

# Outlook 2016 Calendar Quick Reference Sheet

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

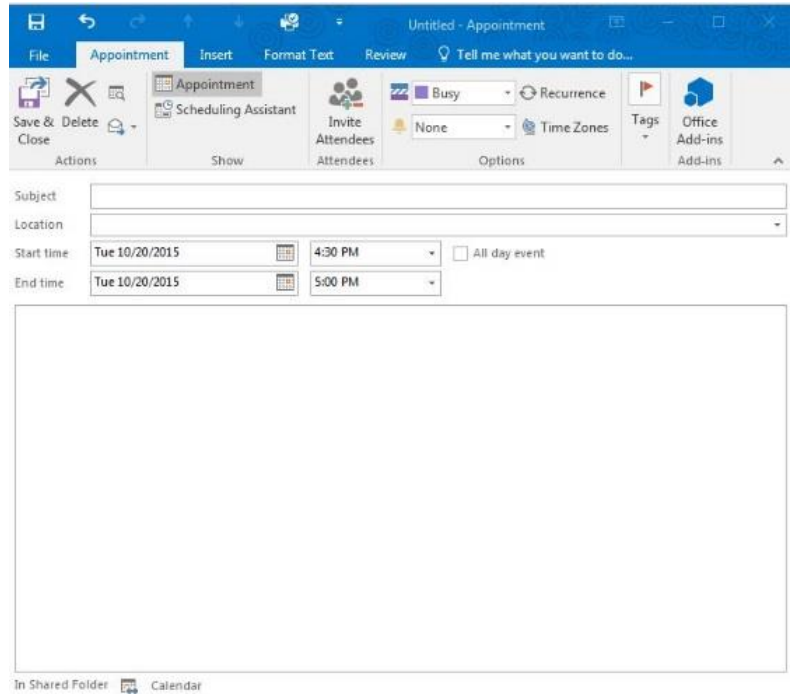
- 1) **Appointments**- involve only you in scheduling work or personal appointments.
- 2) **Events**- are at least a 24 hour period of time.
- 3) **Meetings**- involve you and at least one other person or resource.

