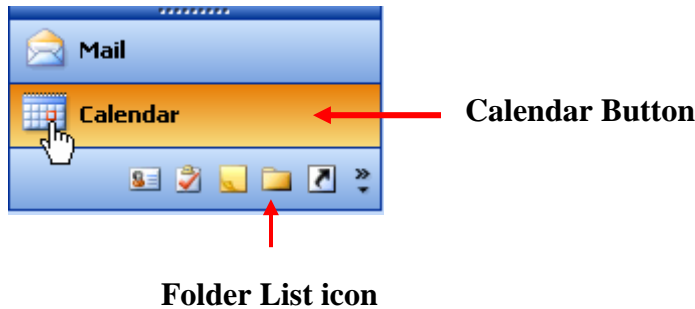


Outlook Calendar - 2003

The Calendar feature in Outlook can be used to add appointments to your own or another person's agenda or to schedule meeting for which you invite other people to attend.

Open the **Calendar** from the Outlook Bar by clicking on the Calendar button or by selecting the Folder List icon at the base of the Outlook Bar.



The Different Views



The Outlook calendar can be viewed in a variety of ways and can be changed instantaneously. Views can be used interchangeably and set up to enhance end user preference. The different views can be selected from the Standard toolbar or from the View menu.

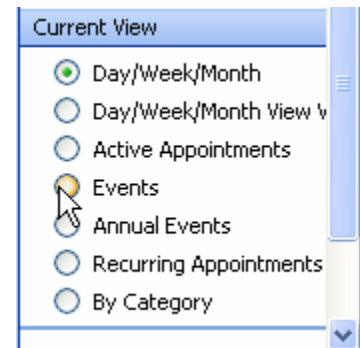
Display the Navigator to your View

The Navigator view is a one month view within the calendar. View a specific day by selecting the day on the calendar. Navigate between the month by selecting the Left or Right navigation arrows.

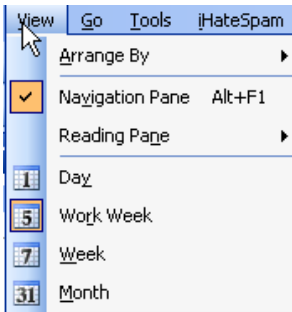


Tip: display two months in the Navigator view by positioning the cursor on the vertical bar between the Navigation Pane and the Calendar, left-click and drag to the right.

Tip: display different view options in your Navigation Pane by choosing View, Arrange by, Show Views in Navigation Pane.

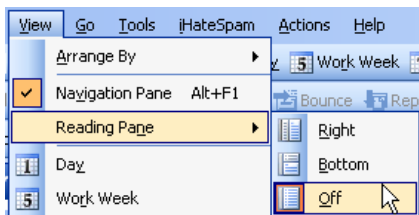


View Options:



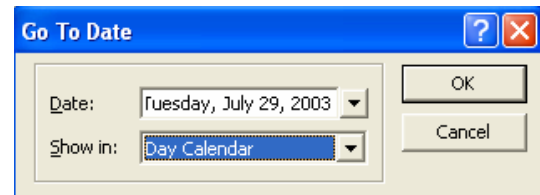
- The Today view displays current day
- The Day view displays one day at a time
- The Work Week displays one week, Monday – Friday, by default
 - *The work week can be custom defined*
- The Week view displays one calendar week
- The Month View displays one month at a time

Tip: Display a different Reading Pane for your calendar view by selection the View menu, Reading Pane, and selecting Left, Right, or Off.



