

Using Outlook's Calendar to Manage your Time

This document provides information regarding the Calendar feature in Microsoft Outlook 2007.

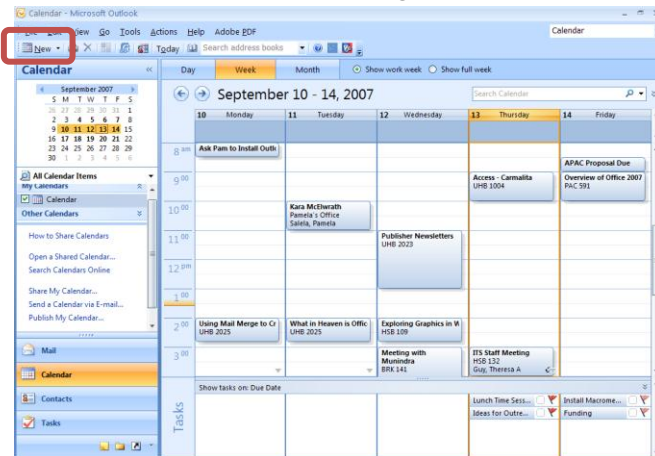
Overview of Outlook

1. Outlook provides an integrated solution for managing your time and information.
2. It can make it easier to prioritize and control your time, so that you can focus on the things that matter most.
3. Outlook is much more than an electronic mailbox!

Scheduling Appointments

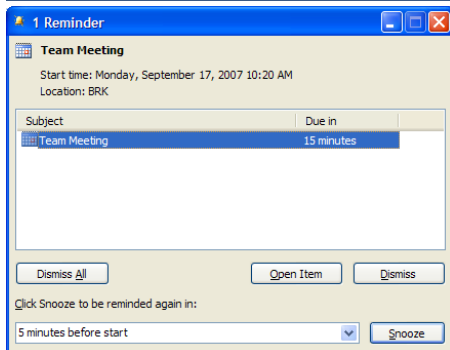
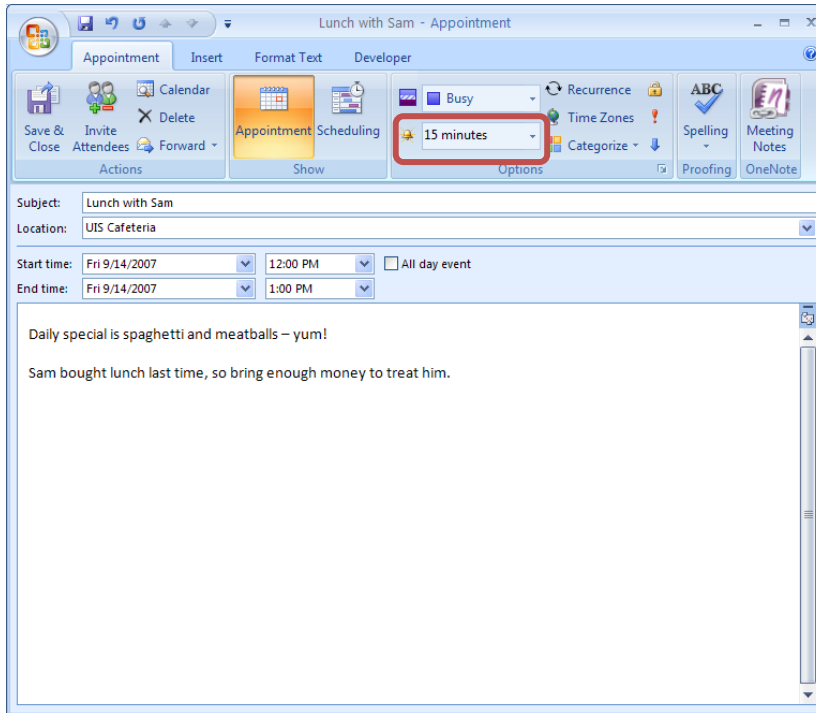
Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources. You can schedule recurring appointments, view your appointments by day, week, or month, and set reminders for your appointments.

