Calendar Peek

This feature is used to display the Calendar with the daily appointments on the right-side of the Outlook Window. To display the Calendar in an Outlook Window, the appropriate window must be selected before the Calendar is docked.

DISPLAY THE CALENDAR

† Click the tab for the Outlook Window where the Calendar is to display.
† Move the Mouse Pointer over the Calendar in the Navigation Pane.

† The Calendar Peek View will display (see illustration below left).

† Click the Dock the Peek button in the upper-right corner of the Calendar (see illustration above).
† The Calendar will be docked to the right side of the specified window.
† To remove the Calendar from the Outlook Window, click the black X in the upper-right corner of the Calendar (see illustration above right).

NOTES:
† You need to repeat this process for each window where you want the Calendar to display.
† When the Calendar Peek window is docked or closed in one window, it doesn’t add or remove it from the other Outlook windows.
† The Calendar is more than a display of the current Calendar Month. Click any of the Calendar Dates to move to a different date and display other appointments.