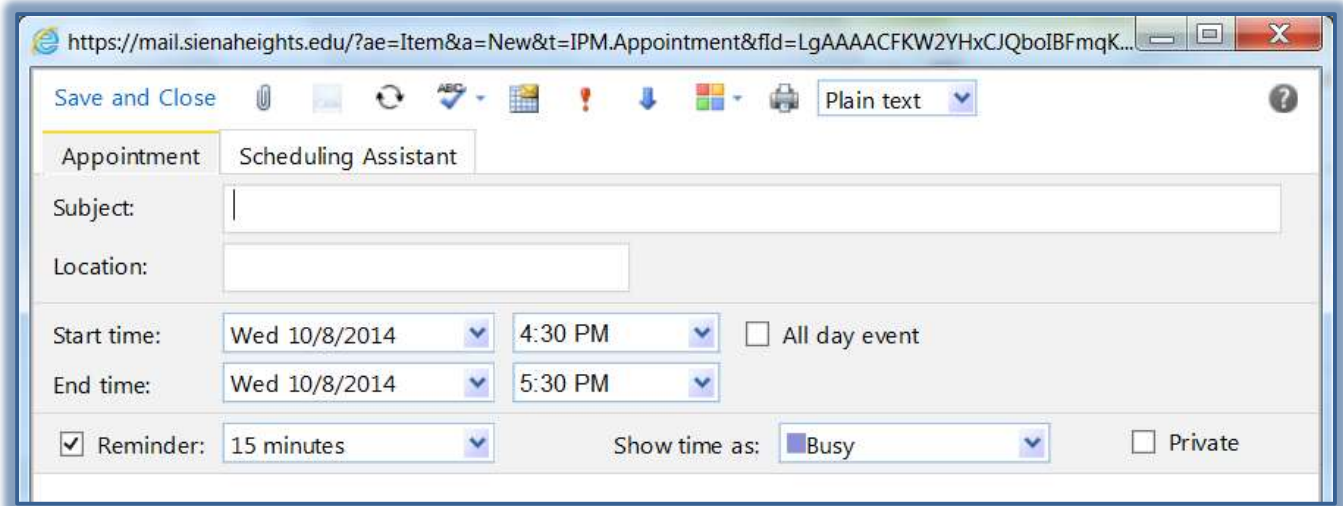


USE YOUR CALENDAR

The Calendar is used to keep track of appointments and meetings. Any appointments that are scheduled in the Microsoft Outlook client will be shown in the Web Access version. It is also possible to view appointments scheduled in Outlook Web Access in the Microsoft Outlook client.

Setting up an Individual Appointment

- ✦ Click the **Calendar** link in the left frame of the window.
- ✦ To add an appointment, do one of the following:
 - ✧ Double-click on the appointment time.
 - ✧ Click the **New** button on the toolbar (see illustration at right).
- ✦ The **Untitled - Appointment** window will appear (see illustration below).

A blue button with the text "New" and a small downward-pointing arrow.A screenshot of a web browser window displaying the 'Untitled - Appointment' form. The browser address bar shows a URL from mail.sienaheights.edu. The form has a toolbar with 'Save and Close' and other icons. The 'Appointment' tab is active, showing a 'Scheduling Assistant' sub-tab. Fields include 'Subject', 'Location', 'Start time' (Wed 10/8/2014, 4:30 PM), 'End time' (Wed 10/8/2014, 5:30 PM), 'Reminder' (checked, 15 minutes), 'Show time as' (Busy), and 'Private' (unchecked). There is an 'All day event' checkbox.

- ✦ Input the information for the appointment.
- ✦ Click the **Save and Close** button.
- ✦ The appointment should appear in the **Calendar** in your **Outlook Web App Calendar** and in your **Microsoft Outlook Client Calendar** on your local computer.

