



**BAYLOR UNIVERSITY**

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ITS Department presents

# Microsoft Outlook Calendar

CALENDAR TRAINING SEMINAR

# Microsoft Outlook Calendar with Exchange

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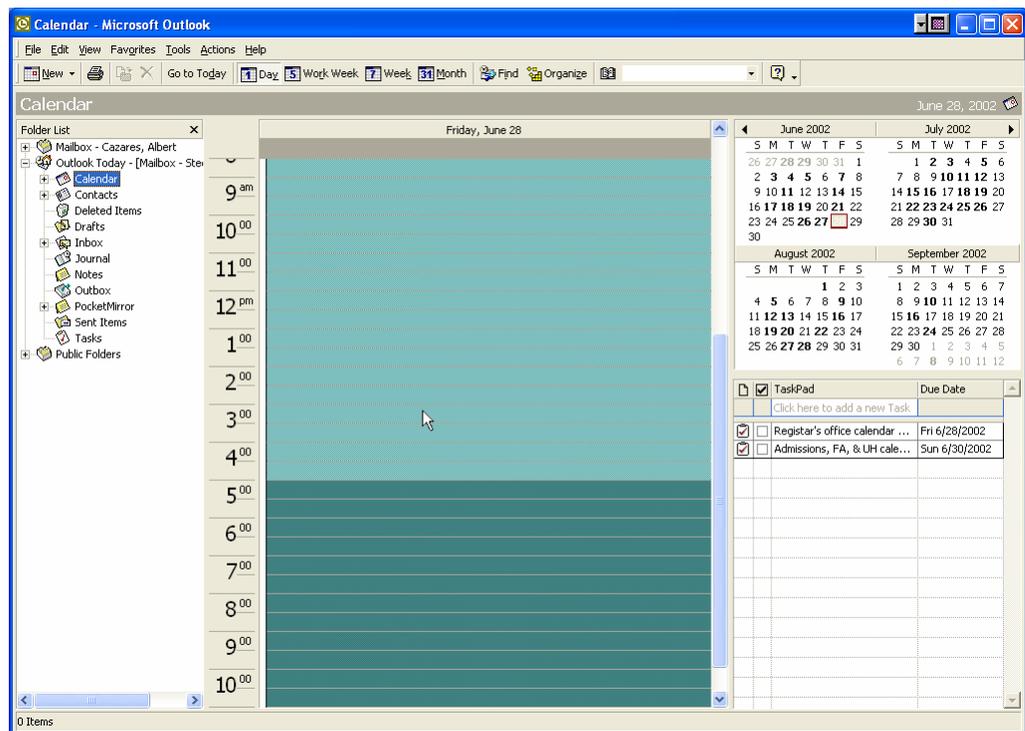
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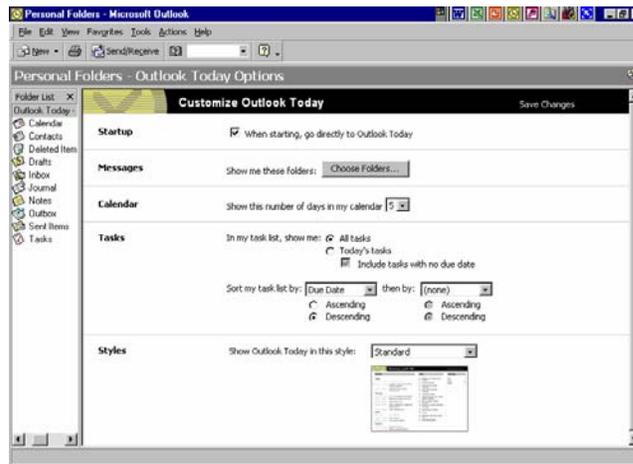
## What is Outlook Calendar?

Outlook Calendar is now Baylor University's campus standard for scheduling. The Calendar is a folder within Microsoft Outlook that serves as a central location for you to create, view, and organize your scheduling information. Outlook Calendar enables you to organize all of your appointments, meetings, and events effortlessly.