Go to a Date

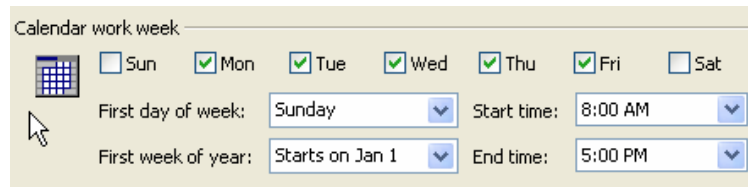
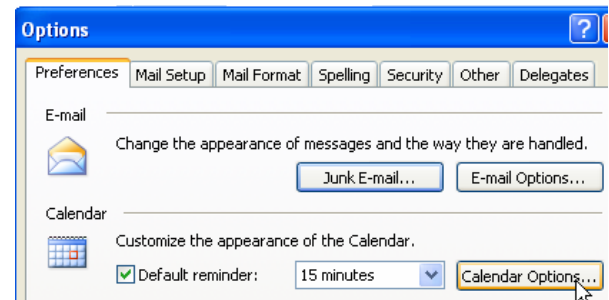
To quickly go to a specific date, press the **Ctrl-G** keys on the keyboard. From here you may select the date you want and also the view (Day, Week, Month, Work Week).



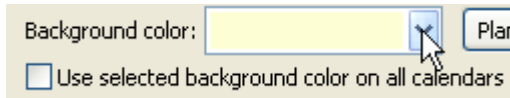
Defining the Work Week

Define the Work Week by selecting Tools, Options, Calendar Options.

- Select the check boxes next to the days of the week that you want included in your work week.
- In the **First day of week** box, click the day that you want.



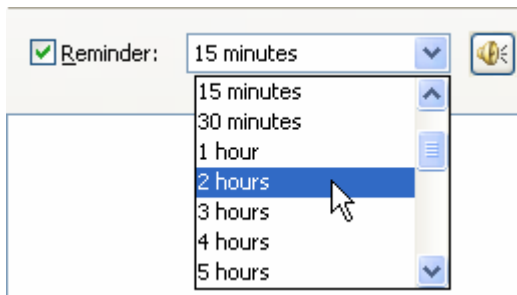
Tip: customize the background color of your calendar by selecting Tools, Options, Calendar Option and selecting the Background color of your choice.



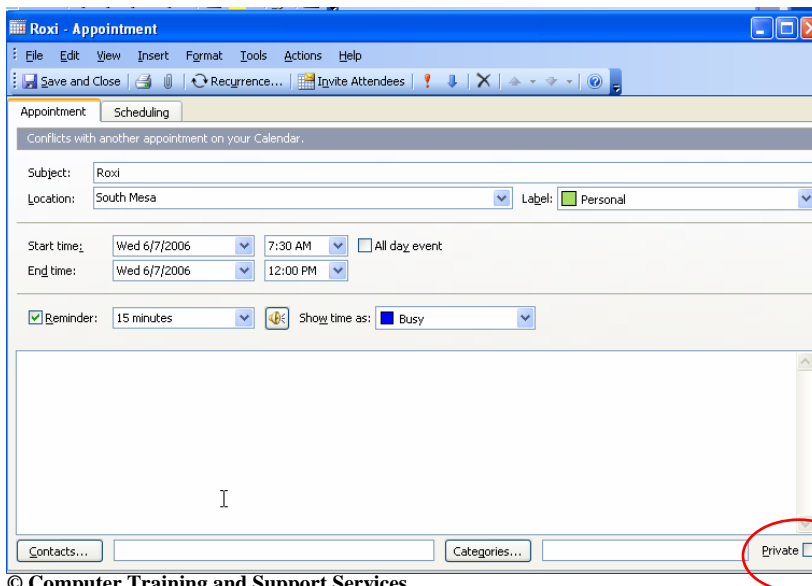
Scheduling Appointments and Events

Use the Outlook Calendar to schedule single or recurring appointments and/or events. An example of an Appointment can be a dentist appointment, hockey practice, soccer game, grooming time for your pet, and several other things. An example of an Event would be an all day seminar, an all day retreat, and so forth.

Reminders can be set up for each Appointment and/or Event. All reminders display in a dialog box. **Note:** Outlook must be open in order to receive reminders.

