

# Using the Calendar in Outlook Web App

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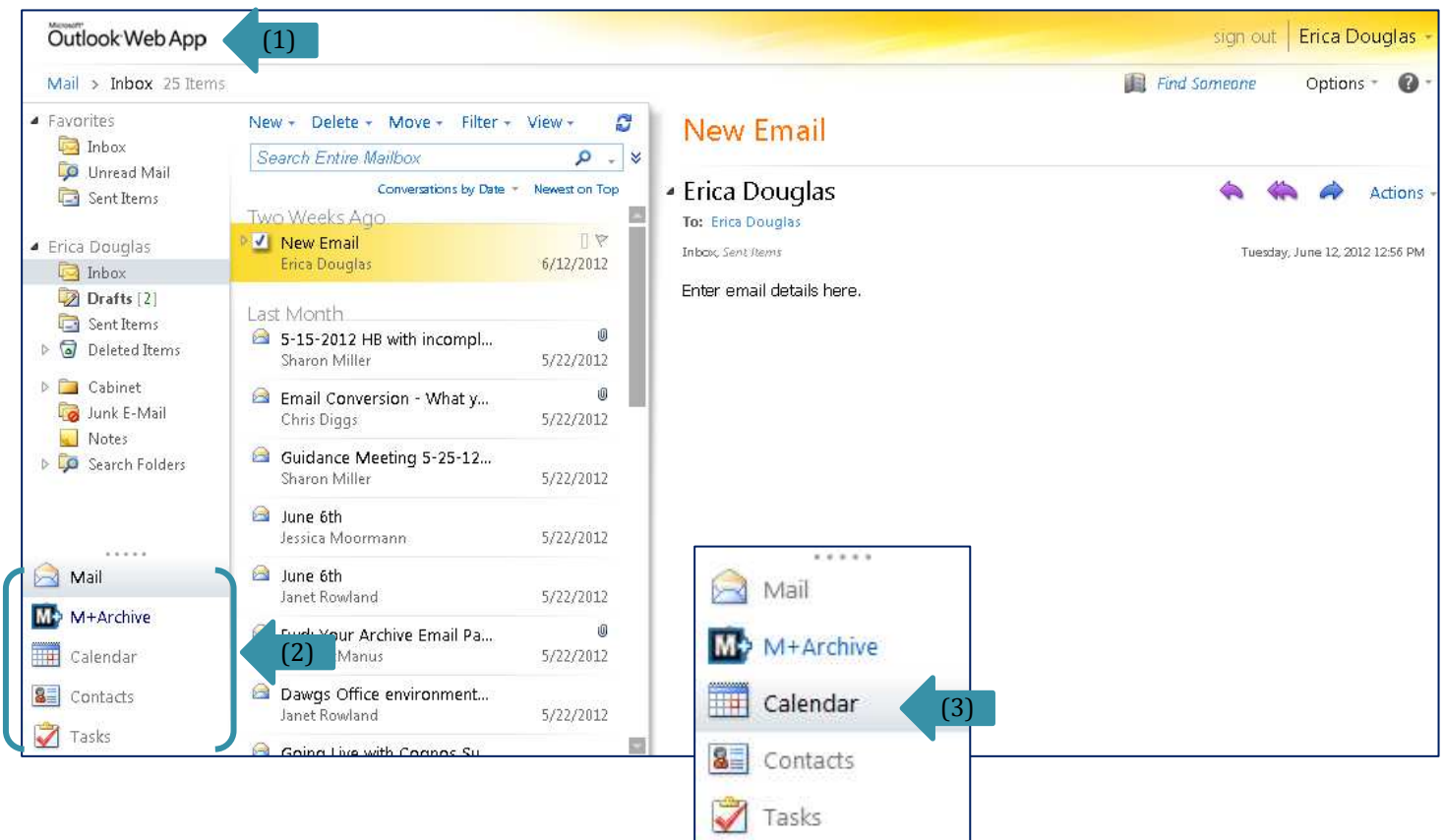
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## Overview

Outlook Web App calendar enables you to see meetings and other appointments created in Outlook. It also allows you to schedule meetings, create reminders, create new calendars, and access shared calendars.