1. To schedule an appointment, go to the **Calendar** and click the **New** button.



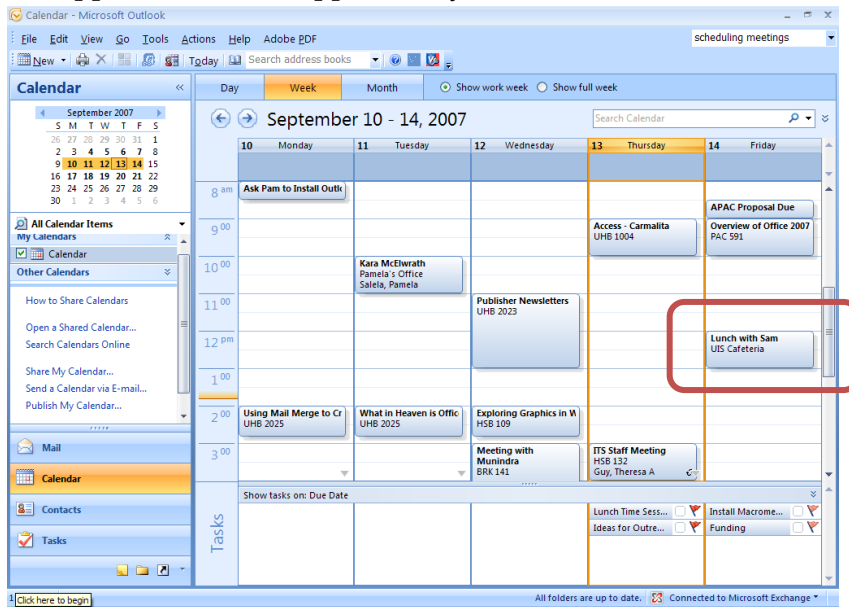
2. Enter a **Subject**.
3. Enter a **Location**.
4. Enter the **Start** and **End times**.
 - a. You can type specific words and phrases in the **Start time** and **End time** boxes instead of dates. For example you can type Today, Tomorrow, New Year's Day, Two Weeks from Tomorrow, Week from Yesterday, Three days before New Year's Day, and most holiday names.
5. General text can be entered in the text box.

6. Click the **Reminder** button to set a reminder for the appointment.



7. Click **Save and Close**.

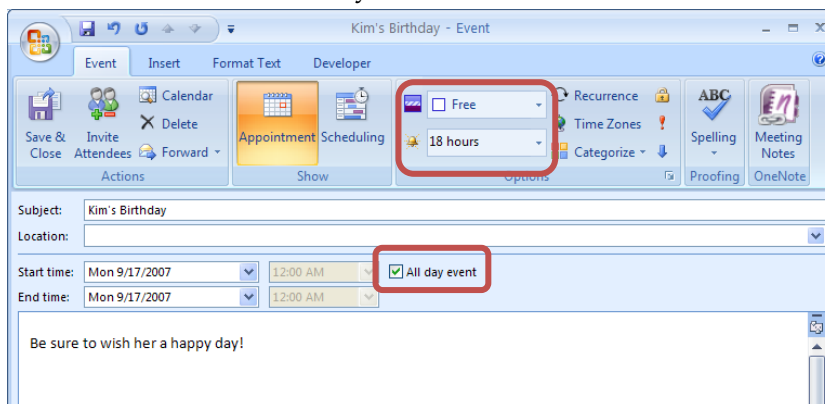
8. The appointment now appears on your calendar.



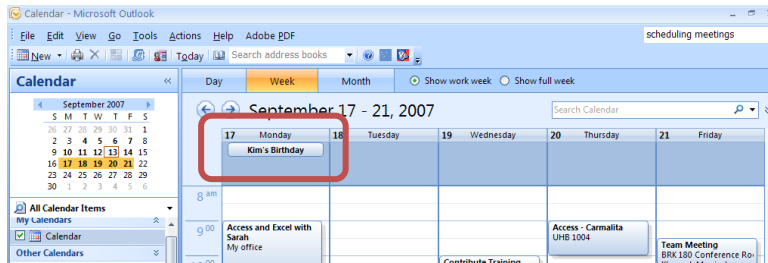
Scheduling Events

An event is an activity that lasts 24 hours or longer. Examples of an event include a trade show, a seminar, or a vacation. Events do not occupy blocks of time in your calendar; instead, they appear as banners. An all-day appointment displays your time as busy when viewed by other people, but an event displays your time as free.

1. To schedule an event, follow the same steps for scheduling appointment. However, instead of entering a start and end time, check **All day event**.
2. Notice that the Reminder defaults to 18 hours before the event to help you set aside time to prepare, if necessary.
3. Depending on the nature of the event, you may want to adjust how your time is shown when others view your calendar. Click the **Show Time As** button to change the setting from Free to Tentative, Busy, or Out of Office.



