab changes to **Recurring Meeting**.
11. On the **Meeting** tab, in the **Show** group, click **Appointment**.
12. Click **Send**.



Suggested Times

September 2007

S	M	T	W	T	F	S
26	27	28	29	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

Duration: 1 hour

- 10:00 AM**
5 of 6 free
- 12:00 PM**
4 of 6 free
- 3:30 PM**
4 of 6 free
- 3:00 PM**
4 of 6 free

Change a meeting

1. Open the meeting that you want to change.
2. Do one of the following:
 - **Change options for a meeting that is not part of a series**
Change the options, such as subject, location, and time, that you want to change.
Click **Send Update**.
 - **Change options for all meetings in a series**
Click **Open the series**.
Change any options, such as subject, location, and time, that you want to change.
To change recurrence options, on the **Recurring Meeting** tab, in the **Options** group, click **Recurrence**, change the options, such as time, recurrence pattern, or range of recurrence, and then click **OK**.
Click **Send Update**.
 - **Change options for one meeting that is part of a series**
Click **Open this occurrence**.
On the **Recurring Meeting** tab, change the options, such as subject, location, and time that you want.
Click **Send Update**.

Tip In **Calendar**, you can drag the meeting to a different date and you can also edit the subject by clicking the description text, pressing F2, and then typing your changes.

Make a meeting recurring

1. Open the meeting that you want to make recurring.
2. On the **Meeting** tab, in the **Options** group, click **Recurrence**.
3. Click the frequency—**Daily**, **Weekly**, **Monthly**, or **Yearly**—with which you want the meeting to recur, and then select options for the frequency, and then click **OK**.
4. Click **Send Update**.

Set up or remove a reminder

1. Do one of the following:
 - **For all new meetings that you will create**
 1. On the **Tools** menu, click **Options**.
 2. To have a reminder automatically turned on or off for new meetings, select or clear the **Default reminder** check box.
 3. If you selected the check box, enter the amount of time before the meeting that you want the reminder to appear.
 - **For existing meetings**
 1. Open the meeting or series if the meeting is recurring.
 2. To have a reminder turned on or off, on the **Meeting** tab, in the **Options** group, select **None** or a listed reminder time.