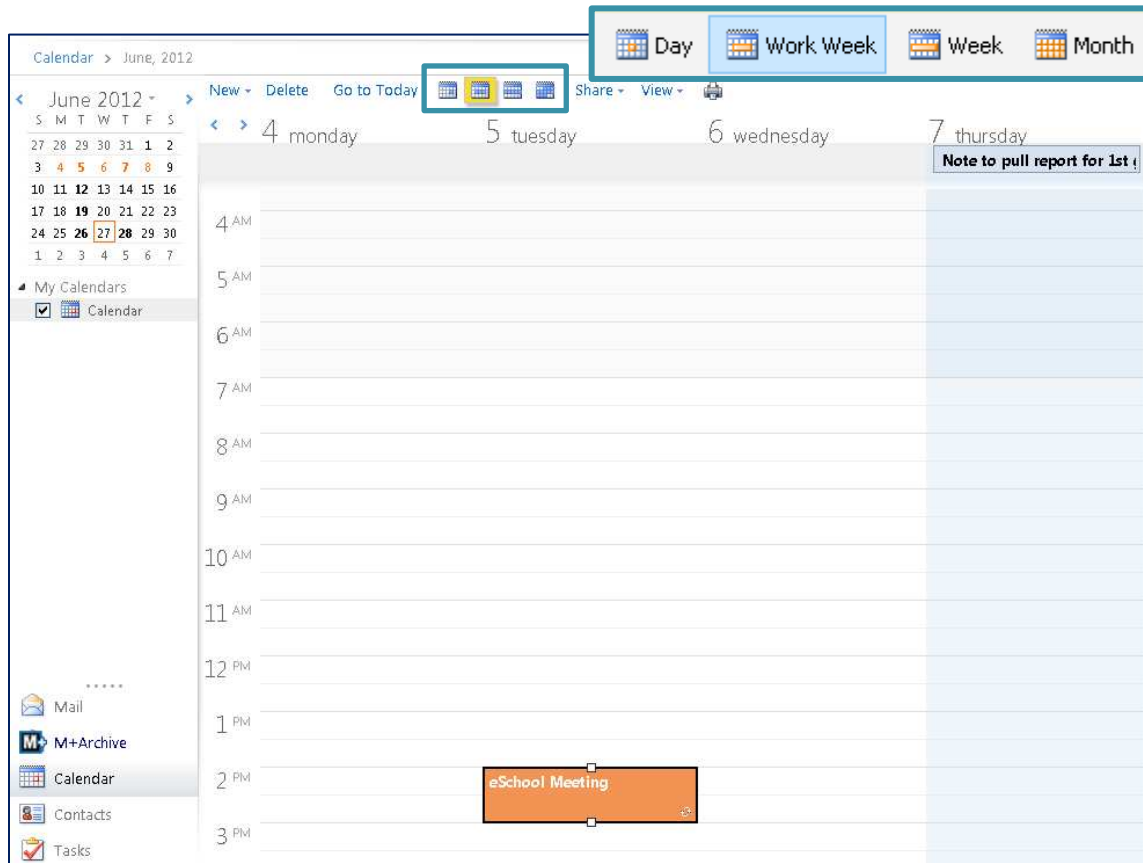
- (1) To view the calendar, log in to your e-mail account.
- (2) At the bottom-left of the window, there is a Navigation Pane.
- (3) Click on Calendar.



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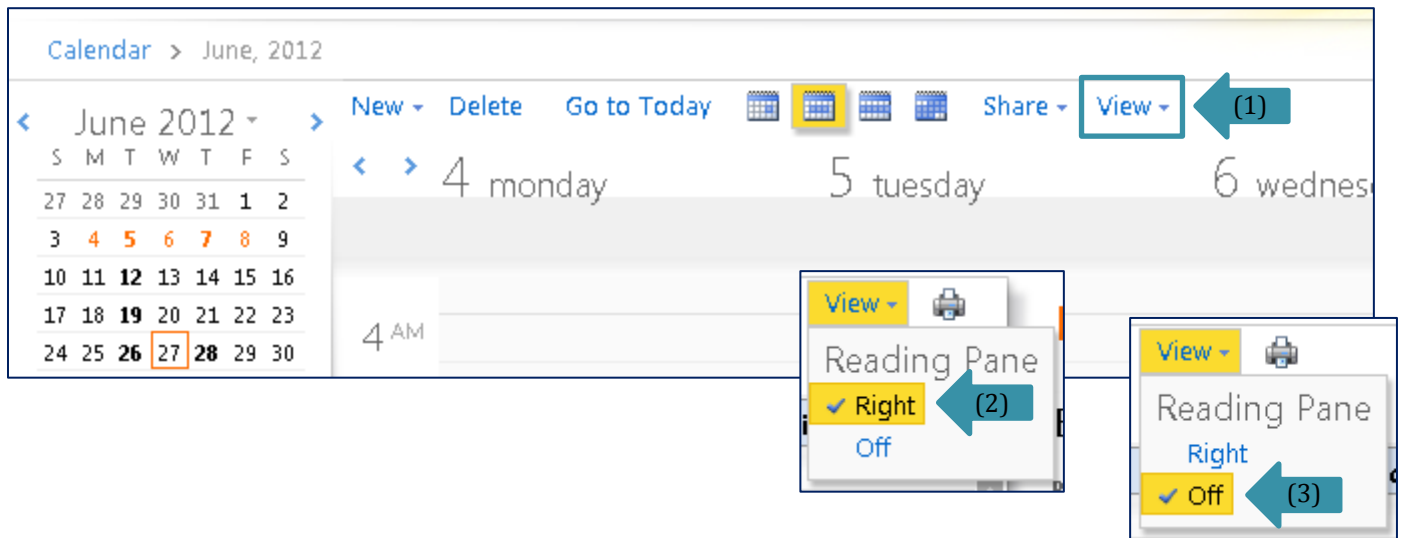
## Calendar Views

