Outlook Calendar Tips & Tricks II

The following provides information on using various features and functionality in Outlook calendar.

Outlook Resources

- Outlook Web Access (OWA) is a webmail service that is used to access e-mail, calendars, contacts, tasks, and other mailbox content when access to the Microsoft Outlook desktop application is unavailable. OWA provides connectivity to the Web. To access OWA, type “exchange.ewu.edu” in your browser address window.

- For various Outlook training videos, visit LyndaCampus at: http://access.ewu.edu/oit/services/it-training/documentation-and-resources/lyndacampus-information.xml

- For documentation and online training, visit the IT Microsoft Outlook page at: http://access.ewu.edu/oit/services/it-training/documentation-and-resources/outlook.xml

- Google “Outlook Calendar”

Appointments, Meetings and Events

**Appointments:** An appointment is a scheduled block of time that only involves you. The hours are blocked out on your schedule, but it does not include other attendees or resources. Your calendar will show the appointment framed between the start and end times.

**Events:** Once an appointment goes over 24 hours in length, it becomes an event. The event entry does not block out the hours on your calendar and your time continues to show as free. The calendar marks the event by placing a banner at the top of the date on which it occurs.

**Meetings:** A meeting is an activity that involves you and others during the same blocked time period. Outlook allows you to set meetings that affect the calendars of other people. A meeting may also schedule resources, such as meeting rooms.
 **Feature:** Turn an email message into a meeting  
**Benefit:** Quickly add a meeting including the message text into the meeting.  
**How to use:** Click the desired email message to select. Click the **Meeting** icon: . Enter the desired Start and End time, invitees, and **Send**.

 **Feature:** Display calendar meetings in the mailbox window  
**Benefit:** Quickly view your meetings and the monthly calendar.  
**How to use:** From the email ribbon, click **View**. Click the **To-Do Bar** icon: . Select the desired options from the dialog box: .

 **Feature:** Send calendar  
**Benefit:** A copy of your calendar can be sent to anyone in an email message. The calendar is included as an attachment and also appears within the message body.  
**How to use:** From the calendar click the **Home** tab, select the **E-mail Calendar** icon: . A new email opens and the **Send a Calendar via E-mail** dialog box. Enter the desired parameters and click **OK**.

Enter the desired email text and recipient and send.

 **Feature:** Add holidays to the calendar  
**Benefits:** Quickly see where holidays fall on the calendar.  
**How to use:** Click **Options**, click **Calendar**, under **Calendar options** click **Add holidays** .

 **Feature:** Calendar overlay  
**Benefit:** You can view multiple calendars at the same time, either side-by-side or overlaid into one merged calendar. This can include your calendars, shared calendars from other people or resources.  
**How to use:** In Calendar, in the Navigation Pane, select the check box of another calendar that you want to view. The calendar selected opens next to the calendar that is already displayed. Each successive calendar opens next to the one most recently opened.

From the calendar ribbon, click **View**. Select **Overlay**: .

The calendar is now in overlay mode with the one opened first. To add additional calendars to the overlay, select **Overlay**.

 **Feature:** Create a new calendar group  
**Benefit:** If you have a set of calendars that you frequently view together, such as your work colleagues, using calendar groups makes it easy to see the combined schedules at a glance.  
**How to use:** From the **Home** tab, click the **Calendar Groups** icon: . Select **Create New Calendar Group**:

Select **Create New Calendar Group:**

Create a new calendar group in the Navigation Pane.

Enter the name of the new calendar group and click **OK**.

The Global address list displays; select the desired group members.

**Note:** To delete calendar groups right click the calendar and select delete.
Feature: Book a resources (room)
Benefit: Allows you to view and book meetings including conference and meeting rooms.
How to use: Create a new meeting. Click the Scheduling Assistant icon: . Click the Add Rooms icon: . Select the desired room from the Address Book.

Feature: Delegate access to mailbox and calendar
Benefits: Allow others to access your email and calendar
How to use: Click the File tab. Click Account Settings, and select Delegate Access. Click the Add icon in the Delegates dialog box. Search for the desired person and click Add then OK.
The Delegate Permissions dialog box displays, accept the default permission settings or select custom access levels for Exchange folders.

If a delegate needs permission to work only with meeting requests and responses, the default permission settings, including Delegate receives copies of meeting-related messages sent to me, are sufficient. You can leave the Inbox permission setting at None. Meeting requests and responses will go directly to the delegate's Inbox.

When the delegate responds to a meeting on your behalf, it is automatically added to your Calendar folder.

To send a message to notify the delegate of the changed permissions, select the Automatically send a message to delegate summarizing these permissions check box.

If you want, select the Delegate can see my private items check box.
Note: This is a global setting that affects all of your Exchange folders, including all Mail, Contacts, Calendar, Tasks, Notes, and Journal folders. You cannot allow access to private items in only one folder. Click OK.

Note: Messages sent with Send on Behalf permissions include both the delegate's and manager's names next to From. When a message is sent with Send As permissions, only the manager's name appears.