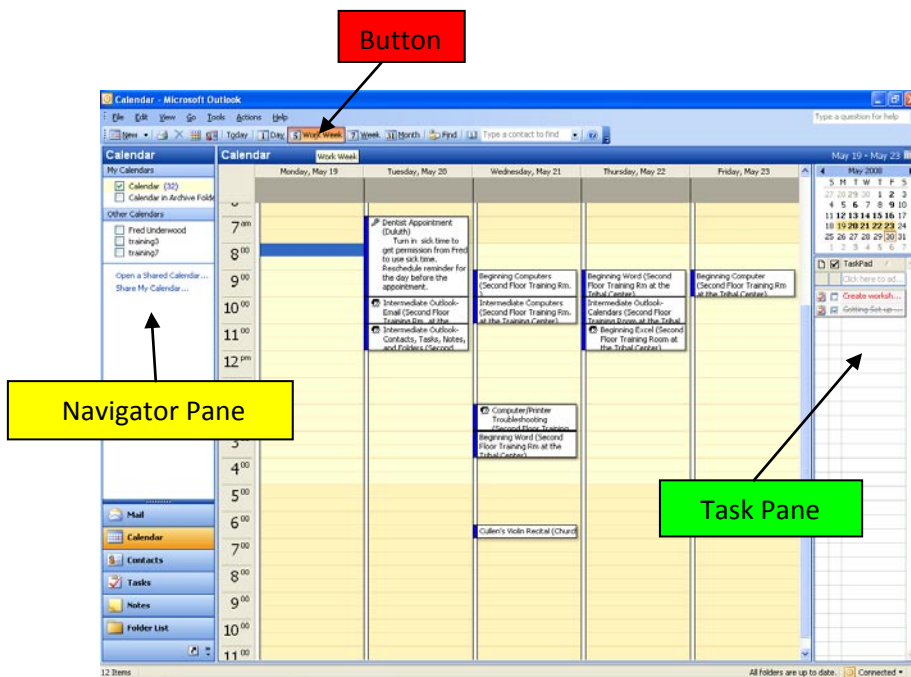


Intermediate Outlook-Calendar

The objectives of this class are-

1. Change the view of your calendar including adding the navigator pane and/or task pane.
2. Create an appointment and meeting. You will create a meeting and invite attendees.
3. Create a recurring event and delete the event.
4. Share your calendar and request someone else to share his or her calendar.
5. Determine the permission level you want to give to someone who is requesting to share your calendar.

View:



View – You have your choices of views. You can have them daily, weekly, or monthly. If weekly, you can select workweek or the entire week.

This view includes the **navigator pane** and a **task pane**.

You can change the view by selecting the **button** you want or selecting next to the week on the small calendar.

Lesson One-

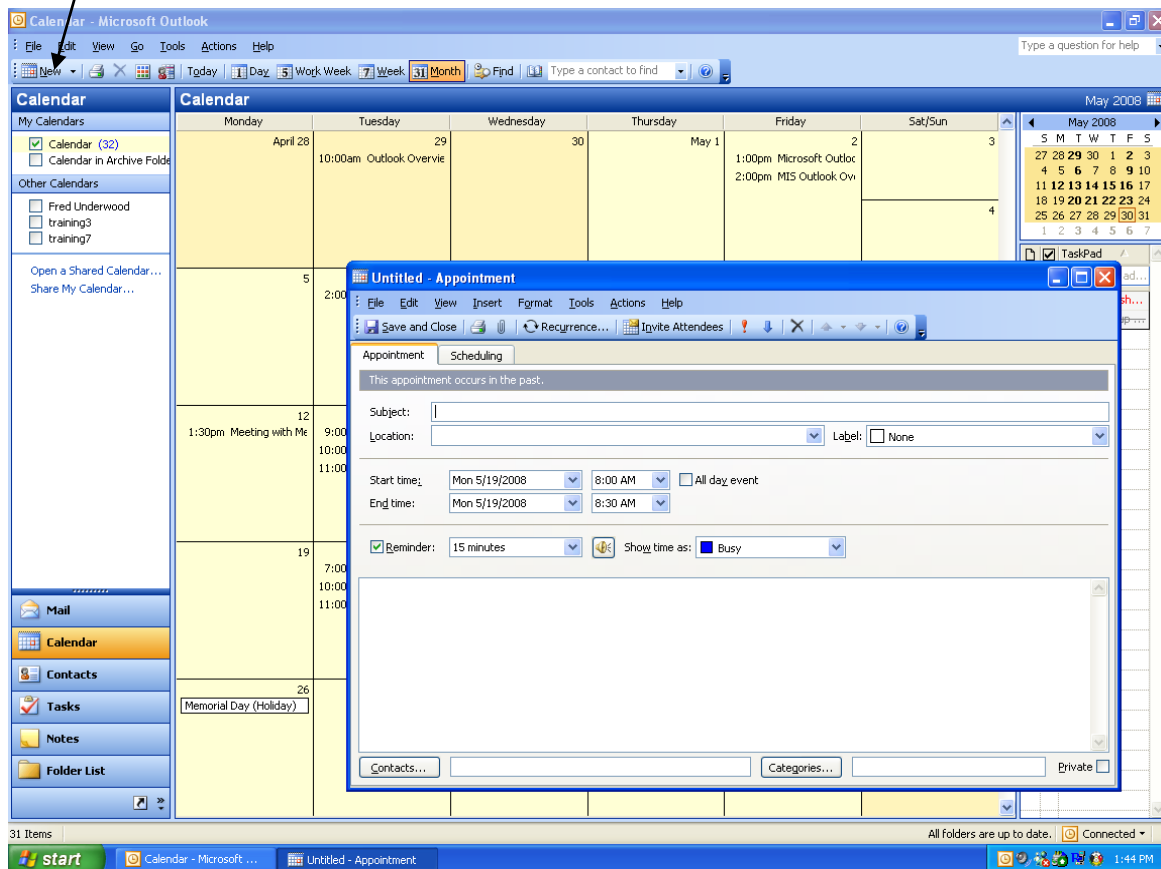
Change the appearance of your calendar to the way you want it to look.

