

Outlook 2013 Calendar Quick Reference Sheet

There are 3 items that you can schedule on your Outlook Calendar:

- 1) **Appointments**- involve only you in scheduling work or personal appointments.
- 2) **Events**- are at least a 24 hour period of time.
- 3) **Meetings**- involve you and at least one other person or resource.

Appointments:

1. Enter a subject.
2. Choose a start and end time.
3. Save & close.

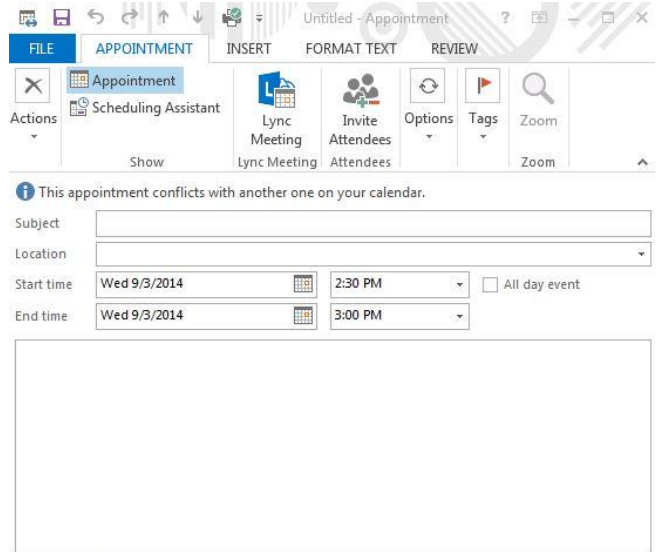
Optional:

Enter a location.

Choose a color “category.”

Change the reminder time.

Enter notes.



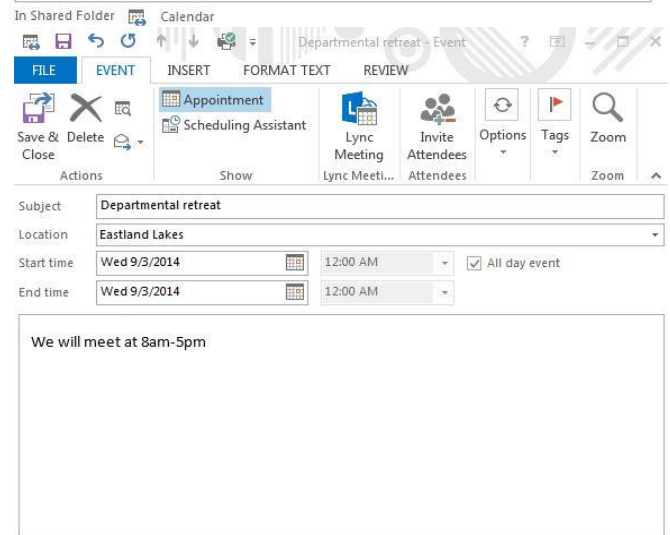
This screenshot shows the Outlook 2013 Appointment form. The ribbon includes FILE, APPOINTMENT, INSERT, FORMAT TEXT, and REVIEW. The APPOINTMENT ribbon has buttons for Appointment, Scheduling Assistant, Lync Meeting, Invite Attendees, Options, Tags, and Zoom. A message at the top states: "This appointment conflicts with another one on your calendar." The form fields include: Subject (empty), Location (empty), Start time (Wed 9/3/2014, 2:30 PM), End time (Wed 9/3/2014, 3:00 PM), and an unchecked "All day event" checkbox. A large empty text area is provided for notes.

Events:

1. Enter a subject
2. Enter a start time, end time, and date(s).
3. Save & close.

Optional:

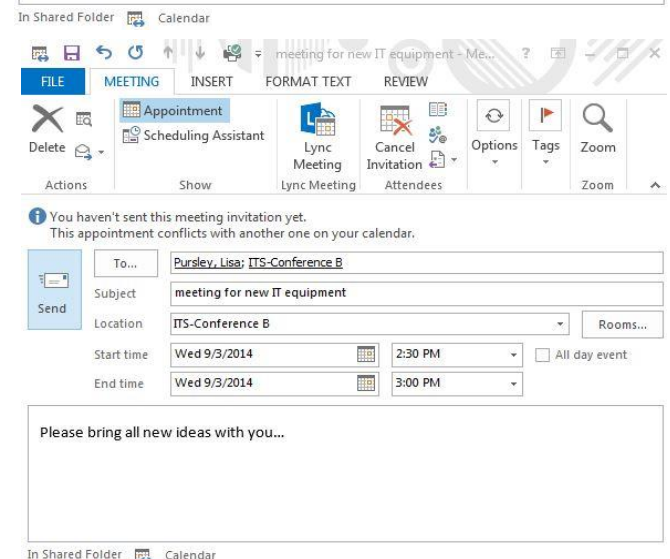
Location, category, reminders (just as appointments)



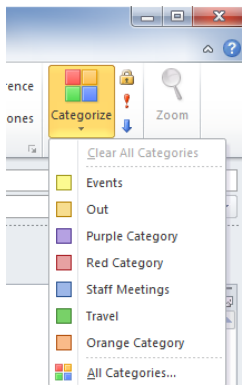
This screenshot shows the Outlook 2013 Event form. The ribbon includes FILE, EVENT, INSERT, FORMAT TEXT, and REVIEW. The EVENT ribbon has buttons for Appointment, Scheduling Assistant, Lync Meeting, Invite Attendees, Options, Tags, and Zoom. A message at the top states: "This appointment conflicts with another one on your calendar." The form fields include: Subject (Departmental retreat), Location (Eastland Lakes), Start time (Wed 9/3/2014, 12:00 AM), End time (Wed 9/3/2014, 12:00 AM), and a checked "All day event" checkbox. The notes area contains the text: "We will meet at 8am-5pm".

