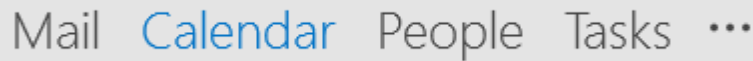# Calendar Peek

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.
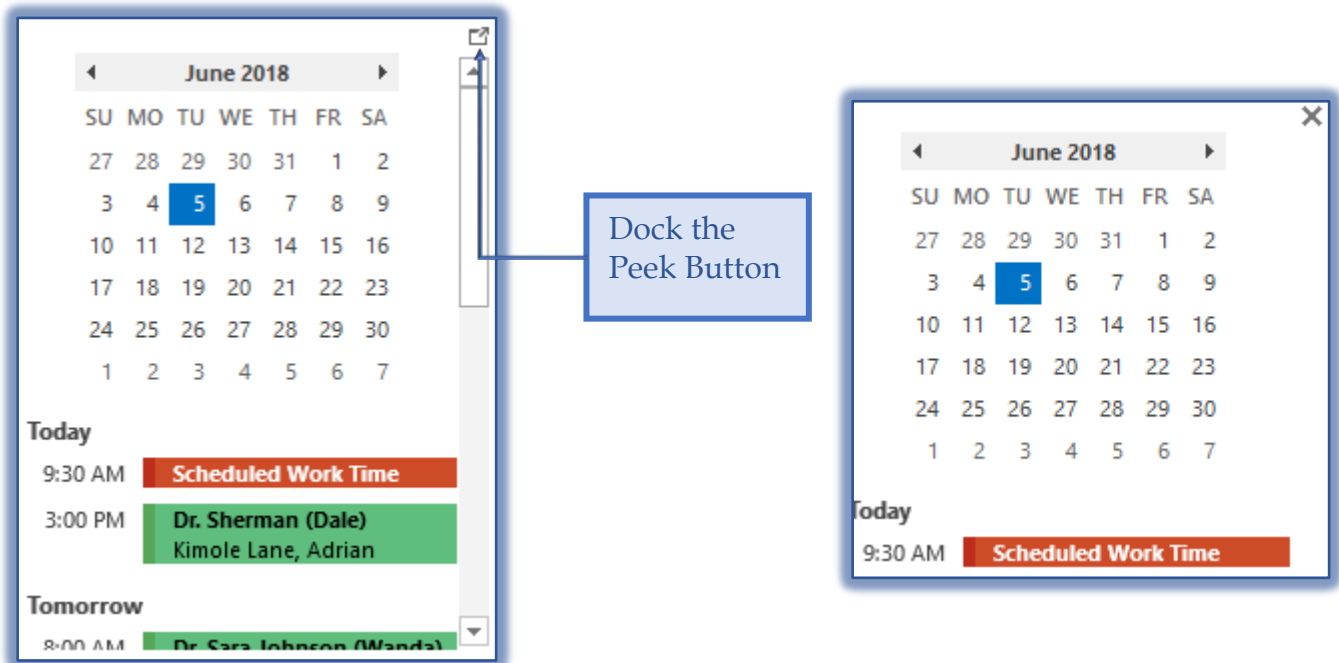
DISPLAY THE CALENDAR

- 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 as shown in the illustration below left.

- Click the **Dock the Peek** button in the upper-right corner of the Calendar.
- 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**.

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.