# Outlook Today

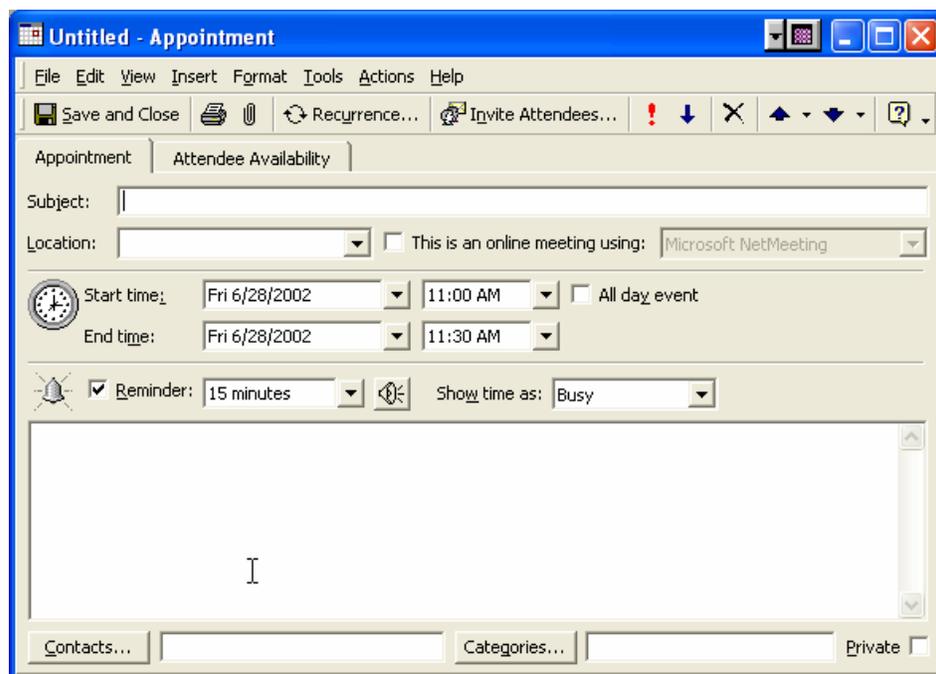
A customizable, top-level folder that summarizes information about your messages, appointments, and tasks.



## Customizing Outlook Today

1. Click on the Outlook Today Folder/Shortcut
2. Click on the Customize Outlook Today link.
3. Choose the desired options.
4. Click on the Save Changes link.

