

# Microsoft Outlook 2003 Calendar

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# I. Calendar

## A. Calendar Options

The default Outlook Calendar displays the workweek as being Monday through Friday from 8:00 to 5:00. However, some business may have different days and hours of operation. In this case, you could customize the calendar to the correct time zone, workweek, holiday schedule and other options.

To Set the Calendar Options:

1. Open the Calendar information viewer
2. Select **Tools, Options...** to open the Options dialog box (Fig. 4)
3. Select **Calendar Options** to open the Calendar Options dialog box (Fig. 8)

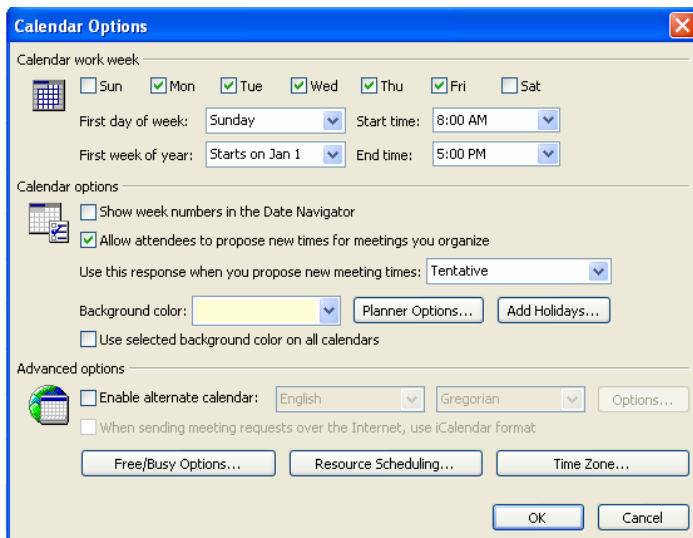


Fig. 8

4. Select the desired settings
5. Choose **O. K.** to close Calendar Options dialog box

## B. Requesting Meetings

With Outlook, you can invite people to meetings via e-mail and schedule it on their calendars. If available, the sender can check the recipient's schedule before sending the invitation to see what is the best available time.

To Request a Meeting:

1. Open Outlook
2. In the menu bar, select **New, Meeting Request** to open the Meeting Request form (Fig. 9)

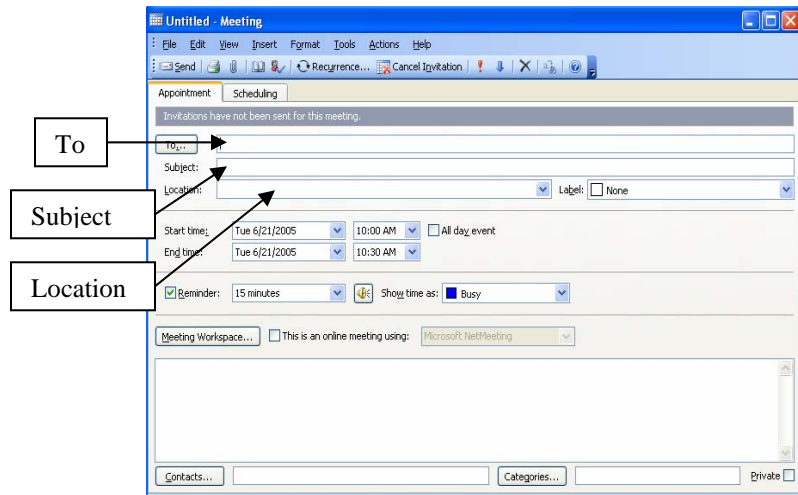


Fig. 9

3. Enter the e-mail address of the people to invite in the **To:** box  
-OR-  
Select **To:** to open the Select Attendees and Resources dialog box (Fig. 10) and select the names of the people to invite from the left hand column in the dialog box and move them to the **Required** or **Optional** boxes. Select **O. K.**