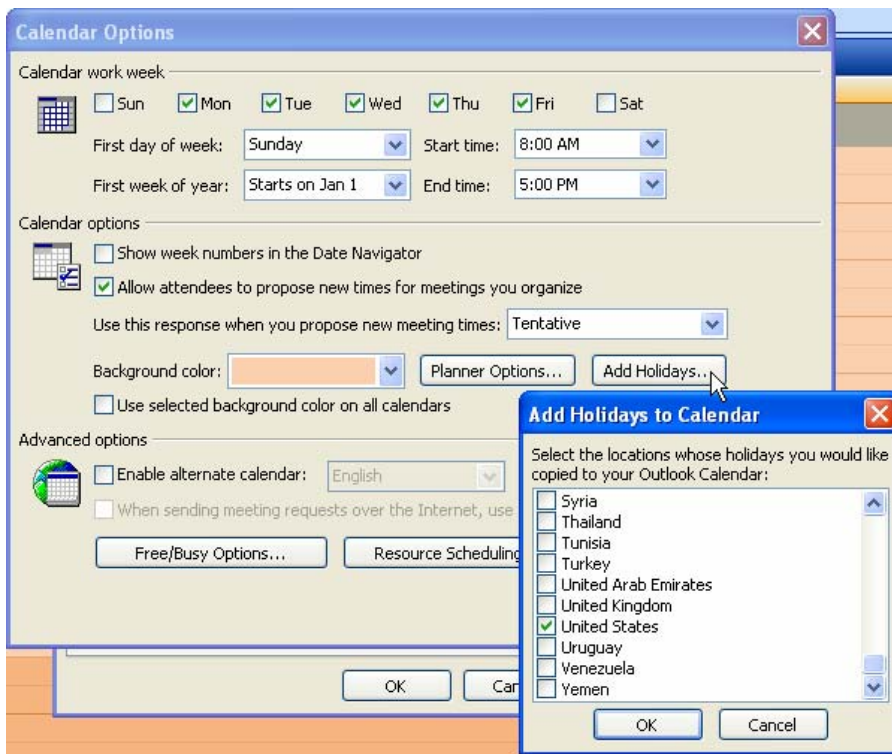


An **Appointment** is a calendar item that is to be added only to your own agenda. No other participants can be added to an **Appointment**. To create a new appointment item on your agenda (or someone else's for which you are a **Designate**) choose **New, Appointment**.



Tip: Easily mark an existing Appointment on the Calendar as Private by right-clicking with the mouse on the Appointment and choosing Private from the menu. Marking something as Private will mask an appointment so that details can't be seen by other Outlook users.

Tip: By default, Outlook will schedule typical holidays for your Country as Calendar Events. Add other Country Holidays by choosing Tools, Options, select the Preference tab, click on the Add Holiday button located in the Calendar Options section of the dialog box.



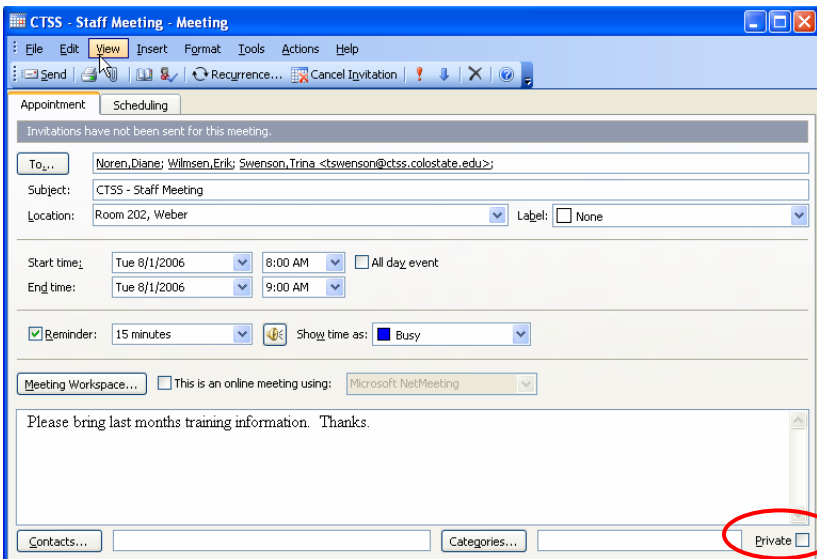
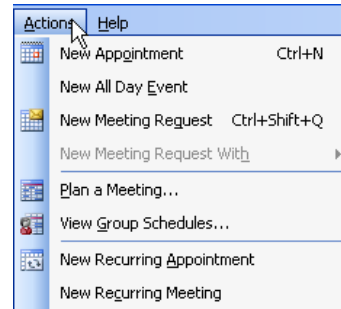
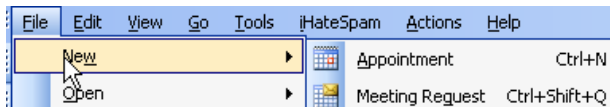
Scheduling Meetings

There are several ways to create a new meeting in which you may invite other attendees. The easiest way to start the process is to select the new button.