## 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.

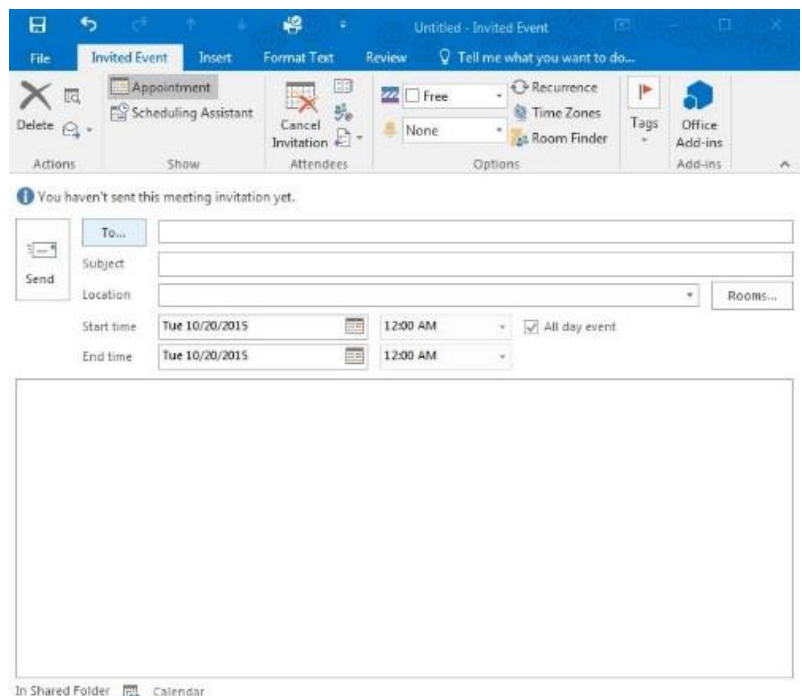


## Events:

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

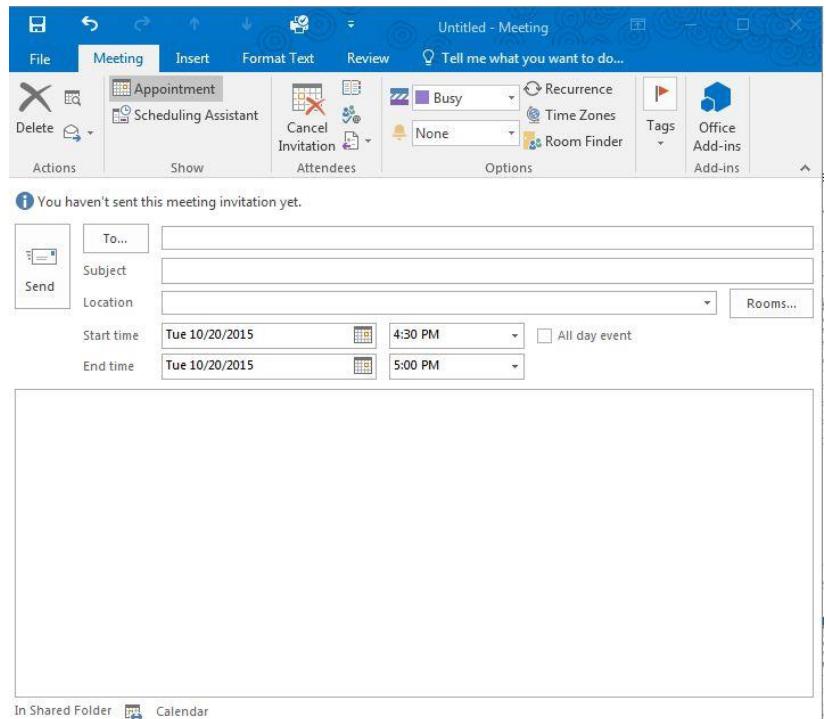
### Optional:

- Location, category, reminders (just as appointments)



### Meetings:

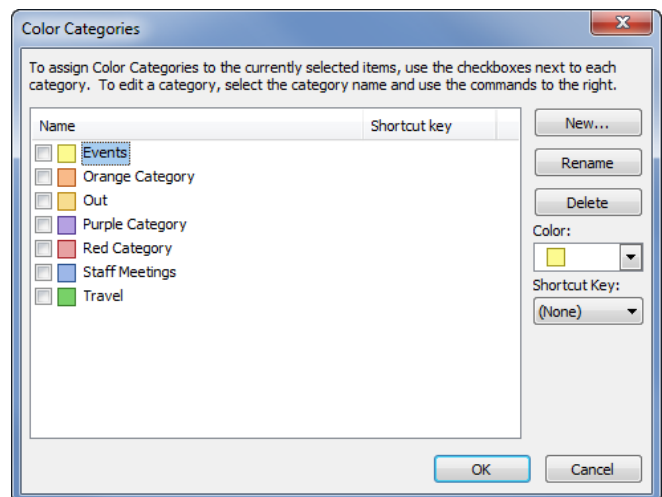
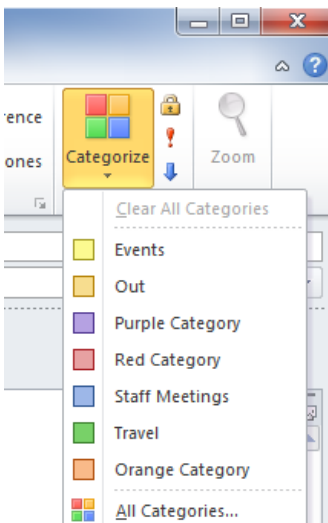
1. Click on the “Invite Attendees” button.
2. Enter names directly on the “To” line, or click on the Scheduling Assistant button to view free/busy times.
3. Always enter names from the Global Address List!
4. Continue entering names or resources and click OK when finished.
5. Look at each person’s free/busy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