There are several different ways you can view the calendar: a day at a time, a work week, a full week that includes Saturday and Sunday, and a month. All views will show scheduled meetings and appointments.



All views, except the month view, have the option to enable a Reading Pane. The Reading Pane displays to the right of the calendar and shows information regarding the selected meeting or appointment. You can turn the Reading Pane on or off.

- (1) While in your calendar, click on View at the top of the window.
- (2) In the drop down menu, select Right to view the Reading Pane.
- (3) In the drop down menu, select Off to remove the Reading Pane.



## Navigation

There are a variety of ways you can move through the days, weeks, and months of your calendar. Located on the mini calendar display at the top-left of the window, < and > buttons enable you to move forward or backward.

The image shows a screenshot of a calendar application window. At the top left, there is a mini calendar for June 2012 with left and right navigation arrows. A blue box with arrows pointing to these arrows contains the text: "These arrows navigate between months." Below this, a larger calendar view is shown in a day view, with a yellow box and arrows pointing to the left and right arrows above the date grid, containing the text: "Depending on calendar view (ie. day view or week view), these arrows will move between days or weeks." The main calendar area shows a week view for June 4th to 7th, 2012. A meeting titled "eSchool Meeting" is scheduled for Thursday, June 7th, from 1 PM to 3 PM. A note at the top right of the calendar area says "Note to pull report for 1st!". The application's navigation bar includes buttons for "New", "Delete", "Go to Today", "Share", and "View". A sidebar on the left shows icons for "Mail", "M+Archive", "Calendar", "Contacts", and "Tasks".

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# Appointments

- (1) a. When in the Month View, double-click on the day you want to create an appointment.
- (1) b. **IF** you are in the Day or Week View, double-click on the time block you want to create an appointment.
- (2) An Appointment Window will open.
- (3) Enter a Subject and Location, if needed.
- (4) You can change the start date and time by clicking on the drop down arrows to the right of the dates and times.
- (5) You can set an appointment for all day by checking *All day event*.
- (6) \*All day events are not bound to a time. You may choose to use them in place of reminder notes. However, be sure to adjust your *Show time as* accordingly.
- (7) You can set a reminder notification. Uncheck the box, if you do not want one.
- (8) The *Show time as:* option is set to "Busy" by default. You can change it to one of the following:
  - "Free" – blocks out time on your calendar, but is flexible and allows other appointments at that time.
  - "Tentative" - reserves time on your calendar.
  - "Out of Office" - lets people know you are unavailable.
- (9) Check *Private* if you do not want anyone else to see your appointment, except for selected users.
- (10) Add a description in the space provided, if desired.
- (11) When done creating your appointment, click on Save and Close at the top-left of the window.

The image illustrates the process of creating an appointment in a calendar application. It is divided into three main sections:

- Calendar Views:** At the top, there are two views: 'Month View' showing a grid of days (May 27-30, Jun 3-5) and 'Day View' showing a detailed hourly view of Monday, June 4th. A yellow box in the Month View is labeled '(1)a.' and a blue box in the Day View is labeled '(1)b.'.
- Appointment Form:** The middle section shows a browser window with the URL <https://cps-hc1.columbia.k12.mo.us/?ae=Item&a=New&t=IPM.Appointment&fid=LgAAAAAGfJfnbuQnT72a...>. The form includes:
  - Buttons: 'Save and Close' (pointed to by (11)), 'Appointment', 'Scheduling Assistant'.
  - Fields: 'Subject:' (pointed to by (3)), 'Location:'.
  - Time Selection: 'Start time:' (Mon 6/4/2012, 11:00 AM) and 'End time:' (Mon 6/4/2012, 11:30 AM) with dropdown arrows (pointed to by (4)). An 'All day event' checkbox is also present (pointed to by (5)).
  - Reminder and Privacy: 'Reminder: 15 minutes' (checked) and 'Show time as: Busy' (pointed to by (7)). A 'Private' checkbox is also shown (pointed to by (8)).
  - Description: A text area with a rich text toolbar (pointed to by (10)).
- Final Confirmation:** At the bottom right, a smaller version of the 'Save and Close' dialog is shown, with a callout (11) pointing to the 'Save and Close' button.