Alternate ways to create new meetings:

- Choose **File, New, Meeting Request**
- Select an option from the **Actions** menu



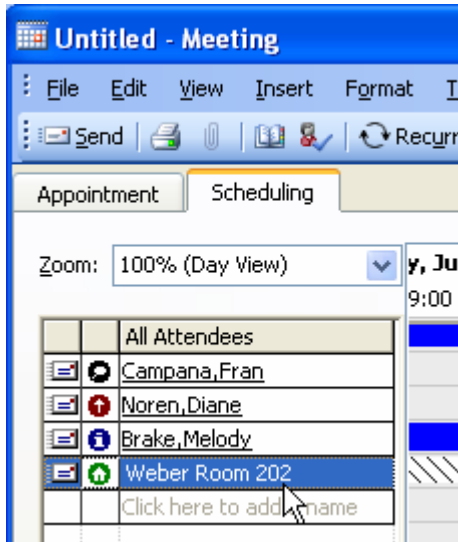
Tip: Easily mark an existing Appointment on the Calendar as **Private** by right-clicking with the mouse on the Appointment and choosing Private from the menu. Marking something as Private will mask an appointment so that details can't be seen by other Outlook users.

In the **To...** section, you may add persons from any of the Address Books available in Outlook, including the Global Address List.

Tip: Create a Group View

Easily see free or busy time for more than one person by creating a group view of the invitees. Once a group view has been created, it can be used repeatedly until removed. Create a Group View by selecting Actions, View Group Schedule. Select the New button to create a list, provide a unique group name, and add the invitees to the group. Use the group in a meeting request by opening the group view from the Actions menu, View Group Schedule dialog box and choose the Make a Meeting button.

Scheduling: Identifying the Icons



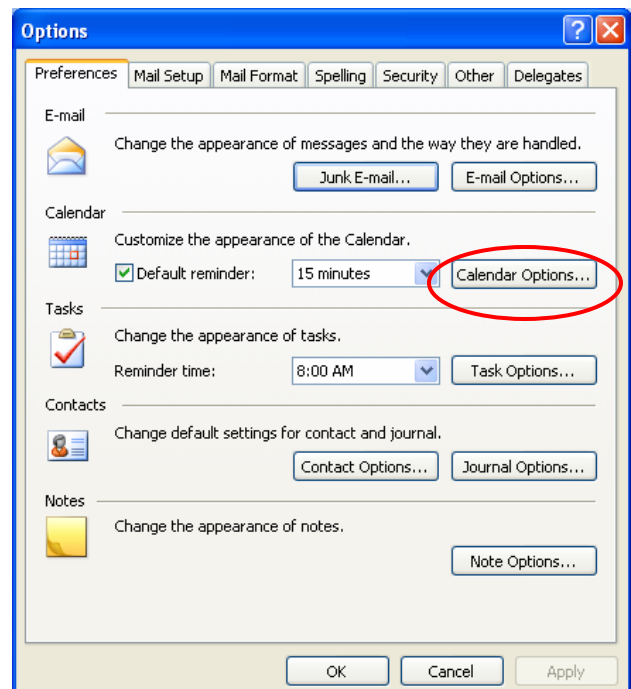
- Meeting Organizer
- Required Attendee
- Optional Attendee
- Resource icon

To Grant Calendar Permissions to Another Person

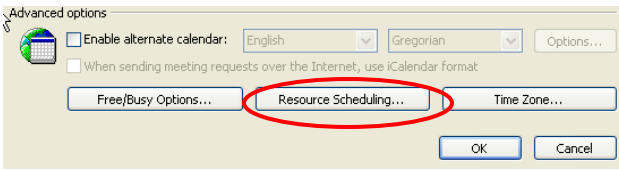
There are two different options when assigning permissions to your calendar account. One option is to assign a specific user with specific permissions such as create and review for scheduling items and/or folders/subfolders within the Preferences tab. The second option is to delegate specific users for full permission on your account within Exchange using the Delegates tab.

