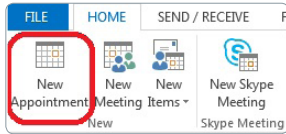


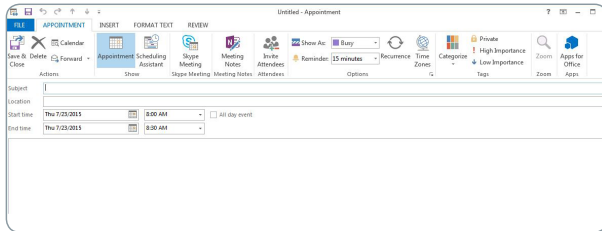
## Appointments

There are several ways you can create a new appointment. If you are in the Calendar area, you can use the New Appointment button on the Home tab or the Ctrl + N keyboard shortcut:



You can also double-click a location in the calendar to place an appointment there, or right-click and click New Appointment from the shortcut menu.

With any of these actions, the New Appointment window will then appear.

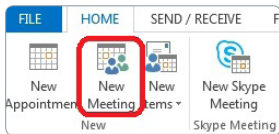


Fill in the subject & location (if you wish). Select the start & end dates as needed, as well as, start and end times. You can also check the "All day event" box if you like.

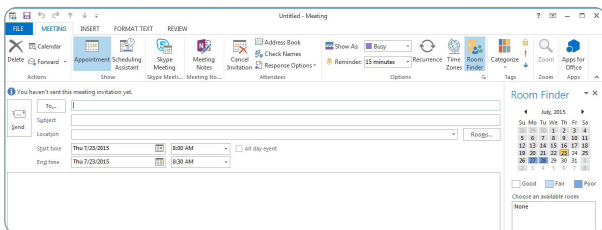
Click on the Save & Close button when you are finished.

## Meetings

To schedule a meeting, go to the Calendar area and click on the New Meeting button on the Home tab.

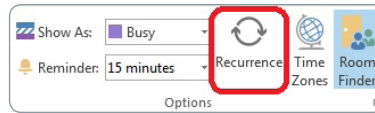


This will open the Meeting Request window.



Fill in the meeting attendees, the subject, the location (if you wish), start & end dates as needed, and start and end times as needed.

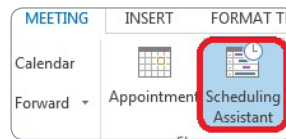
You can set up a recurring meeting just as you would a recurring appointment, with the Recurrence button.



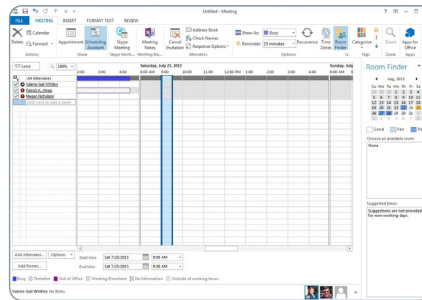
You can also choose how this time will appear in the recipient's calendar (ie: free, busy, out of office).

## Scheduling Assistant

If you need help choosing a time for a meeting, use the Scheduling Assistant.

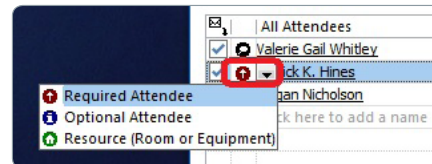


This will show you what is currently available on each attendee's calendar.



You can click and drag an area on the grid to set a time or select times from the bottom of the window.

You can also click the Requirement column (2nd column) to choose whether an attendee will be required, optional, or just a resource (ie: a room)



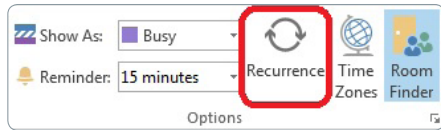
# Outlook Quick Reference

## Calendar Management

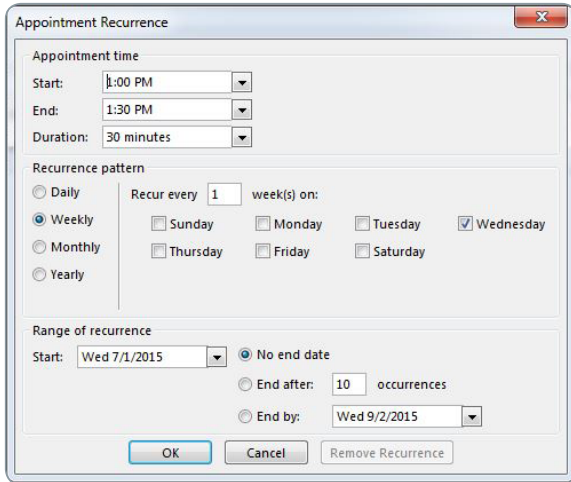


## Recurring Appointments

You can set up a recurring meeting just as you would a recurring appointment, by using the Recurring button on the Meeting tab.



