

The background is a solid blue color. In the upper right quadrant, there are two overlapping circles of different shades of blue. A thick, light blue curved line starts from the left side, curves upwards and then downwards, ending in a vertical bar on the right side.

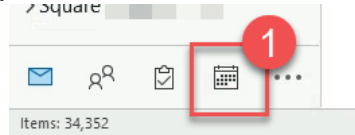
Microsoft Outlook - Calendar



Calendar - Viewing

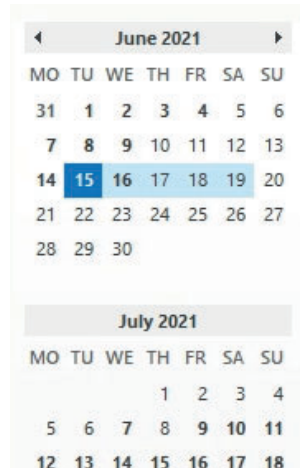
How do I view my calendar?

1. Click 'Calendar' in the Navigational Pane.



In the monthly view:

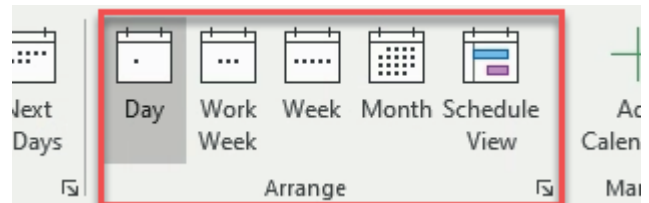
- Today's date is indicated by a solid blue box with white text.
- The date(s) on display are highlighted by light blue boxes.
- Any dates in your calendar with appointments already scheduled will be indicated in bold text.



How do I view multiple dates?

Method One

1. Click 'Calendar' in the Navigational Pane.
2. Click one of the 'Arrange' options in the ribbon.



3. Click a date in the calendar.
The day/week or month containing that date will be displayed. These dates will be highlighted in light blue in your monthly overview.

Method Two

1. Click 'Calendar' in the Navigational Pane.
2. Click the first date you wish to view.
3. Press and hold the left mouse button
4. Drag across the dates required.

If you select more than 7 days, full weeks rather than individual dates will be shown.



In the example opposite selecting 9-17th July would result in the two full weeks being displayed (7-20th July).

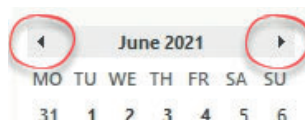
How do I view a different date?

1. Click once on the date you wish to view.

How do I view a different month?

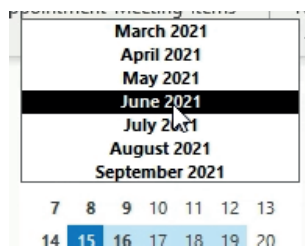
Method One:

1. Click 'Calendar' in the Navigational Bar.
2. Use the arrows at the top of the month overview to move forward and back one month at a time.



Method Two

1. Click 'Calendar' in the Navigational Bar.
2. Click the currently displayed month.
3. Choose the month you wish to view from the list displayed.



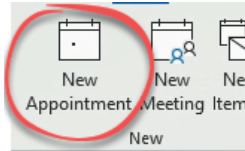


Calendar - Creating Appointments

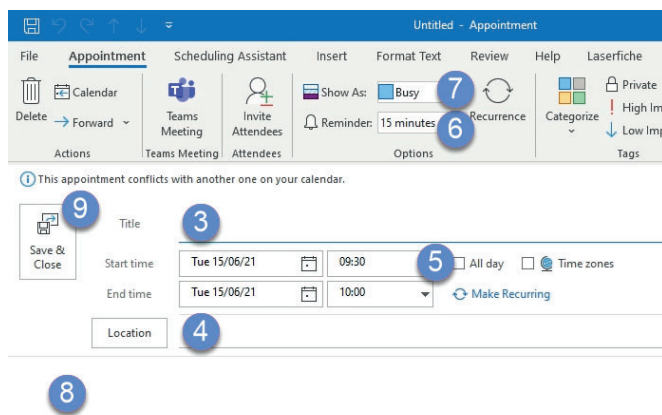
How do I create a new appointment?