Preferences tab: Calendar Permissions for a Specific User

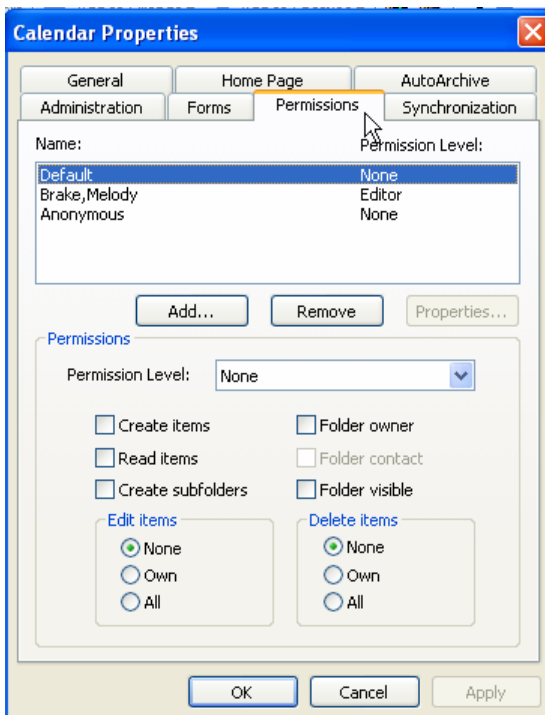
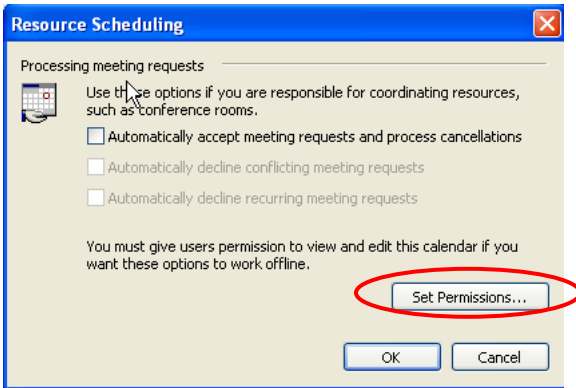
Select the Calendar Options button from the Preferences tab to display the Calendar options.



From the Advanced Options section of the dialog box, select the Resource Scheduling button.

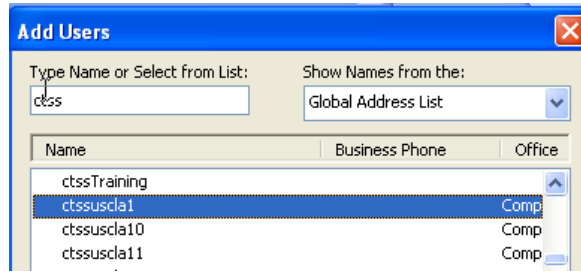


Next, select the Set Permissions button from Resource Scheduling dialog box.



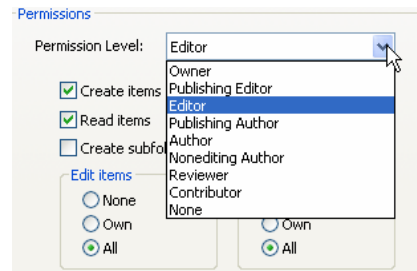
From the Calendar Properties dialog box, select the Permission tab. Add users by selecting the Add button.

Outlook will give you the option to search for a user within the Global Address List or other available list.



Assign a permission level for each user that you add your Calendar Options dialog box. Make sure the user is selected in the list and then choose a permission level from the drop-down menu.