Go ahead, explore in this program, and see what else you may want to add to the way your calendar looks.

Creating an Appointment

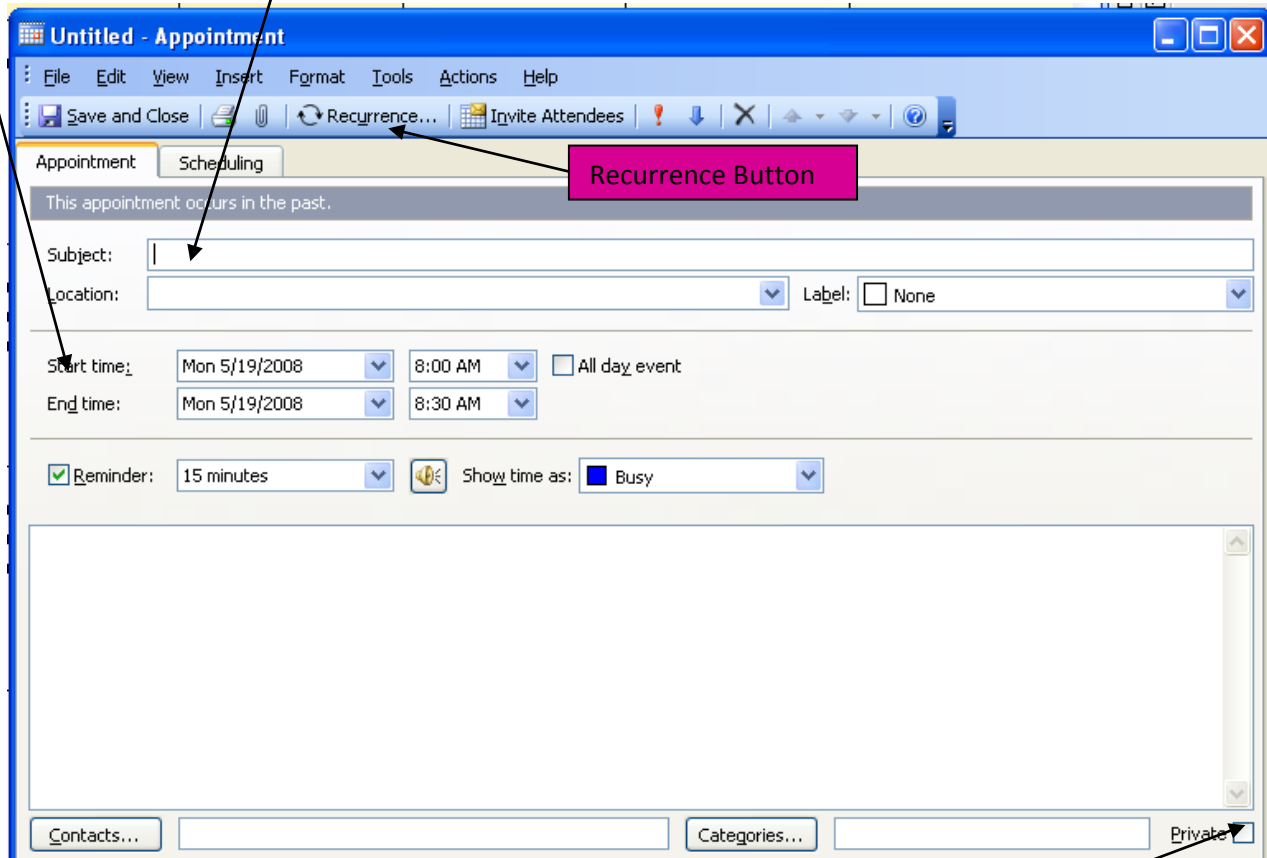
You can create an appointment or a meeting to add to your Calendar. An appointment is an event that is automatically added to your calendar. When a meeting is set up people, have the ability to accept the meeting, reject it, or suggest a new time. If someone sends you a meeting request and you accept it, it is automatically added to your calendar.