Meetings:

1. Click on the “Invite Attendees” button.
2. Enter names directly on the “To” line, or click on the Scheduling Assistant button to view free/busy times.
3. Always enter names from the Global Address List!
4. Continue entering names or resources and click OK when finished.
5. Look at each person’s free/busy time(s).
6. Make any necessary adjustments for date/time, or add notes if you wish.
7. Click send.



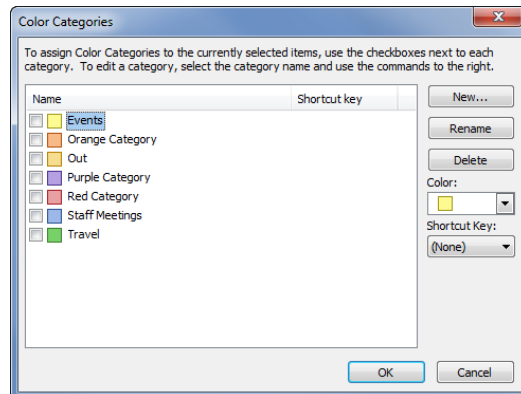
This screenshot shows the Outlook 2013 Meeting form. The ribbon includes FILE, MEETING, INSERT, FORMAT TEXT, and REVIEW. The MEETING ribbon has buttons for Appointment, Scheduling Assistant, Lync Meeting, Cancel Invitation, Options, Tags, and Zoom. A message at the top states: "You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar." The form fields include: To... (Pursley, Lisa; ITS-Conference B), Subject (meeting for new IT equipment), Location (ITS-Conference B), Start time (Wed 9/3/2014, 2:30 PM), End time (Wed 9/3/2014, 3:00 PM), and an unchecked "All day event" checkbox. The notes area contains the text: "Please bring all new ideas with you...".



Categorize:

1. Click on the "Categorize" button on the toolbar.
2. Choose "All Categories."
3. Choose "Rename" to change the names of categories.
4. Click OK

NOTE: You can change the color of the category using the drop down box labeled "Color" when you have a category selected.

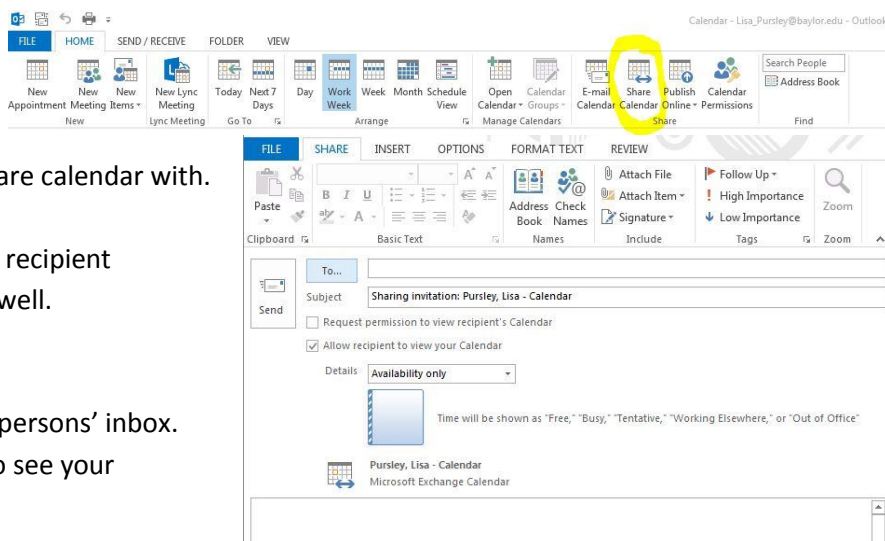


Sharing your calendar:

1. Highlight the calendar you want to share in your folder list.
2. Click on the "Share Calendar" link on the toolbar.
3. Click on "To."
4. Search the Global Address List (GAL) by last name, and enter all names you wish to share calendar with.
5. Click "OK"

Optional: Check "Request permission to view recipient Calendar" if you wish to see their calendar as well.

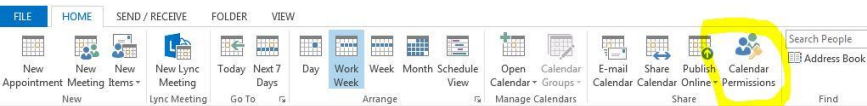
6. Click "Send."
7. Click "Yes"
8. Notification request will arrive in the other persons' inbox. They can then click on "Open this Calendar" to see your calendar.



Note: Recipient permission is set to "read only" at this point.

To change permissions so that the other person can edit your calendar:

1. Go to your folder list and select the calendar you want to change the permissions for.
2. Click on the "Calendar Permissions" button on the toolbar.



3. Highlight the shared name, and change the permission level to "editor."