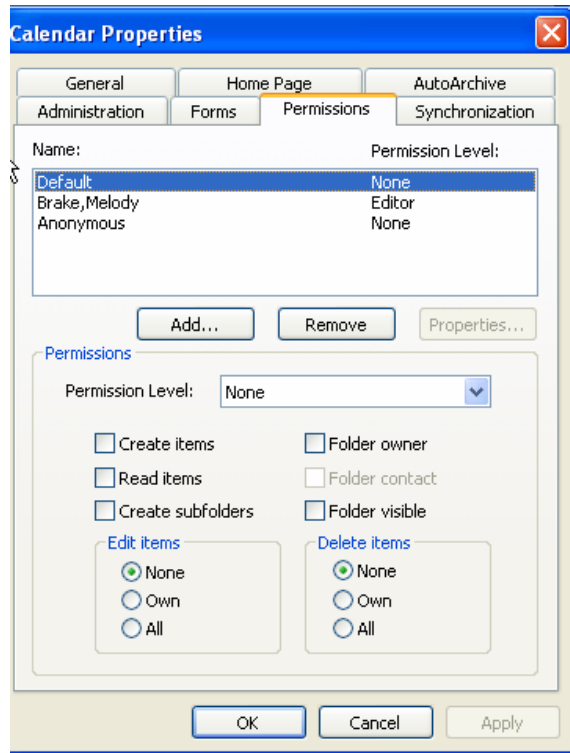
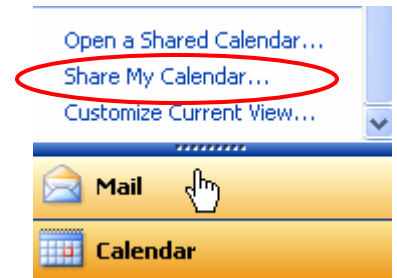
Press the OK button when finished.



A Different way to Share your Calendar

Your calendar can be shared with others as long as the proper permissions are set.

From the Navigation Pane within Outlook select Share My Calendar.

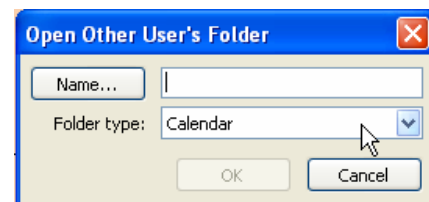


Add a user and assign the appropriate permission level.

Open Another Person's Folder

Once the owner of the Calendar folder has granted you the appropriate permissions, then you may modify/schedule meetings on another's agenda.

To open another's folder, from the **File** menu, point to **Open** and click **Other User's Folder**. In the **Name** box, enter the name of the person who has granted you delegate permission or click **Name** to select from the list. In the **Folder** box, click the folder you want to open.

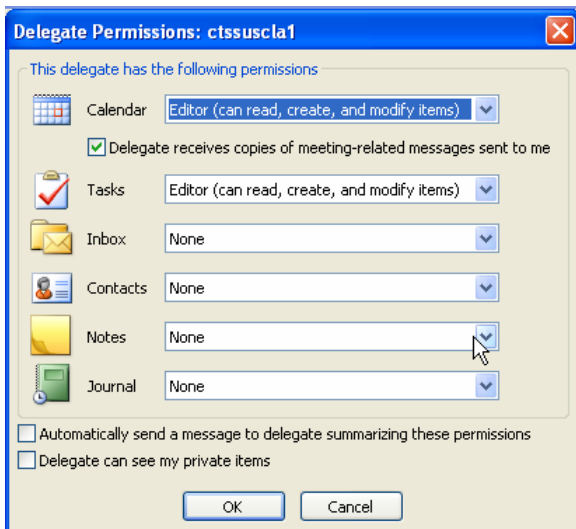
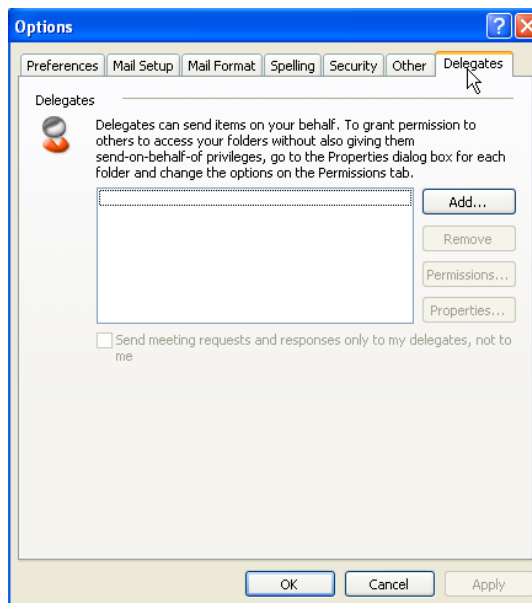


