Outlook Calendar: Features to Keep you Organized

The Calendar feature in Outlook provides you with tools to keep you organized. This handout only covers a few of the organizational aspects of Outlook Calendar.

- **Block off time for meetings and include information you need for that meeting (location, links, materials needed, etc.).** You have access to your calendar wherever you have access to the Internet.
- **Sharing:** Share your calendar with others who need access to your schedule. You can set different levels of permissions, so you can allow them to see as much detail as you want.
- **Permissions:** This is another version of sharing where you give other people different levels of permission to read or write to your calendar.
- **Scheduling:** Invite people to attend a meeting. If they use Outlook Calendar as well, you can see when they are available to meet. Include pertinent information in the event detail, and everyone will have the same information and will be updated if the information changes.
- **Reminders:** Set up your calendar to send you reminders zero minutes to two weeks prior to the event. The reminder can even be accompanied by a sound.
- **Recurring Events:** Set up recurring events so they automatically appear in your calendar.
- **Multiple Calendars:** Create multiple calendars to keep events and information separate. For example, we have a training calendar that we share with all of our employees. This allows them to see the upcoming training and to copy the details to their own calendars.

Click **Calendar**, in the navigation bar, to access the calendar.
Sharing your Calendar with Others

There are a few ways to share your calendar.

1. The shortest route is to select Share Calendar, on the Home tab, in the Share section.
2. From the Calendar, right-click on the calendar you wish to share, select Share, then select Share Calendar.
3. Both of these options will give you the same result. An email invitation will pop up.
   a. Select the people you want to share your calendar with by clicking on the “To” button or by entering their names in the field provided.
   b. Beside “Details,” select the level of details you wish to share with the recipient. You can share just your availability, limited details (title, time, location), or full details.
   c. Click Send when you are done.

Right-click on the calendar to share it

Click Send when you are done

Select the amount of detail you wish to share

Email of person you with whom you wish to share your calendar

Type your message in this space, if you have one
Permissions
In addition to sharing your calendar, you can also give people permission to edit your calendar. You can access the Permissions dialog box by right-clicking on the calendar or by clicking on Calendar Permissions, on the Home tab, in the Share section.

- To add a person, click the “Add” button.
- Choose permission levels for reading, writing, and deleting calendar events on your calendar.
- Click OK.

Scheduling
There are at several ways to check schedules in Calendar, but this handout will only cover one. Scheduling in Calendar is entirely dependent on the people you want to invite to your meeting actually using Outlook Calendar. If they do not enter their meetings or busy times in Calendar, you will not be able to check their availability before sending your invitation to the event or meeting.

1. From Calendar, click New Meeting, under the Home tab, in the New section. You can also use the New Appointment button or double-click in the calendar to create a new event, but you would have an additional step of clicking the Invite Attendees button.
2. Add information for your new meeting (see next image).
   a. Click the To button to add invitees from your contact list, or type email addresses of those you wish to invite.
   b. Type a name for the meeting or event.
   c. Add the location.
   d. Adjust the time as needed.
   e. Add information or details in the text area.
   f. As you add people, you will be able see their names and images, when available, in the area at the bottom.
   g. Note that the bottom right shows alternate suggested times, due to conflicting schedules.
Checking Availability
Click Scheduling Assistant, under the Meeting tab, in the Show section. This reveals conflicts that you may have. In this case, everyone’s schedule is clear for the time requested, show as the space between the green and red vertical lines. The last row in the image below shows the legend indicating availability.

Last Step: Click Send when you have made your final selections.
Reminders
Reminders can be attached to calendar entries, email messages, contacts, and tasks. For Calendar entries, you can set a default time for all entries or specific times for individual entries.

Calendar: Setting the Default for All Events
1. In 2010, the Options menu is found on the File tab. It may be different in other versions of Outlook, but you are looking for the Options menu. Click on the File tab, then Options. The Outlook Options dialog box will pop up.
2. Click on Calendar in the navigation bar at the left.
3. In the middle of the page, you see Calendar options.
   a. Put a checkbox in front of Default reminders if you want reminders for every event in your calendar.
   b. Select the amount of time prior to the event that you would like to be reminded.
   c. Select other options as needed/wanted.
   d. Click OK when you are done.
Recurring Events/Entries

If you have recurring events or entries, you can quickly set Calendar to create entries for events between two sets of dates automatically. You might need this if you are on a committee that meets the same time every week or month. You could also create recurring entries for things you need reminders on and that occur on a regular basis, such as doing a travel report on the last day of the month.