## Recurring Appointments

- (1) As outlined above, create an appointment or open an existing appointment in the calendar.
- (2) Click on the Recurrence icon.
- (3) The Repetition window will pop up.
- (4) You can adjust the *Appointment Time*.
- (5) Set the *Repeat Pattern*.
- (6) Set the *Range of Repetition*.
- (7) Once you have had made all the changes, click OK at the bottom-right of the window.
- (8) You will be brought back to the Appointment window. Unless you have any additional changes that need to be made, you are done. Just hit Save and Close at the top-left of the window.

The screenshot shows a web browser window with the URL <https://cps-hc1.columbia.k12.mo.us/?ae=PreFormAction&a=Open&t=IPM.Appoin>. The browser window has a "Save and Close" button at the top left and a message that says "- This appointment has already occurred." Below the browser window is a "Repetition" dialog box. The dialog box has two tabs: "Appointment" and "Scheduling Assistant". The "Appointment" tab is selected. The dialog box contains the following fields and options:





- Appointment Time:** Start: 11:00 AM, End: 11:30 AM, Duration: 30 minutes.
- Repeat Pattern:** Radio buttons for None, Daily, Weekly (selected), Monthly, and Yearly. To the right, "Repeat every 1 week(s) on:" with checkboxes for Sunday, Monday (checked), Tuesday, Wednesday, Thursday, Friday, and Saturday.
- Range of Repetition:** Start: Mon 6/11/2012. Radio buttons for No end date (selected), End after: 10 occurrences, and End by: Wed 8/1/2012.