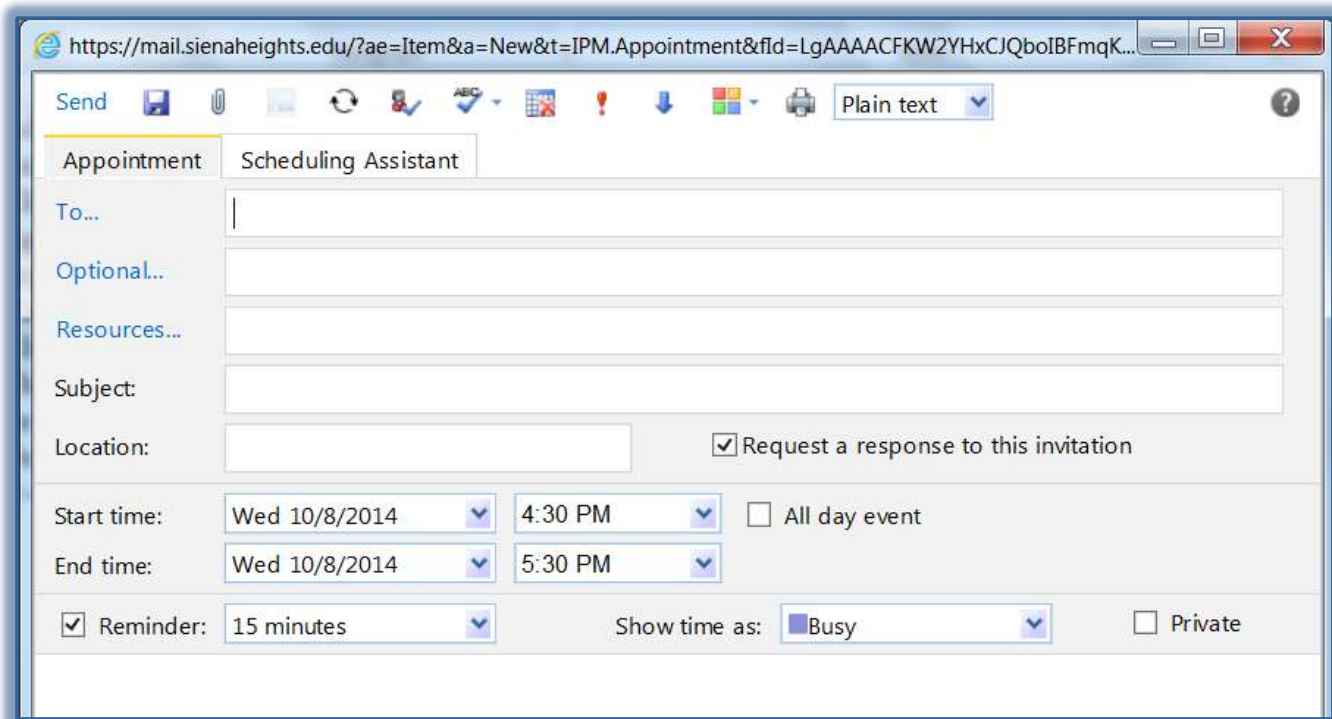
Setting Up Meetings or Group Appointments

When creating a meeting request, it is possible to check the schedule of required and optional attendees to determine the best time for your meeting. To search for names to invite to an appointment, you need to have the **Global Address List** active. To set up the appointment:

- ✦ Click the **New** button in the **Calendar** window to open the **Untitled Appointment** window (see illustration at right).
- ✦ Input the **Subject, Location, Time, and Date** of the proposed meeting.
- ✦ Click the **Invite Attendees** button on the toolbar (see illustration at right).
- ✦ Click the **Scheduling Assistant** tab.
- ✦ The **Untitled - Appointment** window will change as displayed in the illustration on the next page.
- ✦ Do one of the following:
 - ✧ Click the **To** button to search for a name in the **Find** window.

A blue button with the text "New" and a small downward-pointing arrow.

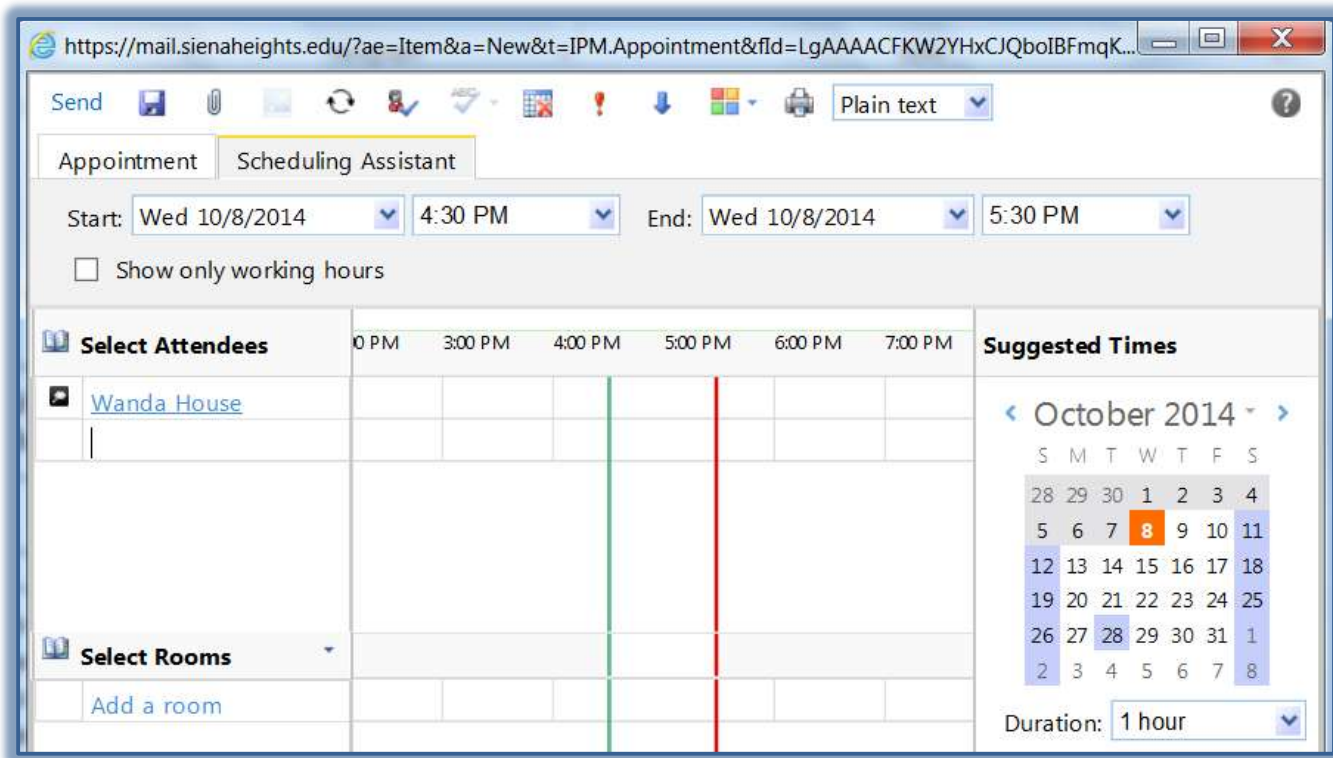
- ☆ When the **To** button is clicked, the **Address Book** window will open. For information on using this window, click the **Find Users** link in the **Outlook 2013 Training Web** page.
- ☆ When **To** is selected, this means that the invitee is required to attend the meeting.