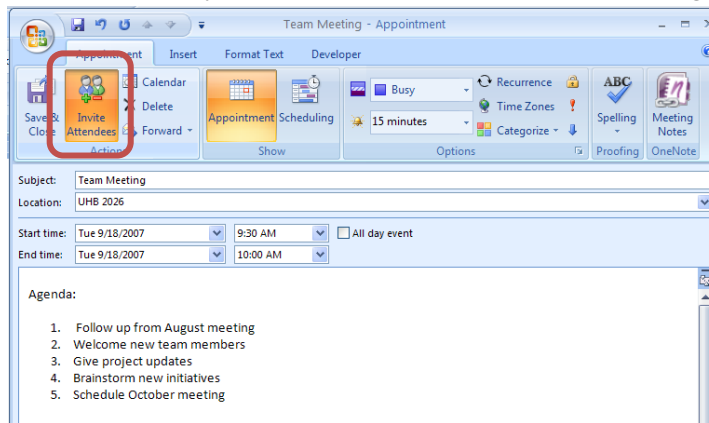
4. The event now appears on your calendar as a banner.



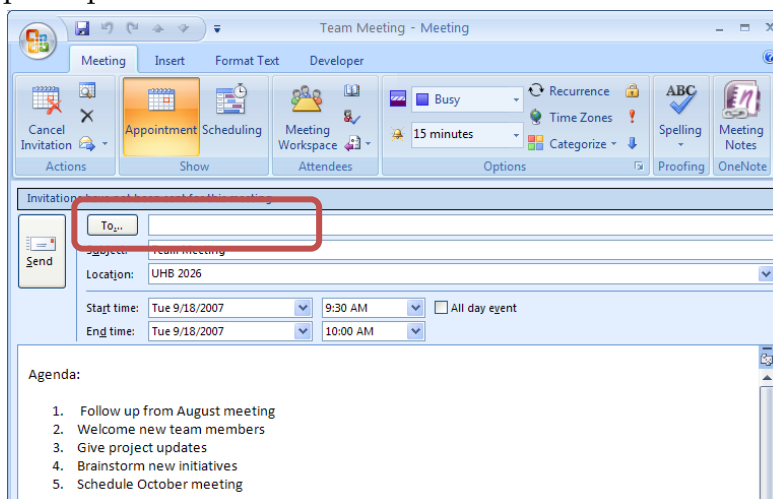
Scheduling Meetings

A meeting is an appointment to which you invite people.

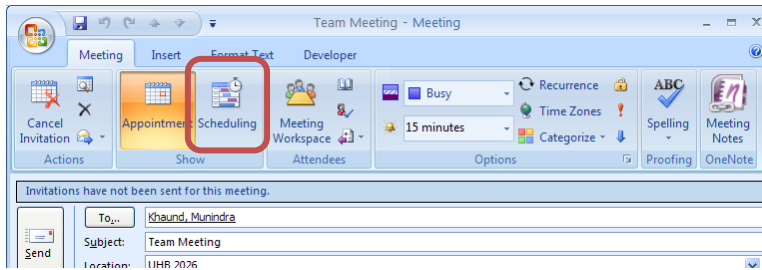
1. To schedule a meeting, follow the same steps for scheduling an appointment. However, to invite others to the meeting, click the **Invite Attendees** button on the **Appointment** tab. This turns your appointment form into a meeting form.