Method One:

1. Click 'Calendar' in the Navigational Pane.
2. Click the 'New Appointment' button in the toolbar.



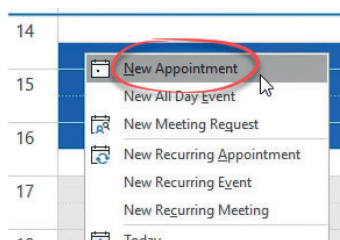
The 'Untitled - Appointment' window will be displayed.



3. Enter a subject for the appointment.
4. Enter a location for the appointment
5. Use the dropdown menus to select a start/end date and time for the appointment or tick 'All date event' to block off the full day for the appointment.
6. A default reminder is set for 15 minutes before the appointment time. Use the drop down menu to change this value or untick the 'Reminder' box to turn it off. (Outlook has to be running in order for the reminder to be displayed).
7. Click the 'Show Time As' dropdown menu and select a value from those provided (Free, Tentative, Busy, Out of the Office).
8. Enter any other relevant details/notes in the white space at the bottom.
9. Click 'Save and Close'.

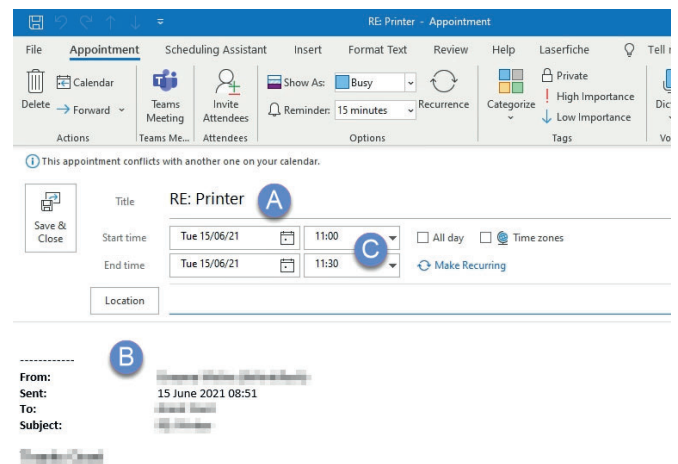
Method Two:

1. In your calendar click on the day in which you wish to create the appointment.
2. Click and drag over the time during which you want the appointment to occur.
3. Right click
4. Click 'New Appointment'.
5. Follow steps 3-9 above.



How do I create an appointment using an email?

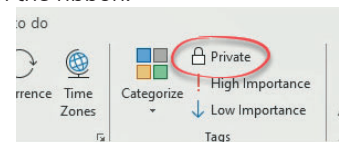
1. Locate the message in your mail folder.
2. Drag the message to 'Calendar' in the Navigation Bar.
3. Release the mouse button to display the 'Appointment' window.



- a. The 'Subject' of the email will be placed in the 'Title' field of the appointment.
 - b. The main body of the email will be entered into the details section of the appointment.
 - c. It will be scheduled for the today's date, at the nearest 15 minute slot to the current time.
4. Amend these and any other details as required.
 5. Click 'Save and Close'.

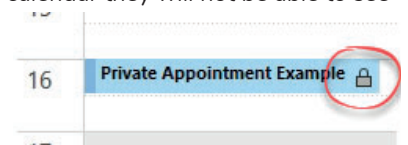
How do I create a private appointment?

1. Create your appointment as normal.
2. Click the 'Private' button in the ribbon.



Appointments which have been set as private are indicated in your calendar by the 'Padlock' icon.

If anyone views your calendar they will not be able to see the details of this appointment only the detail 'Private Appointment' will be displayed.





Calendar - Amending Appointments

How do I amend an appointment?

1. Click 'Calendar' in the Navigational Bar.
2. Double click the appointment you wish to alter.
3. Amend as necessary.
4. Click 'Save and Close'.

How do I change the time of an appointment?

Method 1:

1. Click 'Calendar' in the Navigational Bar.
2. Double click the appointment you wish to amend.
3. Amend the start and end times.
4. Click 'Save and Close'.