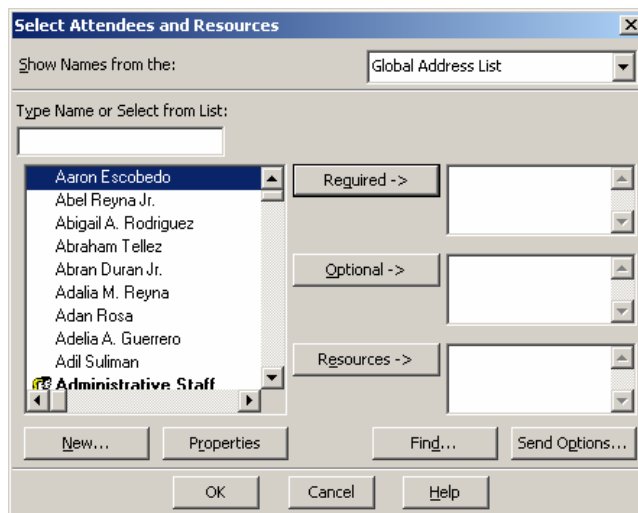


Fig. 10

4. Enter a subject and location for the meeting

5. Select the **Attendee Availability** tab to check when the attendees will have available time to meet
6. Select the **Appointment** tab and enter an appropriate day and time for the meeting
7. Hit **Send**

When you send a meeting request, the recipient will receive a message in their inbox containing the information provided on the Meeting Request form along with three options: Accept, Tentative, and Decline.

To Respond to a Meeting Request:

1. Open the Inbox information viewer
2. Open the message sent requesting a meeting
3. Choose **Accept**  
-OR-  
Choose **Tentative**  
-OR-  
Choose **Decline**
4. Select **Edit the response before sending**  
-OR-  
Select **Send the response now**  
-OR-  
Select **Don't send a response**

After accepting or tentatively accepting a meeting request, the appointment will appear on your calendar.

### C. Modifying Appointments and Events

All appointments and events on the calendar can be modified or changed by the user, except those that have placed there through meeting requests. Only the requester can make changes to meetings that have been scheduled using the Meeting Request form. To Modify Appointments and Events:

1. Open the Calendar information viewer
2. Select the calendar item to modify and open it
3. Make changes to the item as needed
4. Choose **Save and Close**

## II. Outlook Calendar

The Outlook Calendar (Fig. 3) helps to setup your schedule. There are four different calendar views, the Day view, the 5-day Work Week view, the 7-day Week view and

the Month view. With the calendar, you can keep track of appointments and events, and schedule meetings.

