

Using the Calendar in Outlook 2011

Basic Calendar Functions:

To open the calendar, click the **Calendar** button in the Navigation Pane or use the **Command+ 2** shortcut.

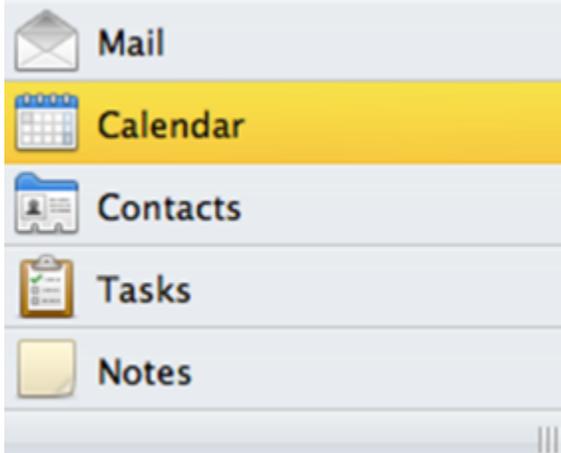


Figure 1: Outlook shortcut bar

You will see a structure much like any mail folder, with the ribbon interface, Navigation Pane, and central window.

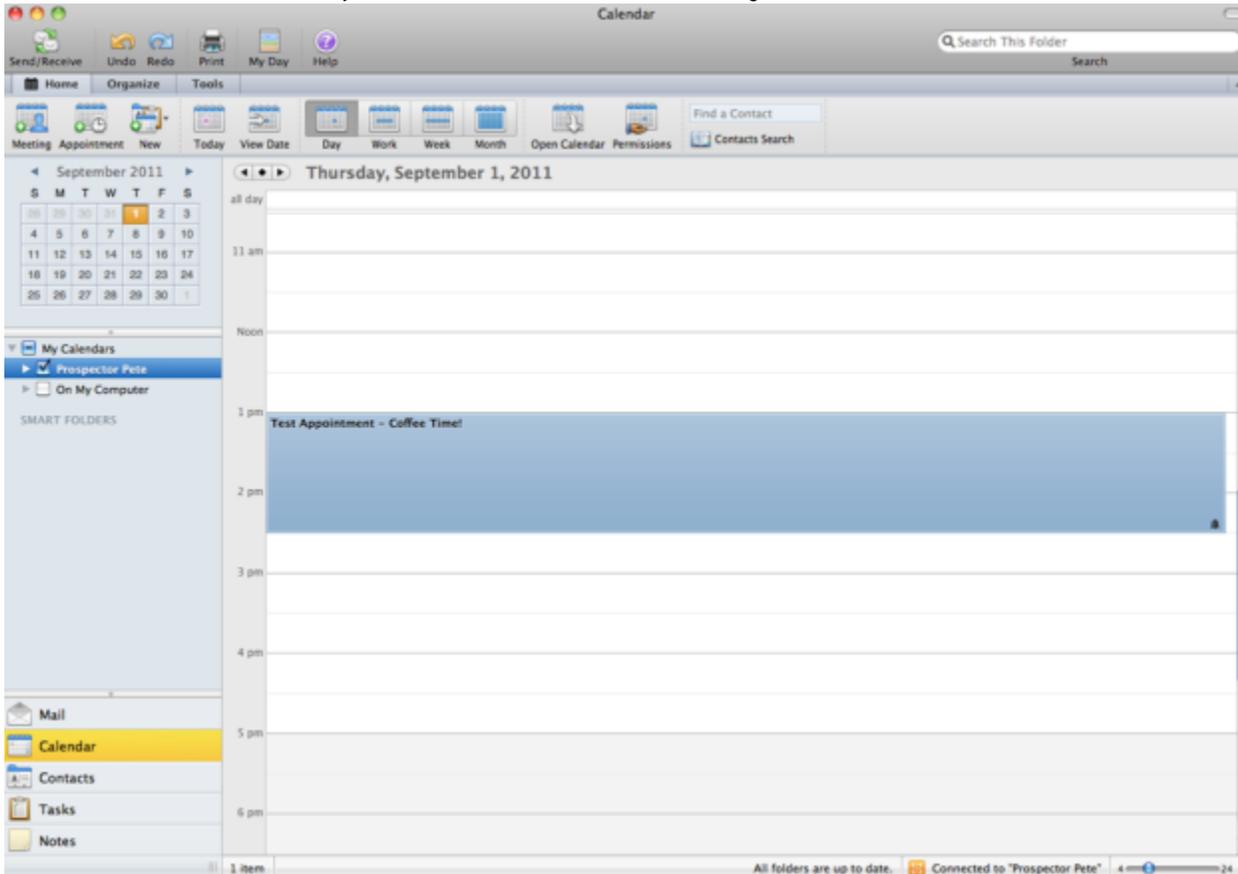


Figure 2: Outlook Calendar

Using the Calendar Navigation Pane

At the top, you will see a "mini" calendar. The current day is highlighted. You can click any date to go to it or you can use the arrows beside the current month to go back or forward in the calendar. Then, in the My Calendars section, you will see all your available calendars.