Method 2:

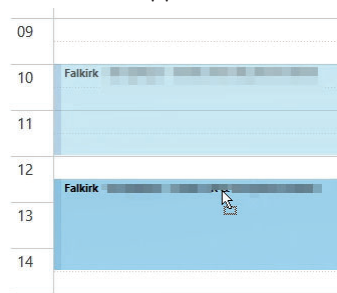
1. Place your cursor over the top line of the appointment (alter start time) or the bottom line (alter end time). The cursor will change in appearance.
2. Click and hold down the left mouse button.
3. Drag the cursor up or down until its over the correct time.
4. Release the left mouse button.



How do I move an appointment?

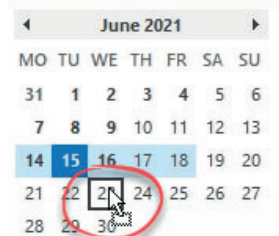
If you want to keep the length of the appointment the same but change the time it occurs it is possible to drag it around your calendar.

1. Position the cursor in the middle of the appointment.
2. Click and hold the left mouse button.
3. Drag the appointment to the appropriate time.
4. Release the left mouse button. (The original appointment will remain in your diary until you release the mouse button).



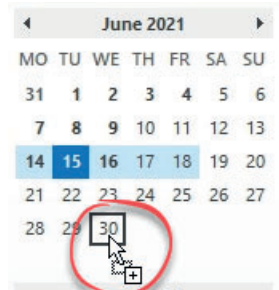
How do I move an appointment to a different day?

1. Position the cursor in the middle of the appointment.
2. Click and hold down the left mouse button.
3. Drag the cursor over the appropriate date in the month overview panel. The selected date is highlighted by a thick black box round the date as illustrated.
4. Release the mouse button.



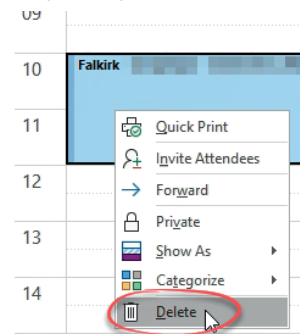
How do I copy an appointment?

1. Position the cursor within the appointment.
2. Click and hold down the left mouse button.
3. Drag the cursor over the appropriate date in the month overview panel. The selected date is highlighted by a thick black box round the date as illustrated. The cursor will display a small box with a plus sign inside.
4. Press and hold the <Ctrl> key.
5. Release the mouse button, then <Ctrl>.
6. The appointment will be placed at the same time of day as the original appointment. Amend this is necessary.



How do I delete an appointment?

1. Locate the appointment you wish to delete.
2. Right click the appointment.
3. Click 'Delete'.



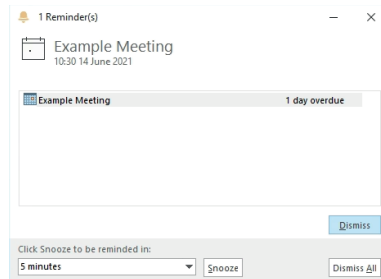


Calendar - Reminders

What happens if I set a reminder?

When you create an event you have the option of a reminder being displayed at a specified time before the start of the meeting. Reminders will only be displayed while Outlook is running. If Outlook is not running the reminders will display next time you start it.

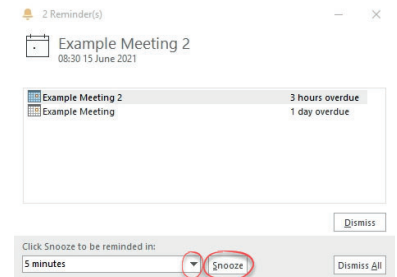
You have two options with the reminders, dismissing them, no further reminders will be displayed for the appointment or snoozing, the reminder will be re-displayed after a specified period of time.



How do I snooze a reminder?

With the reminder window on display.

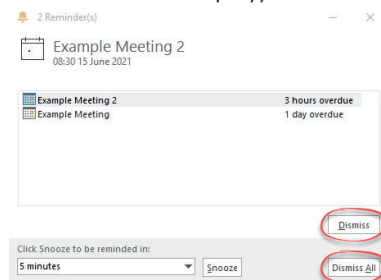
1. Click the appointment you want to be reminded of at a later date.
2. Use the drop down menu to select how long to snooze the appointment.
3. Click 'Snooze'.



How do I dismiss a reminder?

With the reminder window on display.

1. Click the appointment to be snoozed or select the appointments (if more than one are on display).
2. Click 'Dismiss' to dismiss the appointments selected or 'Dismiss All' to snooze ALL appointments, whether selected or not.