### 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:

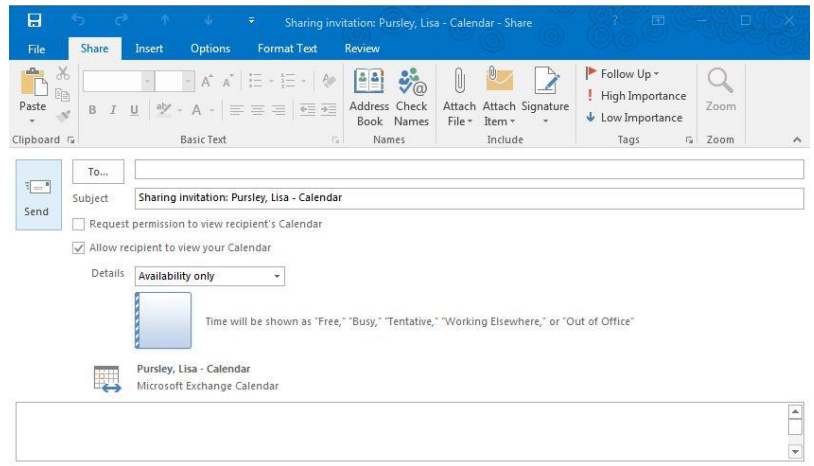
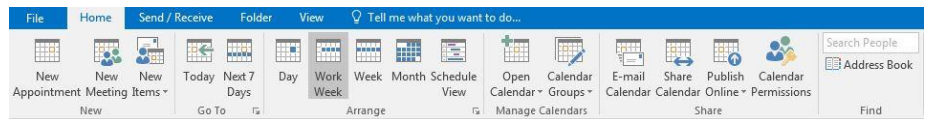
1. Highlight the calendar you want to share in your folder list.
2. Click on the “Share Calendar” link on the toolbar.
3. Click on “To.”
4. Search the Global Address List (GAL) by last name, and enter all names you wish to share calendar with.
5. Click “OK”

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

6. Click “Send.”
7. Click “Yes”

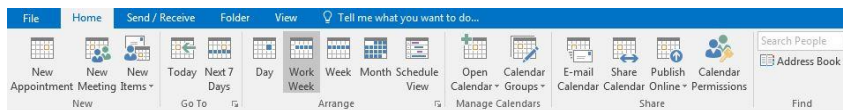
8. Notification request will arrive in the other persons’ inbox. They can then click on “Open this Calendar” to see your calendar.

**Note:** Recipient permission is set to “read only” at this point, and does not work in this way PC to MAC, or with an older version of Outlook. Please see below for an additional, perhaps preferred way to share your calendar.



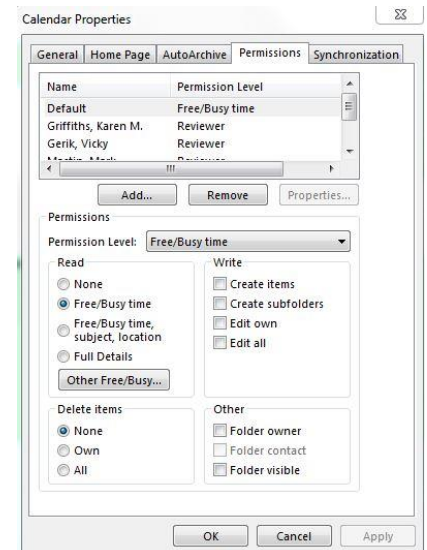
To set or change permissions so that the other person can edit your calendar:

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.”
4. Click “Add” to add others from the global address list.
5. Click OK when done.

The recipient should then choose “Open Calendar” from the toolbar to access your that you have shared with them.



For further assistance, please contact the Help Desk at 254-710-4257