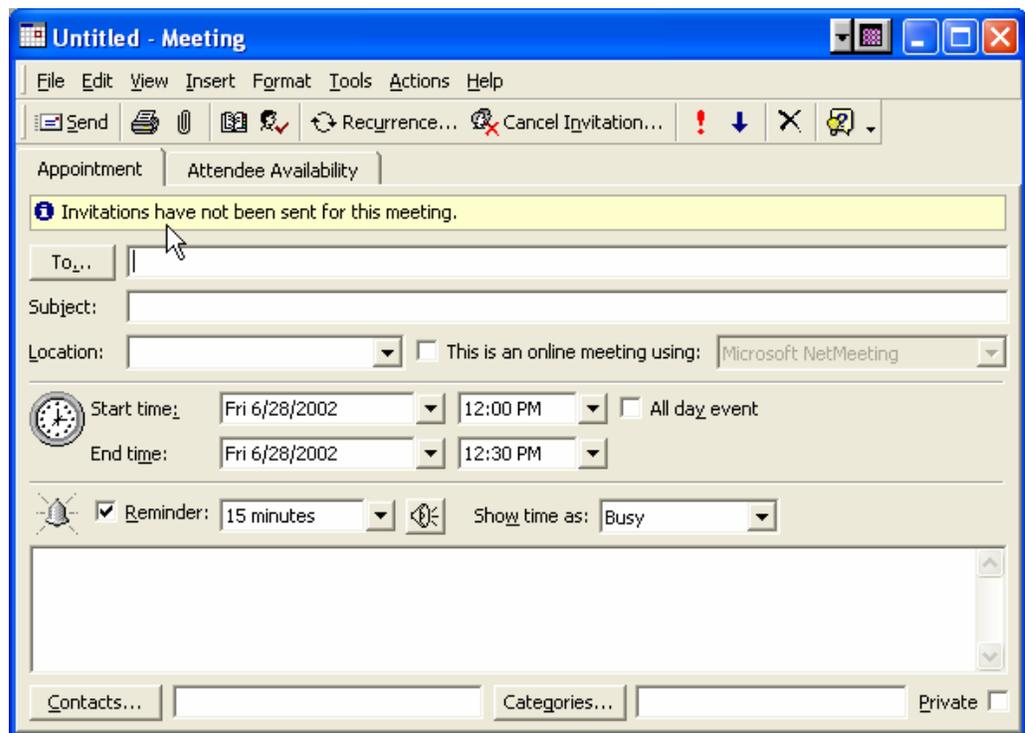
## Creating Appointments



1. Click on the Calendar folder or shortcut.
2. Choose New from the toolbar.
3. Type a subject for the appointment.
4. Select a time frame.
5. Choose Save and Close from the toolbar.

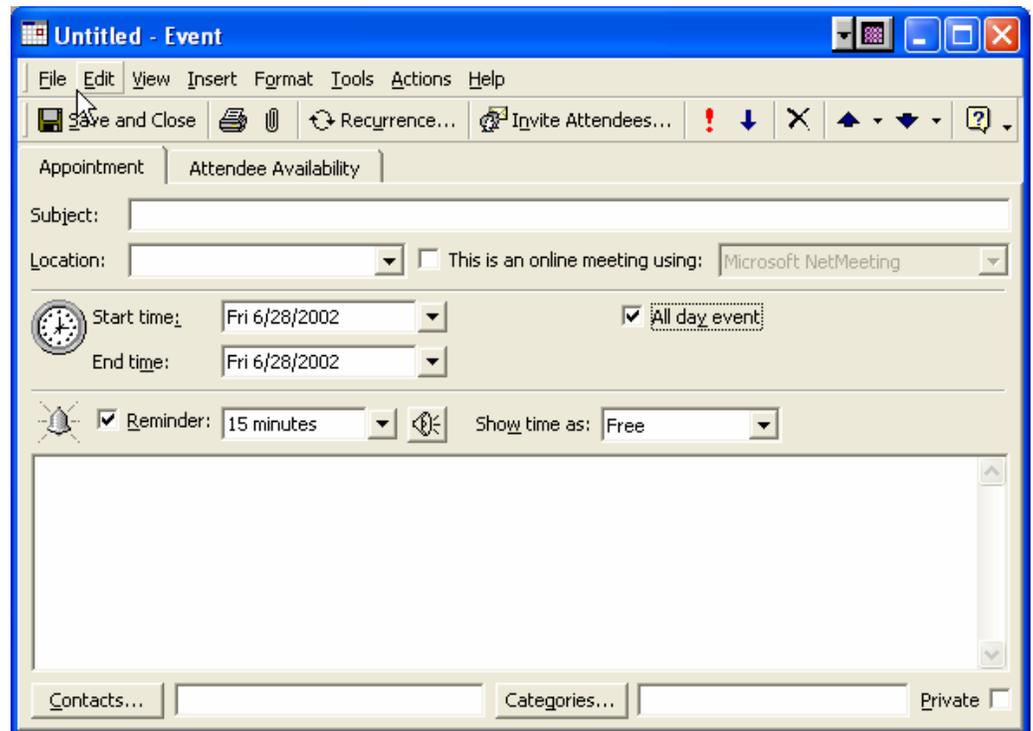
**NOTE:** Time will default as busy. Data entry is only required for the subject and time.