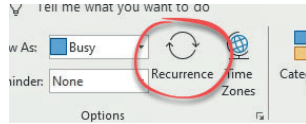




Calendar - Recurring Appointments

How do I create a new recurring appointment?

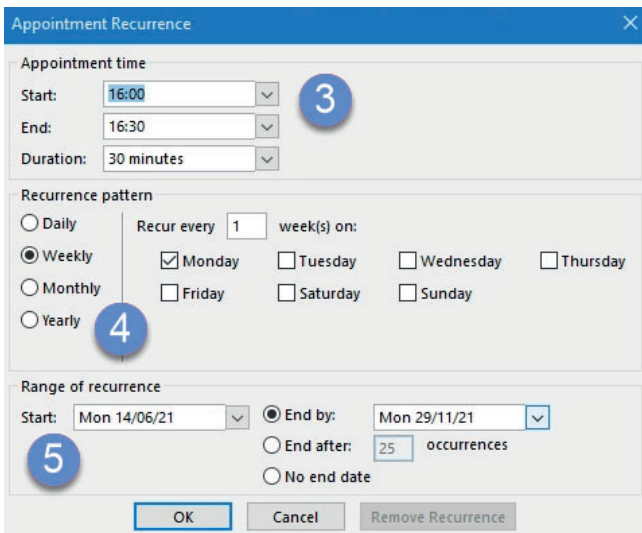
1. Create a standard appointment as normal.
2. Click the 'Recurrence' button in the toolbar OR



Click 'Make recurrence' at the side of the start/end times.



The 'Appointment Recurrence' dialogue box will be displayed.



3. Alter the 'Appointment time' if necessary.
4. Use the 'Recurrence pattern' section to specify how frequently the appointment happens. (Daily, Weekly, Monthly, Yearly). The right hand side of this section varies depending on the option chosen above.
5. Choose a range for the occurrence:
 - No end date - the appointment will reoccur forever.
 - End after x occurrences - the appointment will occur x number of times.
 - End by - the appointment will occur until the date specified.

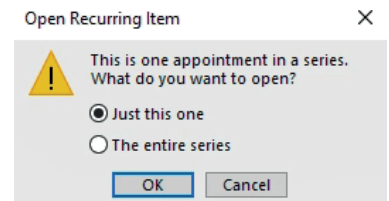


6. Click 'OK'.
You will be returned to your calendar and the appointment will shown at the appropriate date/time.

The 'Recurring Appointment' symbol will be shown next to your calendar event to illustrate that this appointment is one of a series.

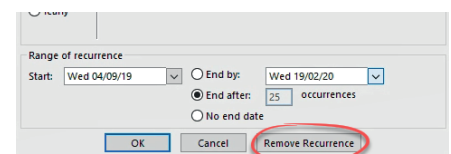
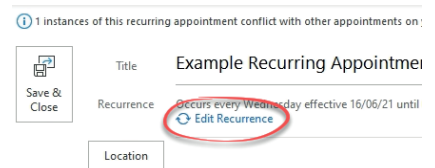
How do I amend/delete a recurring appointment?

1. Double click the appointment to be altered.
The 'Open Recurring Item' dialogue box will be displayed.
2. Click the appropriate option button to choose to amend:
 - 'Just this one' - only this appointment will be updated. All others in the series will remain unchanged.
 - 'The entire series' - every occurrence of the appointment will be updated to reflect the changes.
3. Click 'OK'.
4. Amend the appointment(s) as necessary.
5. Click 'Save and Close'.



How do I remove the recurrence?

1. Double click the recurring appointment.
2. Choose to edit the series.
3. Click the 'Recurrence' button in the ribbon or click the 'Edit Recurrence' in the event window.
4. Click the 'Remove Recurrence' button.
5. Click 'OK'.



This removes all occurrences, with the exception of the original event from your diary. If you wish to keep past occurrences but delete those in the future - set an end date in set 4 rather than remove it completely.