Click on New



Lesson Two – Create an appointment at 10 am tomorrow. This is going to be a dentist appointment. Set the reminder for 1 hour before the appointment.

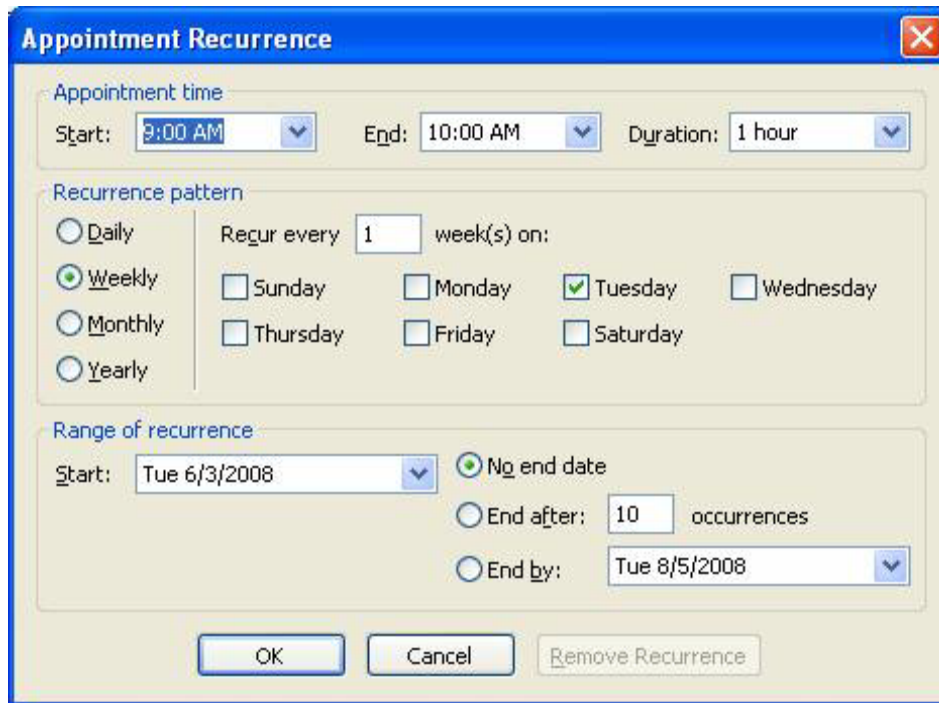
1. Type in **Dental appointment** for Subject.
2. Select the day for start time and set the time at 10am.
3. Make certain the **Reminder** is selected and change it to 1 hr.
4. Click on Save and Close and it will be added to your calendar.



Lesson Three – Put your birthday on your calendar as an all day event and select Recurrence. Create this as an annual event and Mark **Private**.

Once you invite attendees, an appointment becomes a meeting.

Lesson Four - Try to set up a meeting to discuss the new casino project with two people you work with. This meeting is going to be 3 hours long. You will need to invite attendees and use auto select to find the first time you can all meet. Do not actually send the email. (If you want to send an email, use the addresses of the computers in the training room).



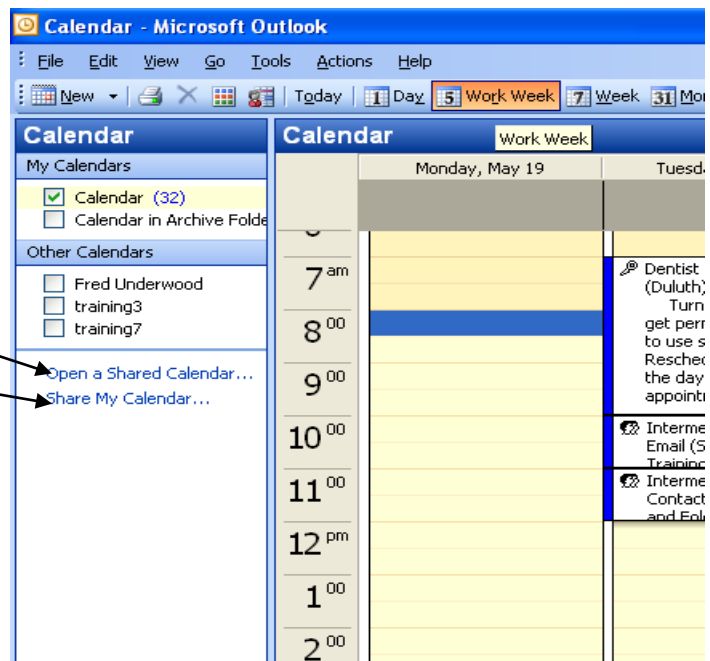
You will use Appointment/Meeting Recurrence to add information to the calendar without entering the data or dates individually.

Sharing Calendars –

There are two options to keep in mind when sharing calendars. Either you will open a shared calendar or you will share your calendar.

Once you share your calendar it is a matter of giving permission.

You will decide what kind of permission to give someone else. Permissions range from view only to full author and ability to change appointments.



You have to decide how much you want to allow someone else to change your calendar.