# Creating Meetings



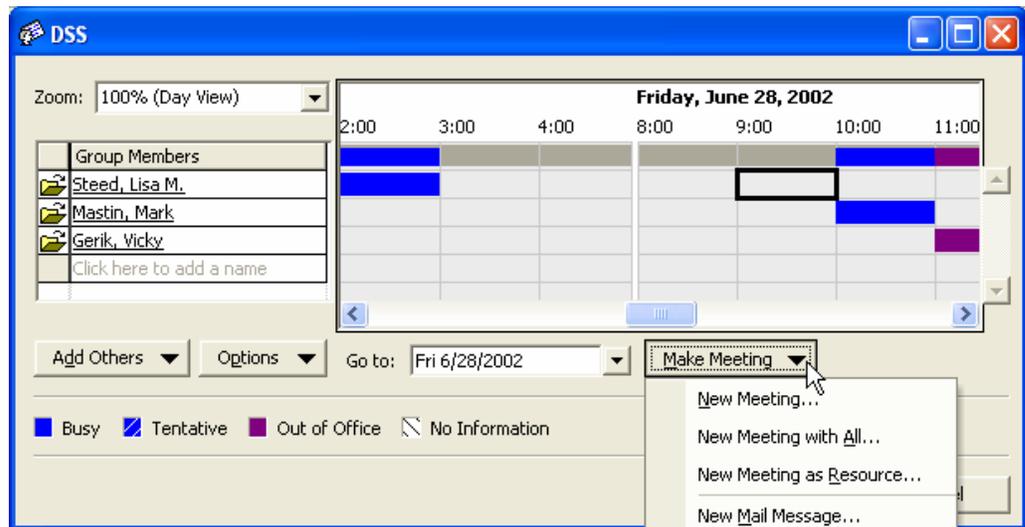
- 1. Click on the Calendar folder.**
- 2. Choose New from the toolbar.**
- 3. Click on the Invite Attendees button on the toolbar.**
- 4. Enter the names on the To line, being sure to pull the names from the global address list.**
- 5. Enter a subject and time for the meeting.**
- 6. Click on the Send button on the toolbar.**

# Creating Events



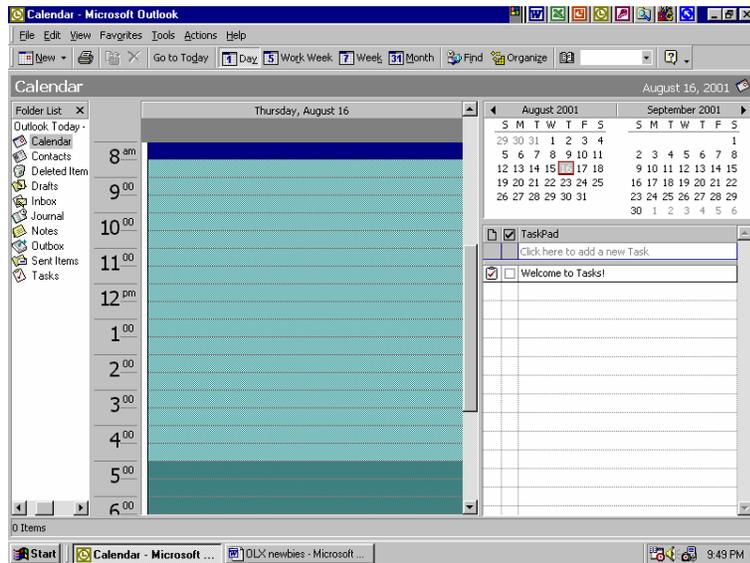
1. **Click on the Calendar folder.**
2. **Choose New from the toolbar.**
3. **Check off the box "All day event". NOTE: Time will default as Free. You may want to change this option to Busy or Out of the Office.**
4. **Enter a subject and date range.**
5. **Click Save and Close.**