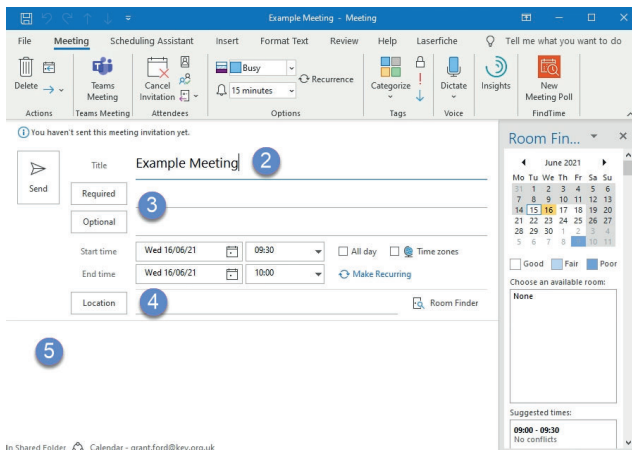
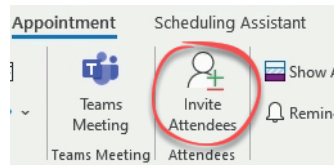
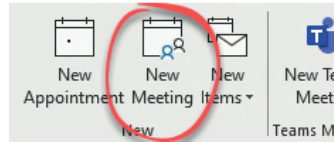
Calendar - Meeting Requests

How do I create a meeting request?

1. Click the 'New Meeting' button.

OR

Double click on a current appointment and click the 'Invite Attendees' button.



2. Enter a title for the meeting.
3. Enter the email addresses of the person(s) required to join the meeting and any optional attendees in the same way you would add when sending an email.
4. Enter a location for the meeting or click the 'Room Finder' button and choose a room.
5. Enter any appropriate details in the box at the bottom.
6. Click 'Send'.

The event will be added to your diary and an email will be sent containing details of the meeting to all addresses specified in step 3. Should the recipient(s) accept the meeting request the appointment will be added to their diary.

How do I amend/delete a meeting request?

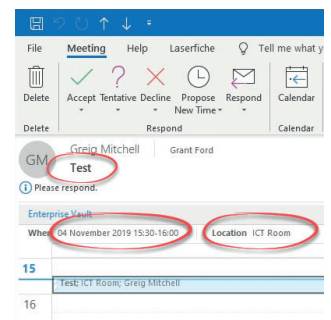
1. Amend/delete the meeting appointment in the same way you would other appointments.

I've received a meeting request - what do I do?

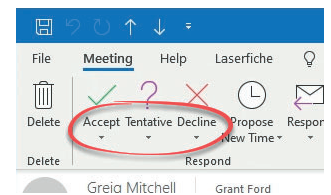
Meeting requests are delivered to your inbox. Look out for the icon at the left of a message.

1. Open the message as normal.

The window will display the details of the meeting including time/date. It will show your calendar allowing you to see if you have other appointments at that time.



2. Click the 'Accept', 'Tentative' or 'Decline' button or 'Propose New Time' to reschedule. You will have the chance to edit the default response before sending.



The sender of the meeting request will be notified of your response. The appointment will be added to your calendar if you accept the request.



Calendar - Booking Rooms

How do I book a room?

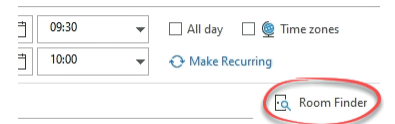
Some meeting rooms are set up as resources and can be booked through Outlook. To book a room invite it to a meeting. If the room is free at the required time it will automatically accept the request. It's best practice to check the room availability first!

How do I use the 'Room Finder'?

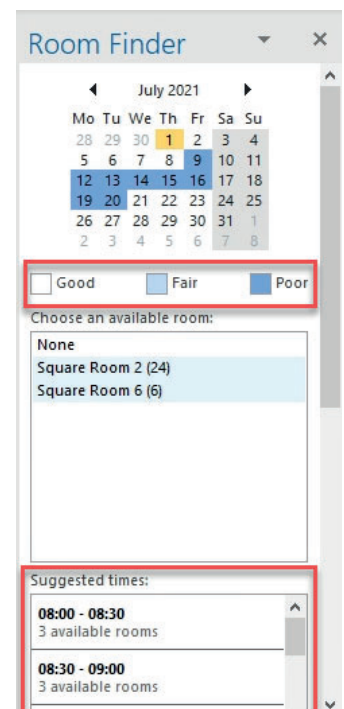
When adding rooms to a meeting you can use the 'Room Finder' option to check the availability.