- ☆ Input the name of the person.
 - ☆ Click the **Check Names** button on the toolbar (see illustration at right).
 - ☆ For this option to work, the **Global Address List** has to be the first **Address Book** that is checked.
 - ☆ If the invitee is in the **Global Address List**, their name will appear in the **To** box.
- ☆ To make the appointment optional to the invitee, click the **Optional** button and then select the name.
- ☆ You can only add Optional attendees to a meeting by using this dialog box.
- ✚ After all the invitees have been inserted, click the **Scheduling Assistant** tab.
- ✚ The **Scheduling Assistant** window will display (see illustration on the next page).
 - ☆ The availability chart automatically displays all your attendees' schedules on the day of the meeting.
 - ☆ The time of the meeting will be highlighted.
 - ☆ A blue bar next to a name means that person is busy.
- ✚ To change the meeting date, click the **Start time** or **End time** box, and then select a new meeting date.
- ✚ To move the meeting time, click the center of the highlighted bar representing the meeting time, and then drag the meeting to a different time.
- ✚ To change only the starting time of the meeting, click the green line representing the start time and drag it to the left (for an earlier start) or right (for a later start).
- ✚ To change only the ending time of the meeting, click the red line representing the end time and drag it to the left (for a shorter meeting) or right (for a longer meeting).

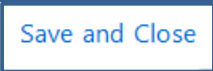











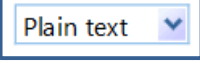

- ✦ When you finish checking availability, click the **Appointment** tab to finish filling out the meeting request.
- ✦ When all the changes have been completed, click the **Send** button.
- ✦ This will send the **Meeting Request** to the attendees.



New Appointment Toolbar

This toolbar is located at the top of the Untitled Message window. It is used to perform different operations within the window, such as saving and sending messages, attaching files, and checking spelling in messages.

| Button and Image | Description |
|---|--|
|  | To save an appointment and close the appointment window, click this button. |
|  | This button is used to attach a file, such as a Word document, to an appointment. |
|  | To insert a picture into the appointment window, click this button. This feature may not be available in the Outlook Web App. |
|  | Use this button to set an appointment that is repeated over several days, weeks, or months. |
|  | To check the spelling in the message, click this button. Click the arrow at the side of the button to specify which language to use for checking the spelling. The default is English. |

| Button and Image | Description |
|---|--|
| Invite Attendees  | Click this button to invite others to a meeting. A To box will appear in the Appointment window so that the invitation can be sent to others. |
| Importance: High  | This button is used to indicate that the appointment being sent is of very high importance. |
| Importance: Low  | Use this button to indicate that the appointment being sent is not as important as other appointments. |
| Apply Categories  | To apply a category to the appointment, click this button. A list of different categories will display. Click the check box next to the category to apply. Click Manage Categories to add a new category. To see a list of additional categories, click the Other Categories link. |
| Printable View  | This button is used to display a view of the appointment in a printable view. The Print dialog box will display so the appointment can be printed. |
| Message Format  | Click the arrow at the right of this button to choose the format for the appointment message text box. The options are HTML or Plain Text. |
| Help  | To access information on how to work with different features of Outlook Web App, click this button. |