# Creating Schedules-(XP only)



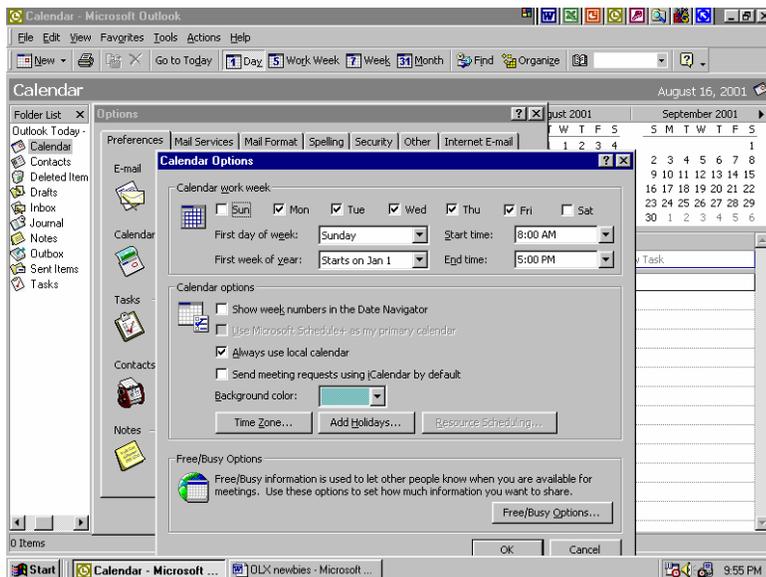
1. Choose the Schedules button from the toolbar.
2. Choose the New button.
3. Enter a name for the schedule.
4. Find all names from the GAL.
5. Choose Save and Close.

# Calendar Views and Options



1. Click on the toolbar buttons 1 Day, 5 Work Week, 7 Week, or 31 Month to change the calendar view, or choose from the View menu.

2. Click on the Tools menu and choose Options to change the calendar options. Here you can change the days of the workweek, background colors, and free/busy options on the Exchange server.