With the appointment window open:

1. Click the 'Room Finder' button.



- The panel will indicate the likely availability of the room(s) and attendees for each day. Rating each day good, fair or poor.
2. Click on a day to see 1/2 hourly breakdowns at the bottom of the panel. Use the scroll bars to scroll through the time intervals.



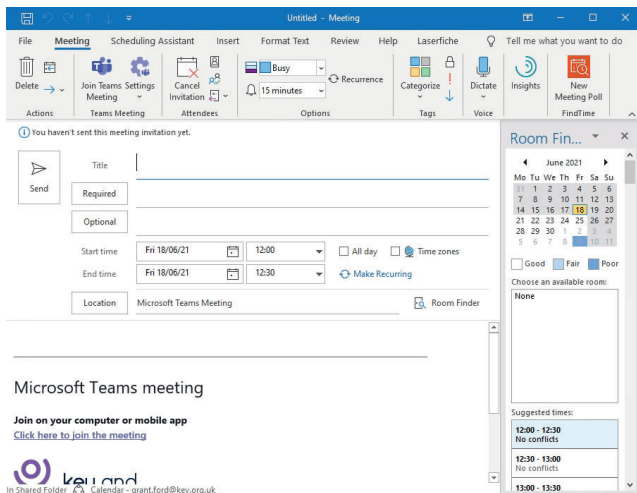
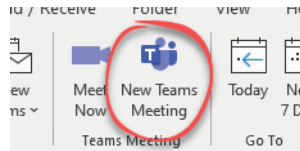


Calendar - MS Teams Meetings

How do I create a Microsoft Teams meeting?

Method One:

1. Click the 'New Teams Meeting' button in the ribbon to display the 'Untitled - Meeting' window.

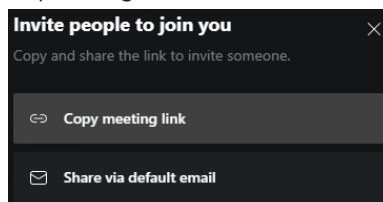
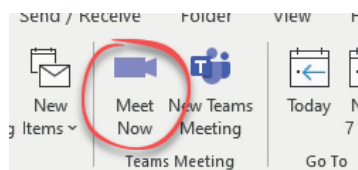


2. Enter the details as you would with a normal meeting.
3. Enter any notes in the white space at the bottom of the screen, above the solid black line, ensuring you do not amend the text below the line in any way.

Method Two:

If you wish to create an immediate meeting you can use the 'Meet Now' option.

1. Click the 'Meet Now' button in the ribbon to open Microsoft Teams.
2. Amend the meeting title.
3. Click 'Join Now'.
4. Choose to invite others by clicking either:

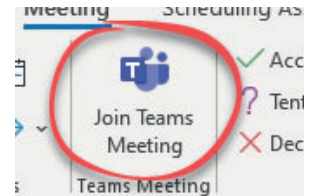


- a. 'Copy meeting link'. You will then need to paste this link into an email and sending as normal.
- b. 'Sharing via default email'. An email will be created which will include a link to the email. Amend the details and send as normal.

How do I join a Teams meeting?

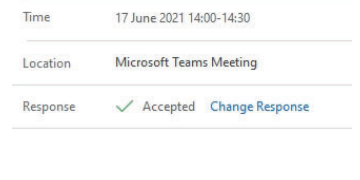
Method One:

1. Click the meeting once in your calendar to select it.
2. Click the 'Join Teams Meeting' button in the ribbon.



Method Two:

1. Double click the meeting in your calendar to open it.
2. Click the 'Click here to join the meeting' link.



Microsoft Teams meeting

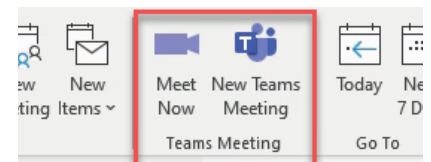
Join on your computer or mobile app

[Click here to join the meeting](#)



Why can't I see the 'Teams Meeting' options?

If the 'Teams Meeting' options are missing from your ribbon follow the instructions in the 'Problem Solving' section of this guide to re-instate them.