1. Open a New Appointment or double-click in the calendar where you want to schedule and event or create a recurring entry. Add details to your appointment (subject, location, time, etc.)
2. Click Recurrence, on the Appointment tab, in the Options section.
3. A dialog box pops up. Make selections based on your needs.
4. Click OK.

**Note:** If one of your recurring events falls on a holiday or needs to be cancelled, you can delete it by clicking on it and choosing Delete. A dialog box will pop up and ask you if you wish to delete the single occurrence or the entire series.

Recurring events show up in your calendar with an icon that looks like two arrows chasing each other in a circle.
Multiple Calendars
Some people may find it useful to have multiple calendars. For example, my default calendar is for all work-related meetings and events and includes time I will be away from my office. I have created a second calendar for holding notes and reminders. I have a block of time set aside, for example, for doing travel paperwork at the end of each month. If I have no paperwork to complete, for example, for doing travel paperwork at the end of each month. If I have no paperwork to complete, I can ignore it, but the reminder is there. I have yearly reminders for end-of-year tasks. I also include events that I am interested in attending, if time permits. I do not include these entries and events on my default calendar, as they are things that do not have to be done at exactly during the time scheduled for them.

A few other reasons someone might keep multiple calendars:
- For a specific classroom or training room
- For each child’s school events
- Meetings for committees
- Training calendar (another thing I use)
- Personal appointments

Important to Note
When someone sends you an invitation via Calendar, it automatically is connected with the default calendar. If someone checks your calendar for availability, the default calendar is the one the other person sees. Be sure to keep your default calendar as your official work calendar so your colleagues will be able to schedule meetings based on your availability and so meetings put on your calendar will show up in the correct one.

To Create a New Calendar
1. In the Calendar tool, right click on your existing calendar. A dialog box pops up. Select “New Calendar.”
2. Name your calendar.
3. Determine where you wish it to be located. I suggest you keep it with the default setting.
4. Click OK.
**Viewing Multiple Calendars**

You can view your calendars in a variety of ways. To the right is an example of three of my calendars (one is shared and not my actual calendar, but you get the point.) The green is my work calendar, the blue is my personal calendar, and the pink is the training calendar. In this view, the calendars overlap.

To make a calendar active, you just click on the tab at the top. The entries on the active calendar are clear, while entries on the inactive calendars are pale.

You can also split the calendars apart to view them side by side. To do this, click the arrows in the tabs. The arrows facing left pull the calendar out. The arrows facing right join the calendars.

**Note:** If you don't like the color choices Outlook sets for your calendars, you can change them. Got to the File tab, click Options, Calendar, then Display Options.

You can also split the calendars apart to view them side by side. To do this, click the right-arrow in the tab. To join the calendar to the rest, click the left-arrow.

You can close a calendar by clicking the X.
You can also open and close calendars as needed. In the previous example, I had three calendars open. If I wanted to turn one off from view (not delete it), I could just uncheck the box in front of the calendar name.

![Uncheck the boxes for the calendars you do not wish to see.]

You can also close the individual calendars by clicking the x to the right of the calendar name.

![The x closes the individual calendar. The arrow splits the calendar to the side. Clicking on a tab activates the calendar/brings it to the front.]

Want More Information?
The Internet holds a plethora of tutorials for working with the latest versions of Outlook. Below are just a few of the results I found. If you only have a paper version of this handout, do a search using the title in black and the provider, and you should be able to locate the exact page.

- [Outlook 2010 Videos and Tutorials](#), from Microsoft
- [Outlook 2013 Videos and Tutorials](#), from Microsoft
- [Outlook 2016 Videos and Tutorials](#), from Microsoft
- [Outlook 2010](#), from GFCLearnFree.org
- [The Beginner’s Guide to Microsoft Outlook 2013](#), from How-to Geek
- [Microsoft Outlook Tutorial: Outlook 2016/2013/2010](#), from In 5 Steps