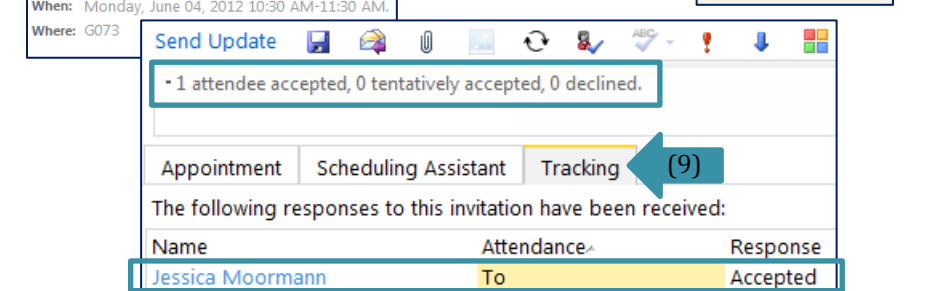
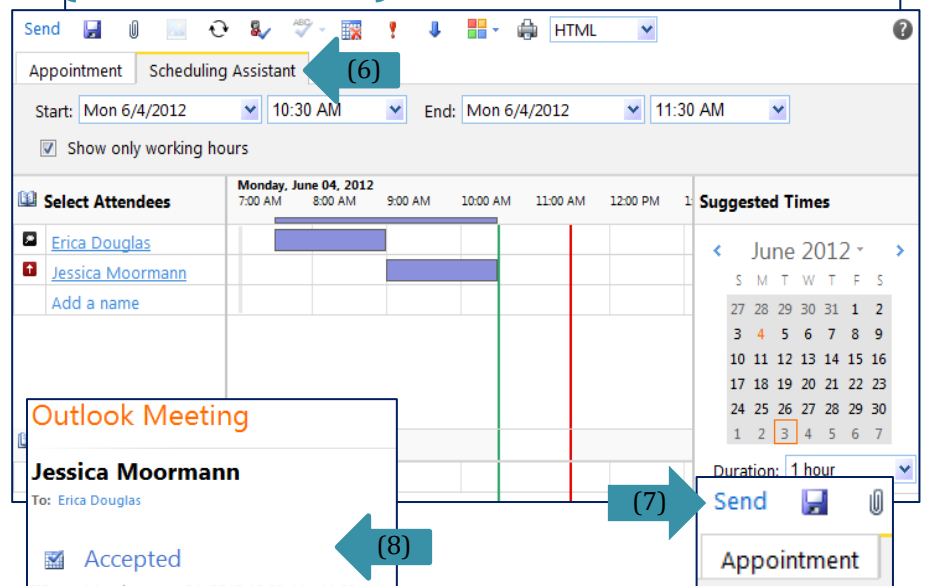
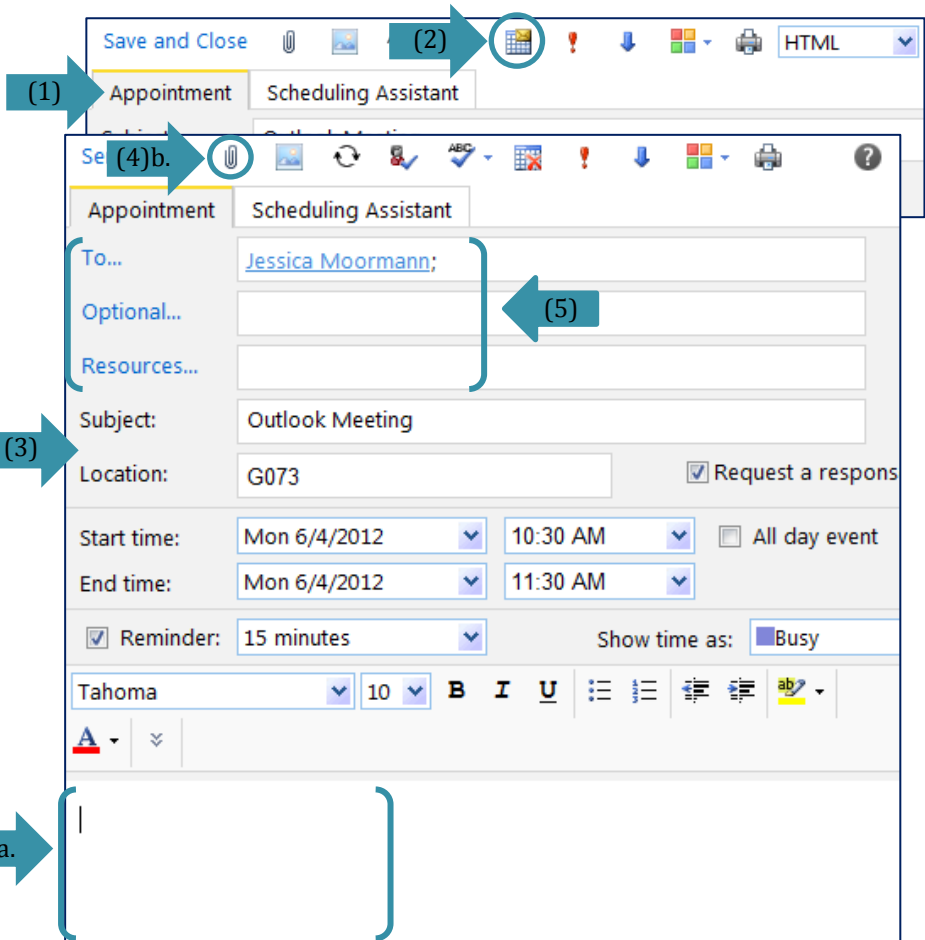
At the bottom right of the dialog box are "OK" and "Cancel" buttons. Below the dialog box is another browser window showing the "Appointment" window with the "Save and Close" button at the top left.

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## Meetings


You can schedule meetings and invite others to attend. If needed, you may set meetings as recurring events too.

