

Miscellaneous Outlook Calendar Tips and Instructions

1. Set work week options - You can set the beginning and end of your work day, and the first day of the week or year by checking the respective checkboxes.
 - a. Select the File tab and choose Options.
 - b. In the Outlook Options dialog box, click Calendar
 - c. In the Work Time section, check the desired option
 - d. In the Start time box and the End time text boxes, set the the beginning and end times of your work day.
 - e. Check the Work week check boxes to set your work days.
 - f. In the First day of week text box, select the day you want to set as the first day of the week.
 - g. In the First week of year text box, select an option to set the first week of the year.
2. If you have multiple calendars, you can overlay them instead of seeing the calendars side by side. If you would like to view them in overlay fashion, right click on one of the calendars you are viewing, and select Overlay. You can overlay two or more calendars. You can also color code the calendars to make them more easily identifiable. This can be done with a right click as well and then select Color. To turn off the Overlay view, just right click again and select Overlay, it's a toggle.
3. Do you want calendars open in one window and Mail in another? Just RIGHT click on Calendar icon and select Open in New Window
4. Drag/Drop to create an appointment... Just drag and drop an email to the calendar icon and a new appointment will be created... just select date and time and add any information you want to subject, location, or body.

Miscellaneous Outlook Calendar Tips and Instructions

5. How to Schedule a Meeting Appointment...
 - a. Find the day and time you want the meeting to start
 - b. Double click on that day/time to add an appointment
 - c. Enter Subject, Location, Body, dates, and times accordingly describing the meeting
 - d. Click on Scheduling Assistant
 - e. Click on Add Others then select Add from Address Book
 - f. Find and select the staff members you want to attend the meeting and click on either Required or Optional then OK when all have been added
 - g. Notice that Busy/Out of Office times show for the attendees. This can help you decide what day/time to have the meeting.
 - h. Click Send to send this calendar invitation to all attendees
6. Reply with Meeting Request - In Outlook 2010, you can reply to an e-mail message with a meeting request. When you do this, the subject of e-mail becomes the subject of meeting, and you just need to add a location and time for the meeting.
 - a. To reply to an e-mail message with a meeting request:
 - i. Open the e-mail message you want to reply to with a meeting request.
 - ii. Click Meeting icon
 - iii. In the Location text box, enter the meeting location.
 - iv. In the Start time and End time drop-down boxes, select a time for your meeting, and then click Send to send the meeting request.