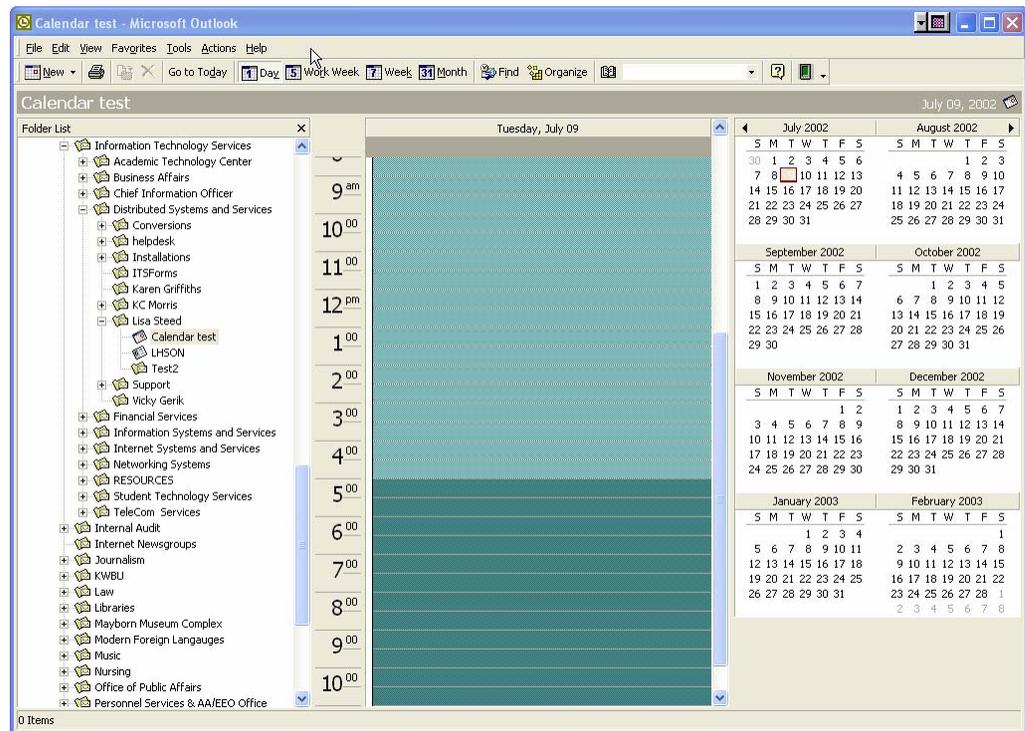
## Exchange Resources

**Resource calendars reside in the Global Address List. Please consult with Lisa Steed to determine your departmental needs.**

The screenshot shows a window titled 'Form1' with a light beige background. It contains several text input fields arranged in two columns. The fields are: 'Resource First Name' (containing 'Printing'), 'Resource Last Name' (containing 'Procurement'), 'Resource Display Name' (containing 'Printing Procurement Office'), 'Resource Description' (containing 'Printing Procurement Office'), 'Resource Logon Name' (containing 'Printing\_Procurement'), 'Resource Title' (containing 'Office'), 'Resource Department' (containing 'Printing'), and 'Resource Password' (containing 'confused'). At the bottom of the form are three buttons: 'Create Account', 'Cancel', and 'Done'. Below the buttons is a large empty rectangular area.

The screenshot shows a window titled 'Address Book' with a menu bar (File, Edit, View, Tools, Help) and a toolbar. Below the toolbar is a search area with a text box containing 'Draper' and a dropdown menu labeled 'Show Names from the:' with 'Global Address List' selected. Below this is a list box containing the following items: Draper-108, Draper-109, Draper-116, Draper-121, Draper-129, Draper-139, Draper-152, Draper-200 (highlighted in blue), Draper-203, Draper-205, and Draper-206. The list box has scroll bars on the right and bottom.

# Public Folders



## Requesting a Public Folder

Please visit

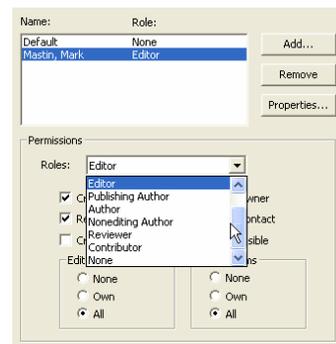
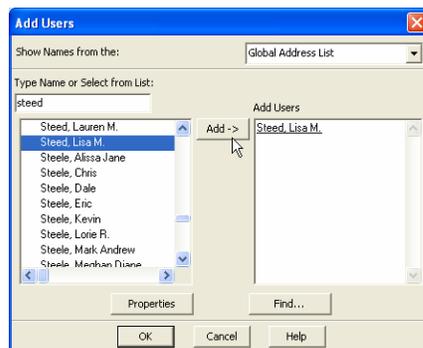
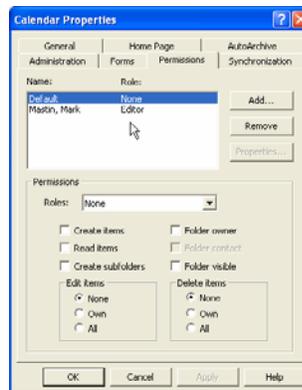
[http://its.baylor.edu/help\\_desk/Email/Outlook/outlookrequest.htm](http://its.baylor.edu/help_desk/Email/Outlook/outlookrequest.htm)

Public folders allow departmental collaboration (calendar, files, contacts, etc...) and provide access to Baylor's email support accounts (EX: soccer@baylor.edu).

Please contact Lisa Steed or Ray Nazzario for further information.