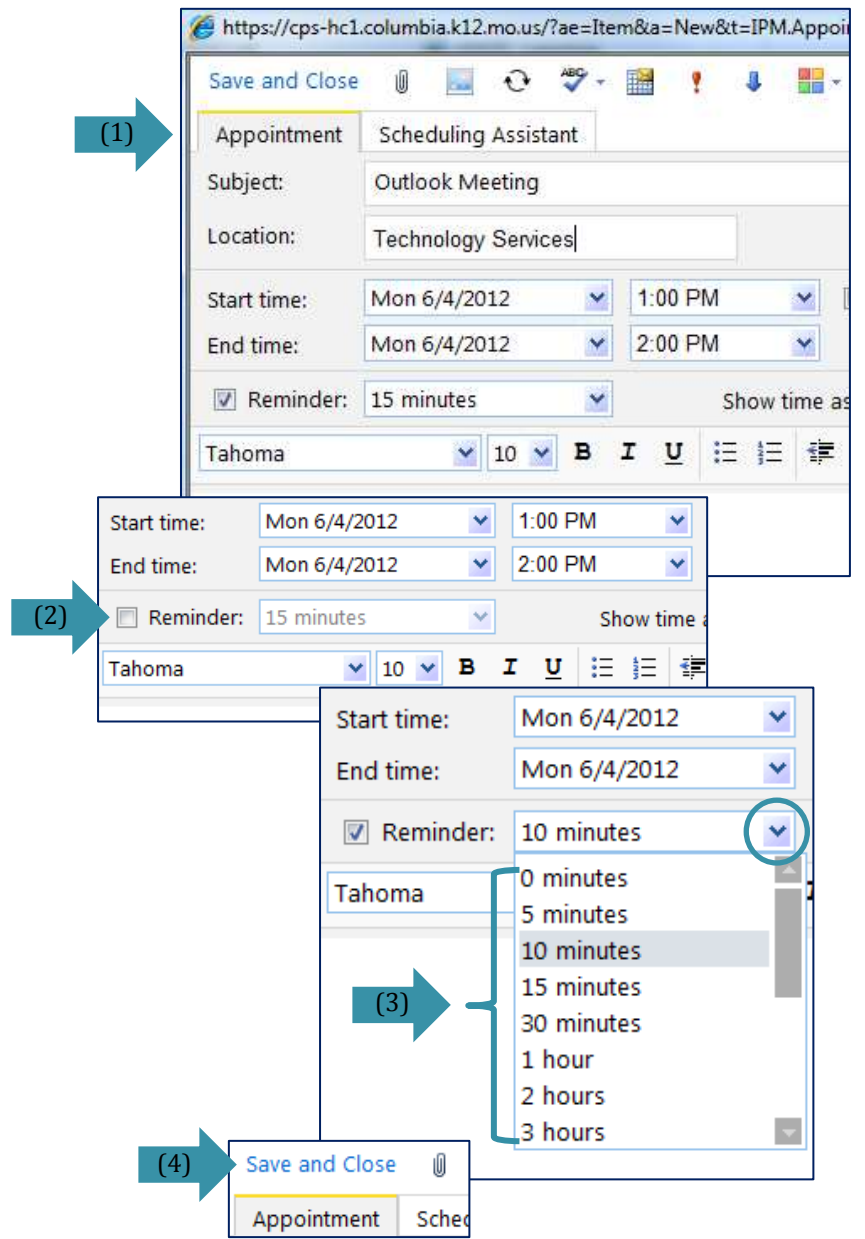
- (1) Create an appointment as described above. [Click Here](#) to go to Appointment setup.
- (2) Click on the [Invite Attendees](#) icon  on the toolbar in the Appointment window.
- (3) Enter a Subject and a Location for the meeting, if you have not already done so.
- (4)a. You can add meeting notes in the space provided
- (4)b. **OR** you can attach a document that includes the meeting agenda.
- (5) To invite people to attend the meeting enter their e-mail addresses in the *To...* and *Optional...* fields. You can click on the blue links to display the address book.
  - *To...* indicates individuals you want to attend.
  - *Optional...* indicates people you want to make aware of the meeting and have the option to attend.
  - *Resources...* indicates individuals responsible for the meeting location. For example, you would want to add individuals responsible for scheduling or reserving times of a conference room or computer lab.
- (6) You have the option, it is **not** required, to view invitees' schedules (if you have permission to view their calendar) by clicking on the [Scheduling Assistant](#) tab.
- (7) Once you are done, hit [Send](#) at the top-left of the window to send the meeting invite.
  - Invitees will receive an email and need to select:  to accept,  to tentatively accept, or  to decline meeting invite.
- (8) You will receive an e-mail when invitees respond.
- (9) To view invite responses, reopen the event and select the [Tracking](#) tab.



## Reminders

When you create an appointment or meeting, reminders are automatically enabled for 15 minutes prior to the start time. You can change the reminder time or turn off the reminder completely.

- (1) Create a new appointment as outlined above ([Click Here](#) to go to the setup page for appointments) **OR** open an existing calendar event by double-clicking on it. Your appointment window will open.
- (2) To **TURN OFF** the reminder, remove the checkmark in the box next to *Reminder*:
- (3) To **CHANGE** the reminder time, click the drop down arrow  and choose the time you want.
- (4) Hit Save and Close at the top-left of the window when finished.