Schedule A Meeting/Appointment For Another Person

With the other person's calendar open, choose **File, New**, and choose either **Appointment** or **Meeting Request**. Fill in the appropriate items such as Subject, Location, Start and End times, etc.

Delegate

1. The person who wishes to grant the permissions must log into his/her account in Outlook and choose **Tools, Options**.
2. Click on the **Delegates** tab.
3. Click on the **Add** button and find the person's name in the Address Book that is displayed. (The Address Book will display all CSU faculty and staff members.) Click on **Add**, then click on **OK**.
4. From the **Delegate Permissions** window, click on the drop-down arrow next to Calendar.
5. Choose the desired permission.
 - a. **Reviewer** – can read items only. A Reviewer may not add or delete items from the calendar.
 - b. **Author** – can read and create items. An Author may modify or delete only the items which he/she added to the calendar.
 - c. **Editor** – can read, create, and modify items.



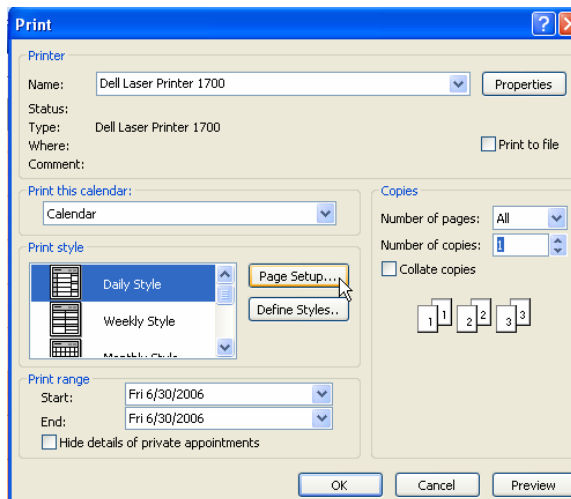
Permissions can be set for every item listed in the Delegate Permissions dialog box per user.

Press OK when finished.

Printing Your Calendar

Outlook Calendar has several Print styles to choose from when printing. Select and Preview the different styles by choosing File, Print, and selecting a style from the Print Style section of the dialog box.

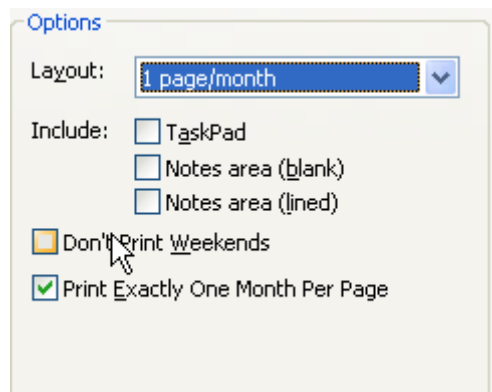
- Daily Style
- Weekly
- Monthly
- Tri-fold
- Calendar Detail



CAUTION: Printing Errors That Can Occur

When printing a calendar that belongs to someone else, you may encounter a printer error due to permission levels tied at the Task level. By default, when granting delegate permissions on a calendar, the Tasks permissions are set to None. If you don't have permission to view Tasks, then you will not be able to print. The Print Page Setup dialog box is set up to print Tasks by default and it will not work if you don't have "permission".

Modify the Page Setup from the File, Print menu:



Make sure you deselect the Note options.

Click the OK button when finished.

Help

For Help on any of the above or other items in MS Outlook, press the F1 key on the keyboard.