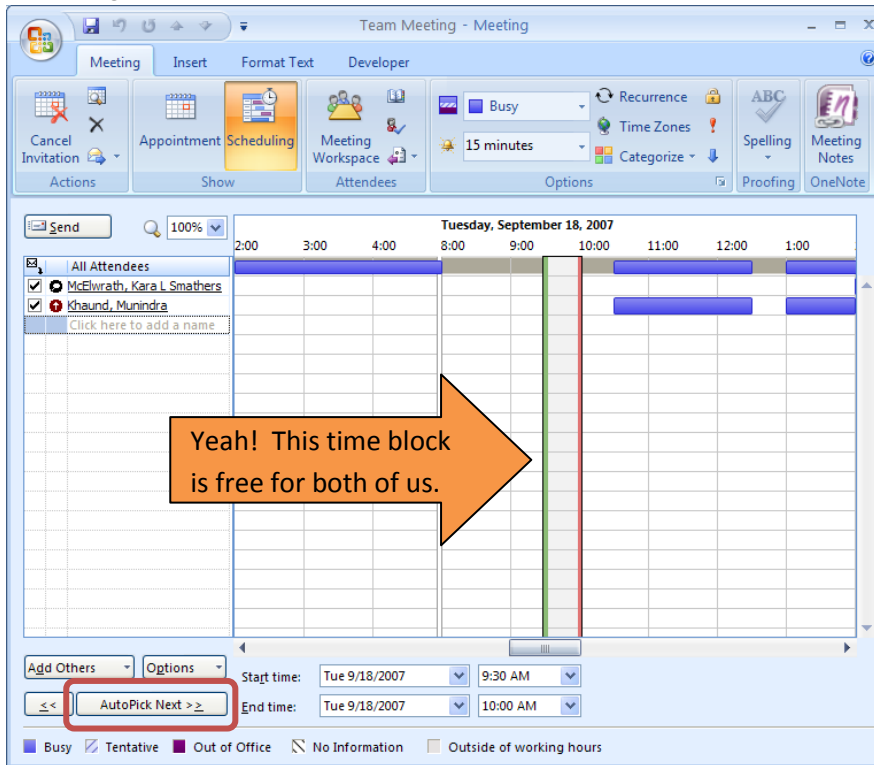
2. Enter the addresses for the meeting participants in the **To** line, or click **To** to choose participants from the address book.



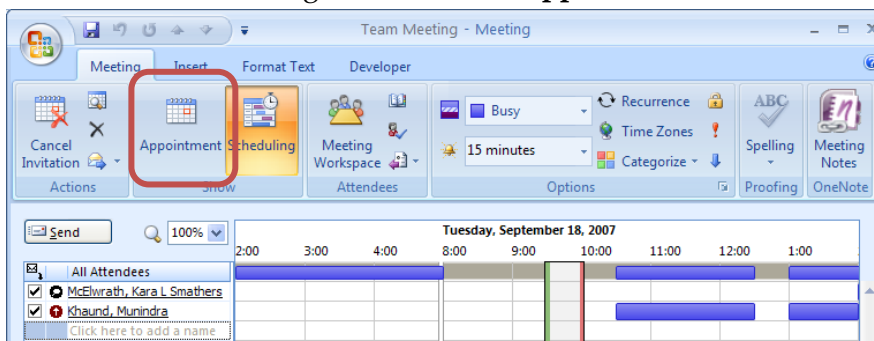
- To check their availability prior to sending the meeting request, click the **Scheduling** button on the **Meeting** tab.



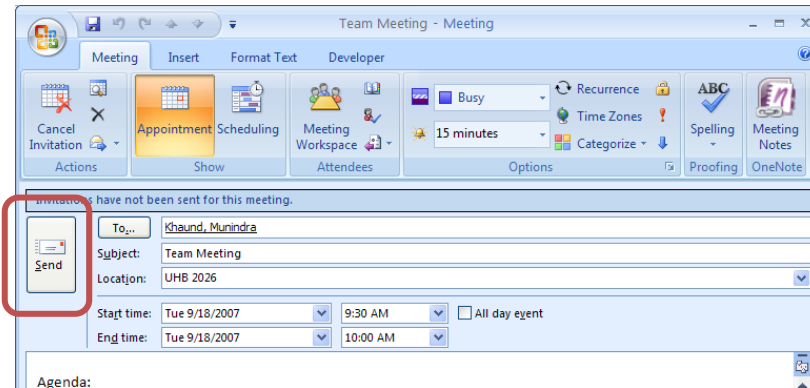
- Use the grid to see if the participants have prior commitments on their calendar.



- To find the next available time slot for all participants for the length of time you indicated, click the **AutoPick Next** button.
- To return to the meeting form, click the **Appointment** button.



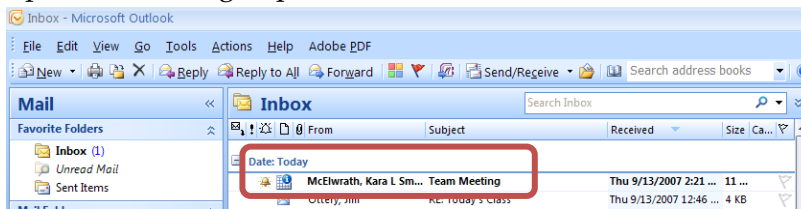
7. Click the **Send** button to add this meeting to your calendar and to send the meeting invitation to the participants.