The image shows a screenshot of the Outlook Scheduling Assistant appointment window. The window title is "Appointment Scheduling Assistant" and the URL is "https://cps-hc1.columbia.k12.mo.us/?ae=Item&a=New&t=IPM.Appoi". The window contains the following fields:

- Appointment: Scheduling Assistant
- Subject: Outlook Meeting
- Location: Technology Services
- Start time: Mon 6/4/2012 1:00 PM
- End time: Mon 6/4/2012 2:00 PM
- Reminder:  15 minutes
- Show time as: Tahoma
- Font settings: 10, Bold, Italic, Underline

Four numbered callouts illustrate the steps to manage reminders:

- (1) Points to the "Appointment Scheduling Assistant" title bar.
- (2) Points to the "Reminder" checkbox, which is currently checked.
- (3) Points to the dropdown arrow next to the "15 minutes" reminder time, which is open to show a list of options: 0 minutes, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 1 hour, 2 hours, and 3 hours.
- (4) Points to the "Save and Close" button at the top-left of the window.

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## Sharing

Through Outlook Web App you are able to share all calendars. However, only calendars that you create (not your personal/default calendar) can you allow read, write, and delete access to other users. Your personal calendar, titled “Calendar” under My Calendars, only allows others to see your calendar IF you give them permission. Other users will not be able to edit your personal calendar. You can however copy your personal calendar to a secondary calendar that you create, and grant read, write, and delete permission to others.

The screenshot shows the Outlook Web App interface for July 2012. The left sidebar displays the 'My Calendars' and 'People's Calendars' sections. The main area shows a calendar grid with a yellow highlight on Tuesday, July 3rd. Several callout boxes provide detailed information:

- “Calendar”** is your personal calendar that you can give access for others to **read only**.
- My Calendars are calendars you own. You can share these calendars with others.
- “Meetings” is a new calendar. It has the ability to share read, write, and delete access with others.
- “Jessica Moormann” is Jessica’s Personal calendar. Others will only have access to see it, no editing.
- People’s Calendars are calendars others have shared with you. It will give the person’s first and last name and the title of the calendar if it is one he or she created.
- “Jessica Moormann - Meetings” is a calendar Jessica created to show just the meetings she is attending. Meetings is the title Jessica has given the calendar. Since she created this calendar, she is able to give read, write and delete access to others.

Below are the steps in how to share your calendar with others and how to accept a calendar someone wants to share with you.

[Share Your Calendar](#)

[Accept a Shared Calendar](#)



## Share Your Calendar

- (1) In your Calendar view, place a checkmark in the box next to the calendar you wish to share.
- (2) Go to the top of the calendar view and click on Share.
- (3) Select Share This Calendar...
- (4) A Sharing window will pop up.
- (5) Enter the names of the people you want to share your calendar with.
  - Hit the blue *To...* link to open up the global address book.
- (6)a. Select the amount of information you want to share. Since the personal calendar is checked, you do not have the option to allow others to add, edit and delete information.
- (6)b. **IF** sharing a calendar you created, like "Meetings" under My Calendars. You would be able to select an option that allows others to add, edit, and delete.
- (7) Add a message in the space provided if you would like.
- (6) Hit Send at the top-left of the window when finished.

The image shows a sequence of screenshots illustrating the steps to share a calendar. The main screenshot at the top shows a calendar interface for 2012. A 'Share' menu is open, and 'Share This Calendar...' is highlighted. Callout (1) points to the 'Calendar' checkbox in the 'My Calendars' list. Callout (2) points to the 'Share' button. Callout (3) points to the 'Share This Calendar...' option. Callout (4) points to the URL of the sharing window. Callout (5) points to the 'To...' field. Callout (6)a. points to the 'Share:' options: 'Free/busy information', 'Free/busy information including subject and location', and 'All information'. Callout (6)b. points to the 'Share:' options: 'All information' and 'All information with permission to add, edit, and delete'. Callout (7) points to the 'Send' button. Callout (8) points to the 'Send' button in a smaller screenshot below.

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## Accept a Shared Calendar

- (1) You will receive an e-mail, stating that someone would like to share his or her calendar with you.
- (2) Open the e-mail and select Add This Calendar.
- (3) A message will pop up, confirming that the calendar was added to your calendar list. Hit OK.
- (4) Go to your Calendar view, you will see the calendar you just added under People's Calendars.
- (5) To view a shared calendar, place a checkmark in the box next to the calendar you wish to see.