# Individual Calendars & Permissions

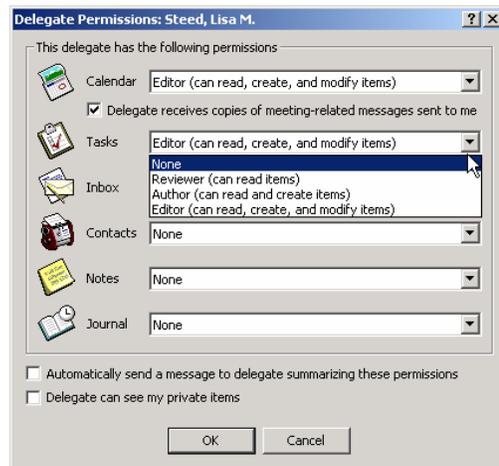
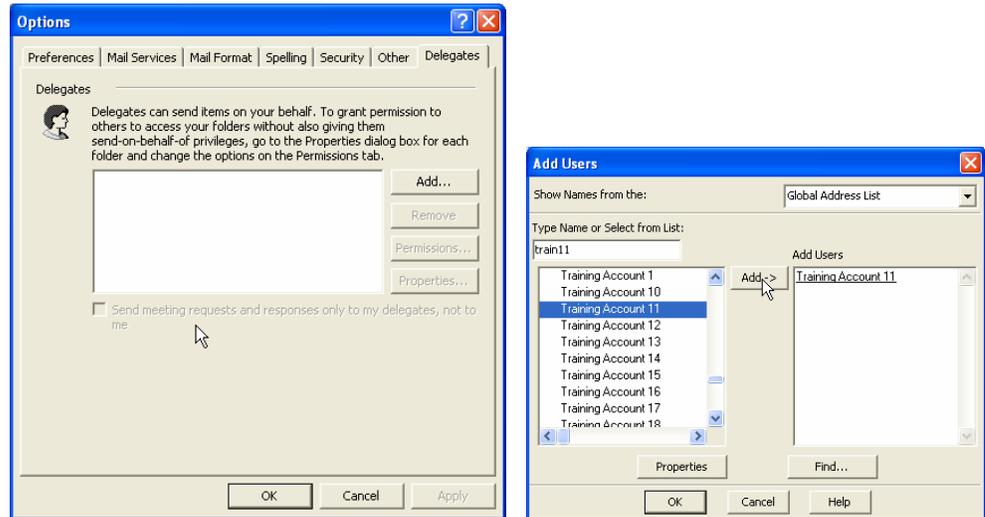
Access to all calendars regardless of where they are (Exchange GAL, Public folders, or your own individual calendar) is based upon permission. Depending on your choice, permissions need to be set on the Calendar folder and possibly the Outlook Today folder. You can opt of Delegate Access to share your calendar information.



1. Right click on the Calendar folder.
2. Click on the Add button and enter the last name of the person that you wish to give permission to. Click OK.
3. Select the persons name in the list and assign a role. Click OK.

# Delegate Access

Delegate access is another option that you have for sharing Outlook items.



**1. Go to the Tools menu and choose Options. Select the tab called Delegates.**

**2. Click on the Add button and enter the last name of the person that you wish to add. Click OK.**

**3. Immediately a Delegate Permission screen will appear. Select the folders and permission that you wish to assign. Click OK.**

## **Assistance**

**Baylor University Help Desk- x 4357**

**Lisa Steed- Training and Support Specialist- x 4144**

**Patt Black- Training and Support Specialist- x 6333**

**<http://support.microsoft.com>**

## **Tips**

- 1. Reboot if programs locks up or seems flaky.**
- 2. Reply to emails.**
- 3. Do not use all capital letters.**
- 4. Address correctly (Mr., Mrs., Dr., etc...)**
- 5. Keep mailbox clean (delete Sent items and Deleted items)**
- 6. Do not open suspicious files (attachments).**
- 7. Keep virus protection current.**
- 8. If that personal do not email.**
- 9. Try to organize.**
- 10. Call if you need further assistance.**