In the Appointment Recurrence dialog box, set your appointment times, recurrence pattern (how often to repeat), and range of recurrence.



By default, recurring appointments, meetings, & tasks created by Microsoft Outlook have the “No end date” range of recurrence option selected.

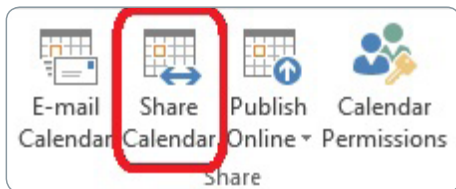
## Mark as Private

You can mark an appointment/meeting as private by selecting the Private button located near the Categorize button.

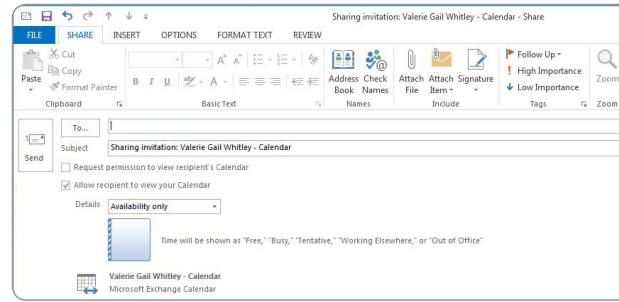


## Calendar Sharing

The easiest way to share your calendar is to open your calendar, click on the Share Calendar button.

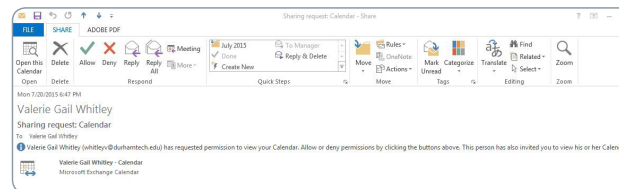


You will then complete the Sharing Request as needed and click on the Send button.



## Viewing Another User's Calendar

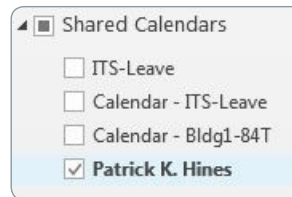
If you receive a Sharing Request for another user's calendar, you will click on the Allow, Deny, or Open this Calendar buttons.



If you select “Allow,” you will need to confirm the Sharing Request.

If you select “Open this Calendar,” the user's calendar and your calendar will appear side-by-side.

Shared Calendars stay in your Shared Calendars section in your left navigation pane of the Calendars area.

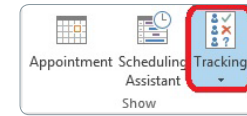


To show or hide a calendar, check or uncheck the appropriate boxes.

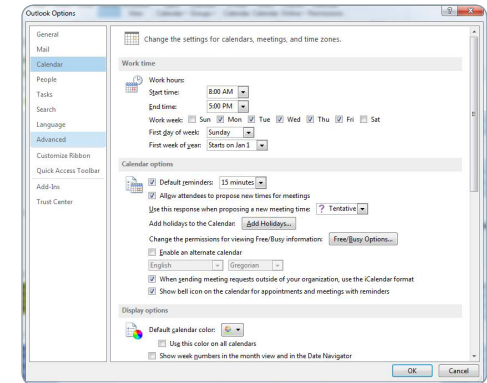
ITS Helpdesk  
919-536-7200 x6111  
[workorders.durhamtech.edu](http://workorders.durhamtech.edu)

## Tracking Responses

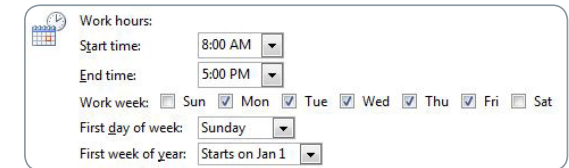
When you invite attendees to a meeting, you can track their responses for the event by opening the event and clicking on the Tracking button.



## Setting Calendar Options

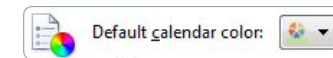


You can access Calendar Options by going to the File tab, click on the Options button, in the left navigation pane click on “Calendar.” Here, you can change the default work hours.

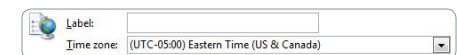


You can add predefined holidays to your calendar, but this should only be completed once.

You can change your default calendar color.



You can set your Time zone here also.



There are other options available for you to tailor to your particular needs as well.

Make sure to click on the OK button after any changes you perform.