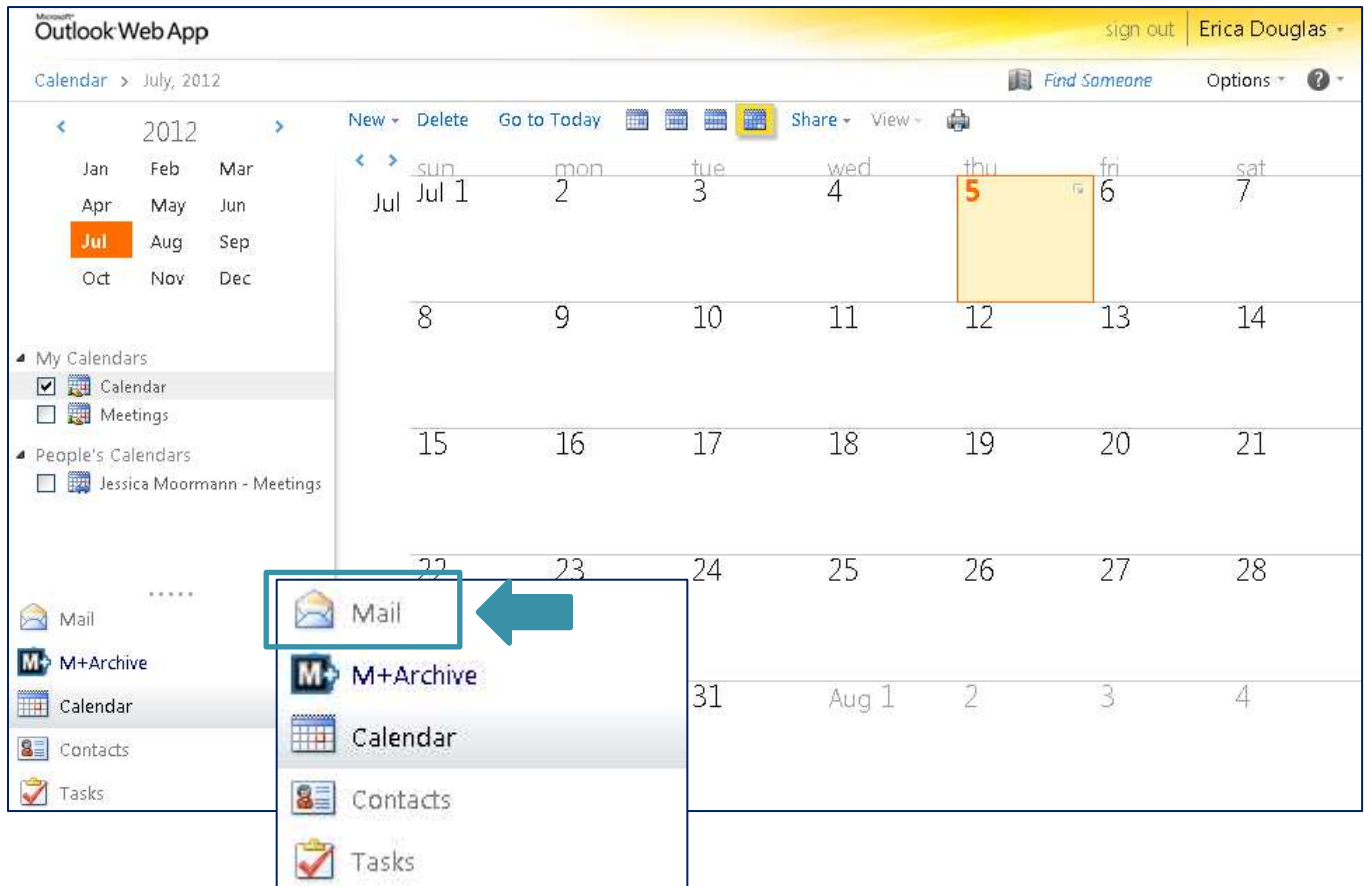
The image consists of five numbered screenshots illustrating the process of accepting a shared calendar in Outlook:

- (1)** A screenshot of an Outlook inbox showing an email from Jessica Moormann with the subject "I'd like to share my calendar...".
- (2)** A screenshot of the email content, showing the "Add This Calendar" button highlighted.
- (3)** A screenshot of a confirmation dialog box that says "The calendar was added to your calendar list on 7/5/2012 12:38 PM." with an "OK" button.
- (4)** A screenshot of the Outlook "My Calendars" pane, showing "Jessica Moormann - Meetings" under "People's Calendars" selected with a blue highlight.
- (5)** A screenshot of the Outlook "My Calendars" pane, showing "Jessica Moormann - Meetings" under "People's Calendars" with a checkmark in the box next to it.

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## Returning to Inbox

To return to your inbox, select Mail from the Navigation Pane at the bottom-left of your calendar.



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If you have any questions, please call the Help Desk at 573-214-3333 or extension 25888.