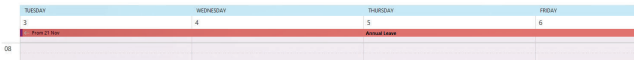


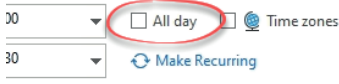


Calendar - All Day Events

How do you create an all day event?

If you are on annual leave or have an appointment spanning several days use the “all day appointment” option. These appointments are displayed along the top of your calendar.



1. Create a meeting request as normal.
2. Click the 'All day event' option. 
3. Choose the start and end dates. Its an all day event so they automatically are set to run midnight-midnight. Therefore, you cant adjust the times.
4. Click 'Save and Close'.



Calendars - Sharing

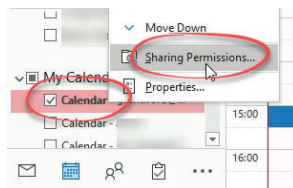
How do I reset my calendar permissions?

The default permissions on your calendar should allow ALL Key and Community Lifestyles employees to view it. 'Private Appointment' details will not be displayed.

YOU SHOULD NOT ATTEMPT TO CHANGE OR REMOVE THE PERMISSIONS ON YOUR CALENDAR EXCEPT WHEN INSTRUCTED BY A MEMBER OF THE ICT DEPARTMENT.

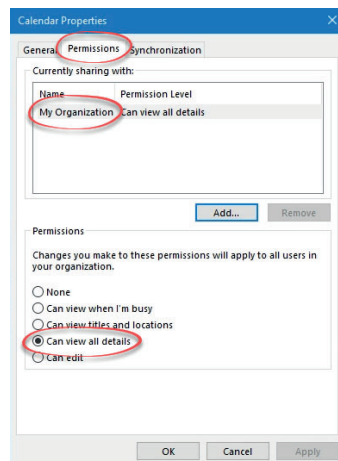
Follow the instructions to reset your default permissions.

1. Right click on your calendar.
2. Click 'Sharing Permissions'.



The 'Permissions' tab will be displayed.

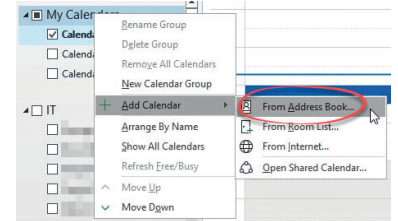
3. Click 'My Organization'.
4. Click 'Can view all details'.
5. Remove other named users - those who have requested access to your calendar or those you have individually granted access. (Click the name then the 'Remove' button.) If 'Anonymous' is listed this can remain, as long as the permission is shown as 'None'.
6. Click 'OK'.



PRIVATE appointments will remain private!

How do I view another users calendar?

1. Click 'Calendar' in the Navigation Bar.
2. Right click on 'My Calendars'.
3. Click 'Add Calendar'.
4. Click 'From Address Book'.
5. Locate and double click on the name(s) of the people whose calendar you wish to open.
6. Click 'OK'.



It may take a few minutes for the details to be shown as the information has to be downloaded from the server.

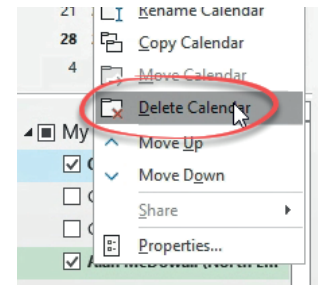
If you follow these instructions and find you are unable to view the person's calendar contact IT. DO NOT send them a request to view their calendar.

Once you have opened a calendar it will appear in your calendar list for easy access in the future.

1. Tick/Untick an entry to show/hide the calendar.

How do I delete an entry from this shared list?

1. Right click on the entry to be deleted.
2. Click 'Delete Calendar'.





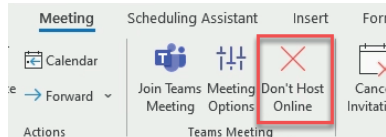
Outlook Calendar Problem Solving

Why is every meeting being created as a Teams meeting?

When you click the 'Invite Attendees' button may automatically create a Teams meeting. If you are wanting to meet in person rather than via Teams:

ONE MEETING:

1. Click the 'Don't Host Online' button.



ALL MEETINGS:

1. Click File.
2. Click Options.
3. Click Calendar.
4. Untick the 'Add online meeting to all meetings' option.