Customizing Calendar Views

You can change the appearance of your calendar using the view options on the Home and Organize tabs . The Home tab offers these options:

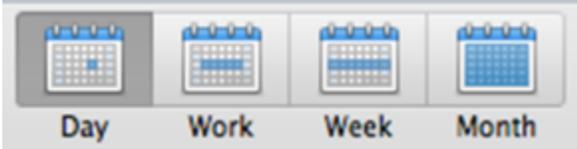


Figure 3: Calendar view options

Notice that the current view is highlighted in dark gray. Let's review each choice.

1. Day - View one day at a time
2. Work - View a week, Monday through Friday
3. Week - View a seven-day week
4. Month - View a month in low, medium, or high detail

You can also use the Organize tab to customize your view with more options:



Figure 4: Organize tab

Let's review the commands:

Group	Commands
New Calendar	Will create a new "sub" calendar in your mailbox.
Categories	Allows administration for your Colorized Category list.
Day/Work/Week/Month	Changes your Calendar view to the associated option
Scale	Changes the scale to view more in the same window.
Grid/List	Changes Calendar between classic grid view and a detailed list view
Open calendar	Allows you to Open another users shared calendar
Permissions	Allows you to set permissions for other to have access to your Calendar

Creating and Editing Appointments

There are several ways you can create a new appointment. Like a mail message, if you're in the Calendar folder, you can use the **Meeting** or **Appointment** command on the Home tab or the **Command + N** shortcut.

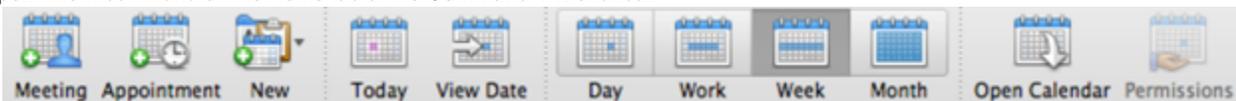


Figure 5: Outlook home ribbon commands

A new appointment window will open. Click **Save & Close** when finished entering data.

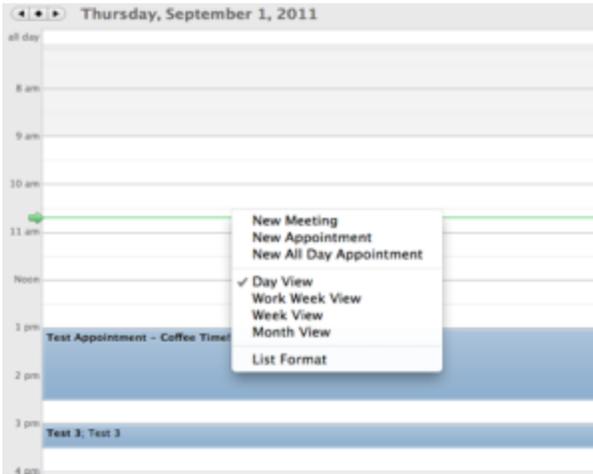


Figure 6: Creating a new appointment

You can also double-click a location in the calendar to place an appointment there, or **Control + click** and choose either **New Appointment** or **New Meeting**:

With any of these actions, you will see the **New Appointment** window. When the time for the appointment comes, Outlook will remind you of it.



Figure 7: Pop up calendar reminder

You can choose to **Snooze** or **Dismiss** this reminder, open the item by clicking on the Calendar Icon. To edit an appointment, double-click to open, make your changes and click **Save & Close**:

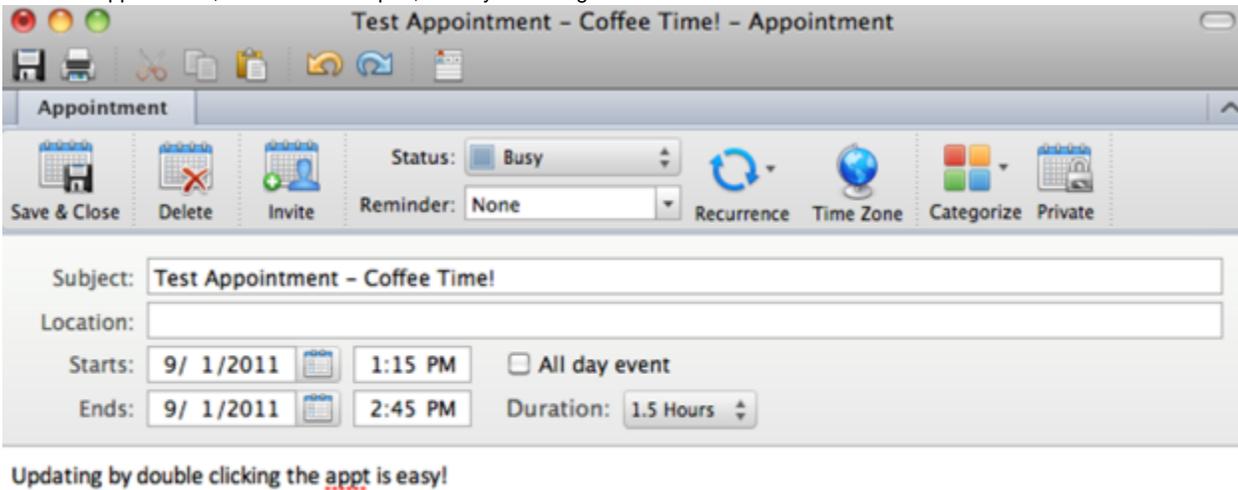


Figure 8: New appointment window

Understanding the Appointment Tab

When you are in the calendar and an event is selected, you will see the **Appointment** tab.

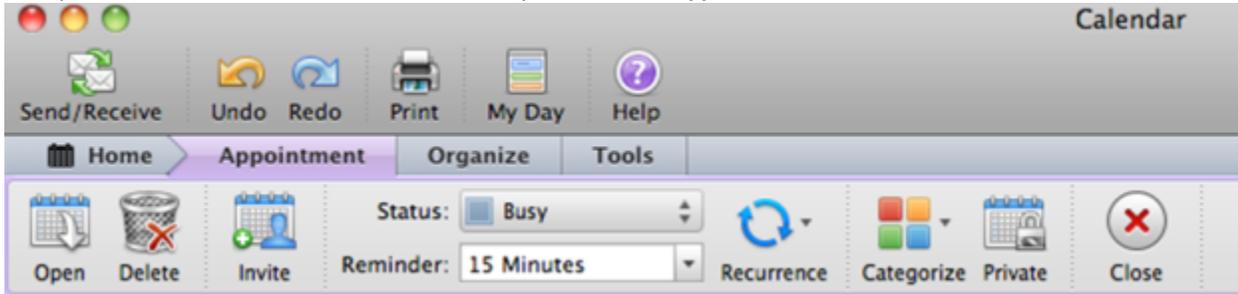


Figure 9: Appointment ribbon

Its commands are as follows:

Command	Function
Open	Opens the appointment selected
Delete	Deletes the selected appointment
Invite	Invite attendees to an already existing meeting/appointment
Status	Allows you to set certain variables to tag for this appointment
Reminder	Sets the reminder timer for notifications on this appointment
Recurrence	Allows to make this appointment recurring according to a schedule
Categorize	Allows categories to be assigned to your appointments
Private	Will mark this appointment unreadable even by those that have access to share your Calendar

Using the My Day Feature

No matter what section of outlook you are in you will see a My Day button.



Figure 10: My Day button

This feature allows you to view your daily schedule and task list. To use this feature click the My Day button.

The My Day application has two parts:

The first section shows your Daily Calendar View

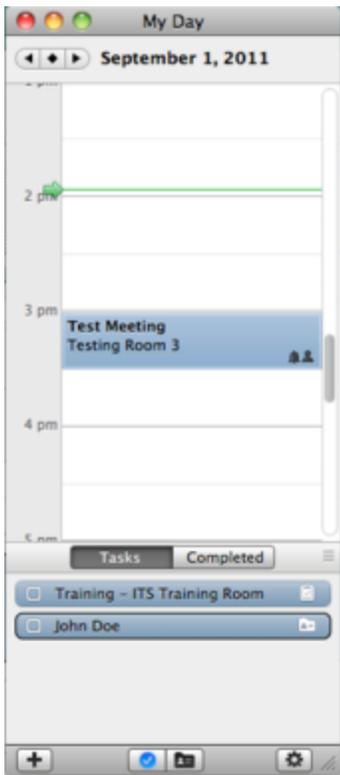


Figure 11: My Day

In the second section you see your current tasks, and any contacts that you have flagged. There are also some additional options on the bottom.