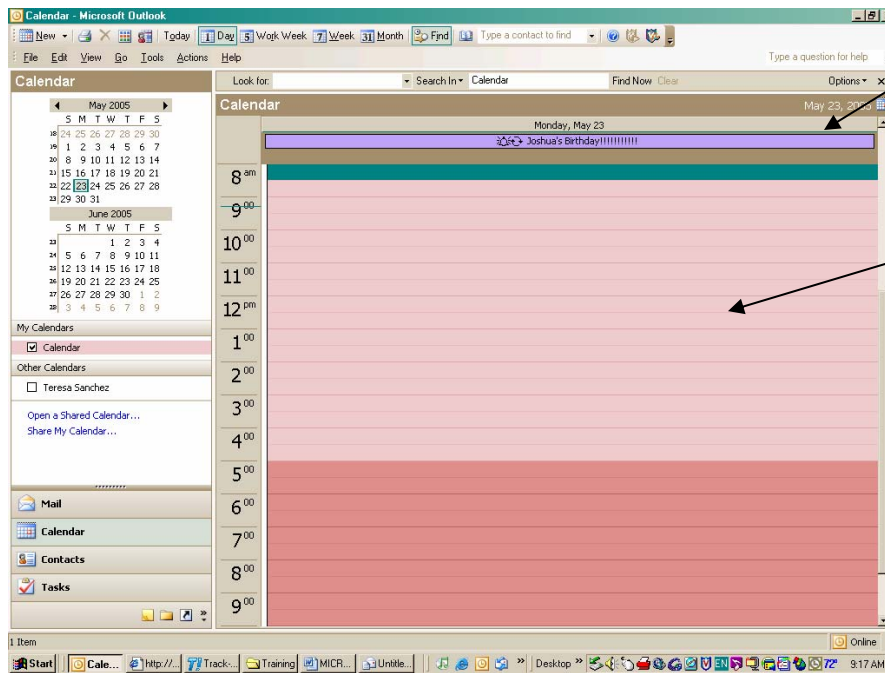


Fig. 3

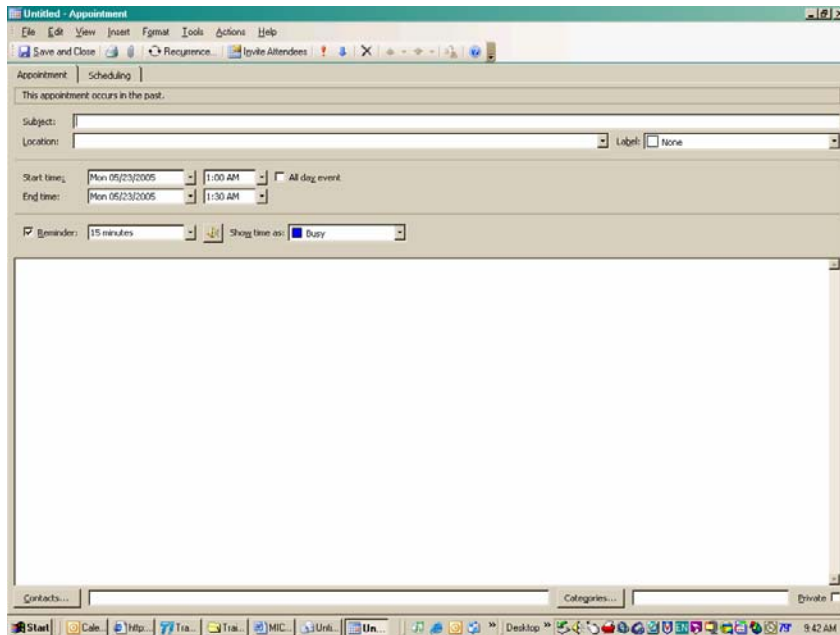
### A. Entering Appointments

There are two ways to enter appointments in the calendar. The first is using the calendar information viewer shown in figure 3. The second is using the Appointment form.

To Enter an Appointment Using the Information Viewer:

1. Select the Day view in the information viewer
2. Highlight the time for the appointment (if an appointment lasts more than 30 minutes, highlight the duration of the meeting by clicking on the start time and dragging the mouse until the end time)
3. Enter the appointment information
4. Hit Enter

The appointment form (Fig. 4) allows you to enter detailed information about the appointment.



(Fig. 4)

To Enter an Appointment Using the Appointment Form:

1. Select the view to use (daily, weekly, monthly)
2. In the Day view double click on the time of the appointment, on the 5-day Work Week view, choose the day and the time, on the 7-day Week view, choose the day, and on the Month view, choose the day  
-OR-  
Select **New**
3. Enter the appointment information in the appointment box
4. Choose **Save and Close**

## B. Entering Recurring Appointments

The appointment form also allows you to enter recurring appointments, or appointments that occur more than once on regularly scheduled basis.

To Enter a Recurring Appointment:

1. Open the appointment form
2. Enter the appointment information
3. At the top of the Appointment window, choose **Recurrence**
4. Select the appropriate time, the occurrence pattern, and the range of recurrence
5. Choose **O. K.**

#### C. Entering Events

Events and appointments are similar, except that events happen in a day or several days, and no start or end time is specified. Appointments have start and end times. Events can also be entered in the information viewer, or in the event form.

To Enter an Event in the Information Viewer:

1. Choose the Day view in the information viewer
2. Select the Event area
3. Type in the event
4. Hit Enter

To Enter an Event in the Event Form:

1. In the Day view double click on the event area  
-OR-  
Select **New**
2. Enter the event information
3. Select **All day event**
4. Choose **Save and Close**

#### D. Recurring Events

Recurring events can also be entered in the event form the same way as a recurring appointment.

To Enter a Recurring Event:

1. Open the event form
2. Enter the event information
3. At the top of the Appointment window, choose **Recurrence**
4. Select the appropriate time, the occurrence pattern, and the range of recurrence
5. Choose **O. K.**

E. Printing Calendar Views

By default, the calendar will be printed in the view that is currently open. For example, if the information viewer is on the Day view, then the Day view will be printed, if it is on the Week view then the Week view will be printed, and so on. A different view can be chosen from the print menu.

To Print Calendar Items:

1. Choose **File, Print...**
2. Select **Print Style**
3. Select **O.K.**

## **Activity**

1. Change the calendar options so that the work week starts on a Tuesday and the start time is at 9 a.m.
2. Add an additional Time Zone to your calendar.
3. Send a calendar appointment to your partners to invite them to a meeting to discuss the new office policies. Schedule this meeting to take place every other Tuesday at 3:00 p.m. in Pecan H-216.
4. Add an appointment to your calendar for October 31<sup>st</sup> as an all day event and label it "Halloween".
5. Accept or Decline the meeting request that was sent to you.

Before continuing, please change everything back to original settings.