

The Calendar

Outlook's Calendar

Outlook provides you with a Calendar to help you organise your time. You can create appointments for meetings as well as mark birthdays and anniversaries.

What can I do with appointments?

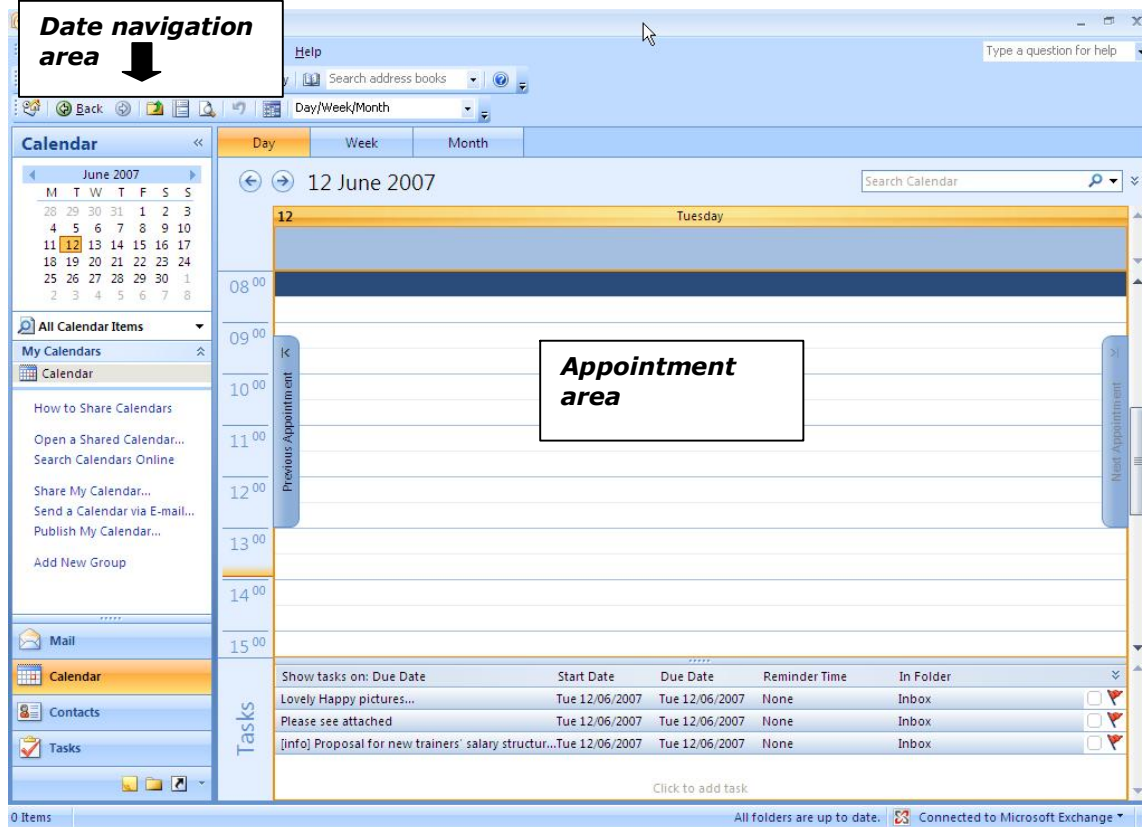
- Set reminders
- Schedule appointments that happen weekly or monthly
- Add notes
- Print appointments

Opening the Outlook Calendar

Click on the Calendar icon on the Navigation Pane.



The Calendar Screen



Calendar Views

By default, the Calendar view opens in the Day view. The Calendar can also be viewed as Work Week, Week, or Month.

Changing the amount of time displayed

1. On the toolbar, click on the desired view



Or

**To view only one day
with date navigator**

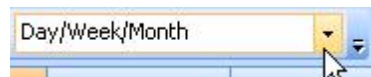
Click on the View menu and choose a desired view

2. In the Navigation Pane, a small monthly calendar displays. Click the arrows to navigate to other months

Other Views

The views illustrated above and a few more can be placed in the Navigation Pane.

1. Click on the Current View drop down menu



2. Choose another view

Creating Appointments

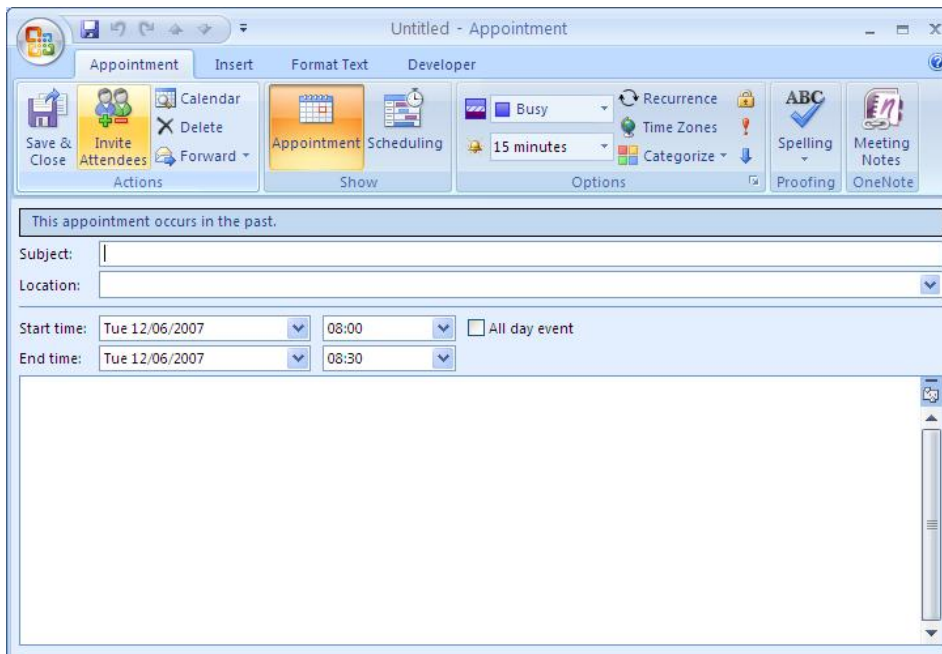
Creating Appointments

When you create Appointments you can...

- Set reminders for yourself
- Add a colour-coded label so that you can see at a glance what kind of appointment it is

From the Calendar screen

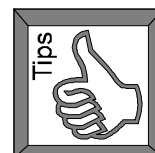
1. Click on the New Appointment icon on the toolbar.



2. Type a subject for the appointment
3. Add a location
4. Enter the date and time
5. Add a label if required
6. Add any notes for this appointment (optional)
7. Click Save and Close button

Speeding up entering your appointments

To add an appointment quickly, select the block of time in the calendar and just type!



Editing Appointments

1. Position your mouse over the appointment



2. Double click
3. Make your changes
4. Click on Save and Close button

Extending an Appointment

1. Select the appointment
2. Position your mouse on Horizontal edge
Cursor should appear as a two-headed arrow