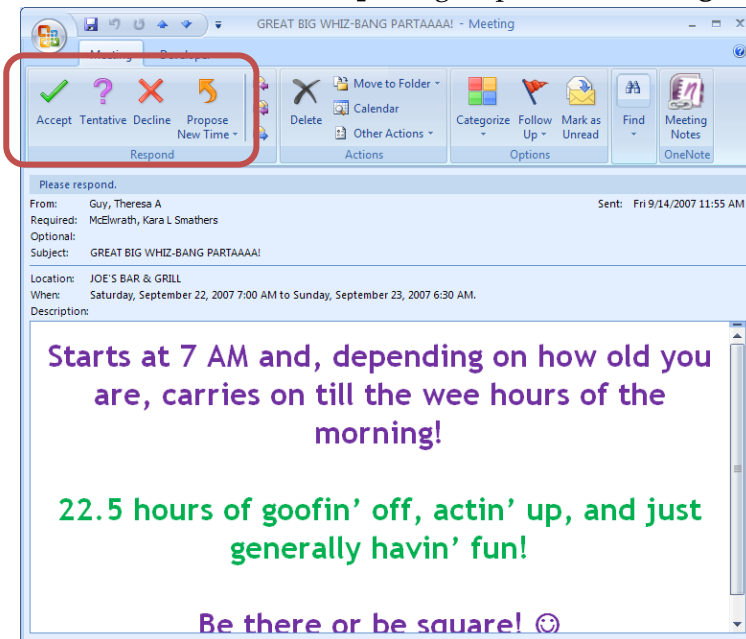
Responding to a Meeting Request

Meeting requests arrive in your Inbox.

1. Open the meeting request.



2. Use the buttons in the **Respond** group of the **Meeting** tab to indicate your response.



3. Choose to include comments with your response, to send the response without comments, or to not send a response.

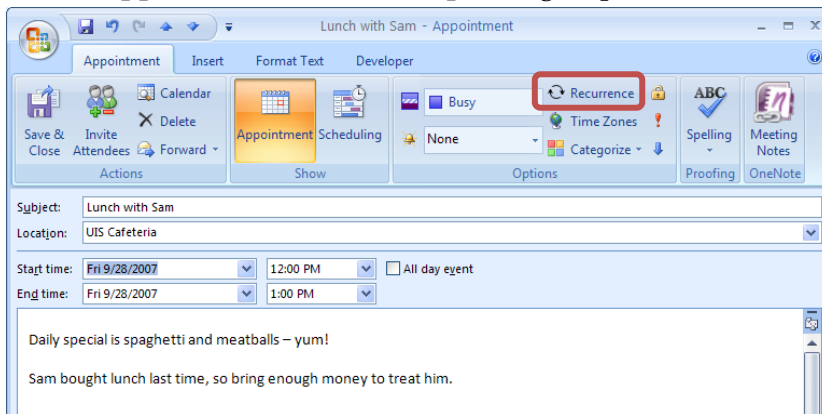


- a. If you chose not to send a response, the meeting organizer will not know the choice that you made.
- b. The meeting will automatically be added to your calendar if you respond with Accept or Tentative.

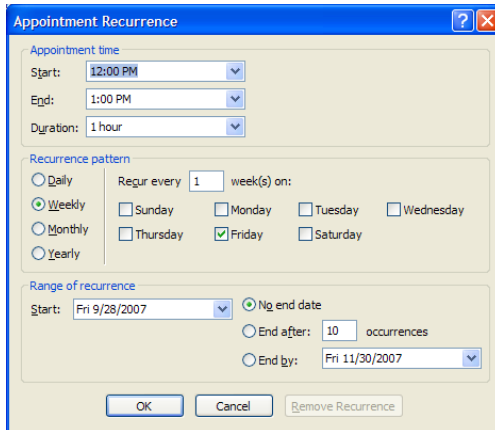
Scheduling Recurring Appointments, Meetings, or Events

Recurring appointments, meetings, or events happen on a regularly scheduled basis.

1. Open the appointment that you want to set to recur.
2. On the **Appointment** tab, in the **Options** group, click **Recurrence**.



3. Select the frequency – **Daily, Weekly, Monthly, Yearly** – with which you want the appointment to recur, and then select the options for the frequency. Click **OK**.



4. When you open a recurring appointment on the calendar, you will be asked if you want to open the occurrence or the entire series.



5. Changes can be made to either a single occurrence or the entire series. If changes are made, Outlook will prompt you to send an update to anyone who had been invited to that meeting.