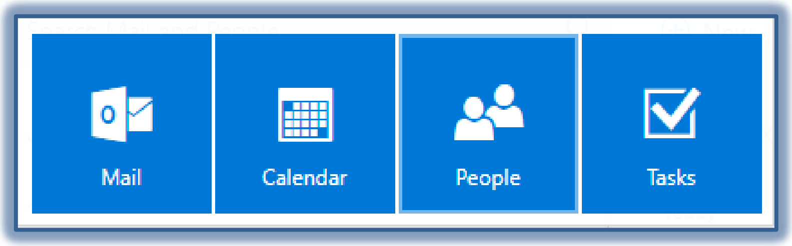
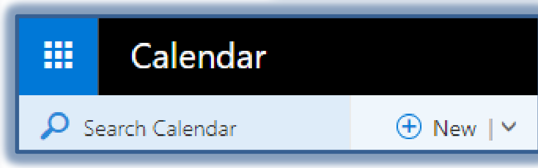
USE YOUR CALENDAR

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.

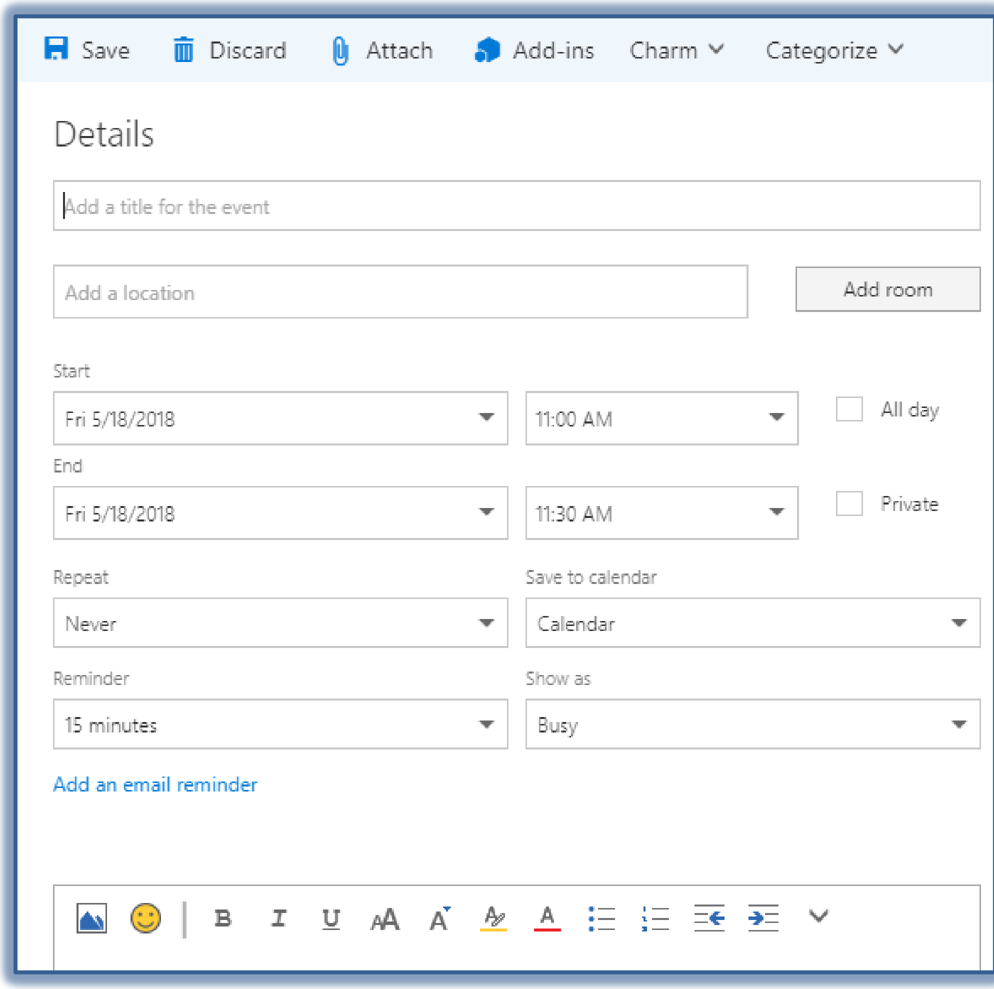
Setting up an Individual Appointment

- Click the button in the upper-left corner of the Outlook window.
- Click **Calendar** from the group of tiles that appears.





- To add an appointment, do one of the following:
  - Double-click on the appointment time.
  - Click the **New** button on the toolbar.
- The **Add Details** window will display.

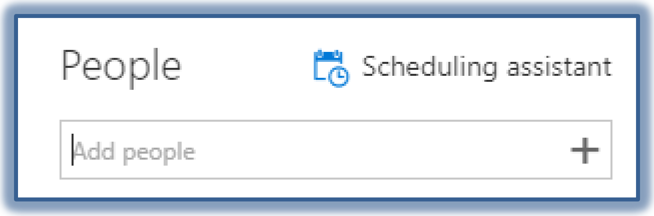


- Input the information for the appointment.
- Click the **Save** button.
- The appointment should appear in the **Calendar** in your **Outlook Web App Calendar** and in your **Microsoft Outlook Client Calendar** on your local computer.

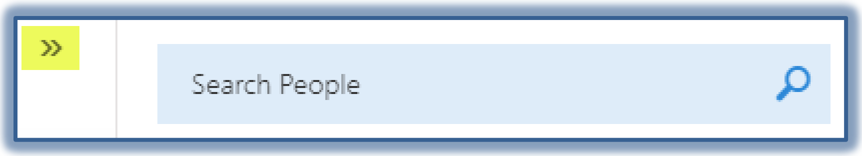
Setting Up Meetings or Group Appointments

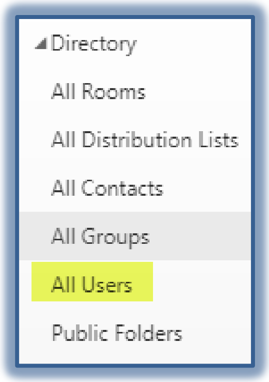
When creating a meeting request, it is possible to check the schedule of required and optional attendees to determine the best time for your meeting. To search for names to invite to an appointment, you need to have the **Global Address List** active. To set up the appointment:

- Click the **New** button in the **Calendar** window to open the **Add Details** window.
- Input the **Subject**, **Location**, **Time**, and **Date** of the proposed meeting.
- Click the **Add People** box under the **People** area on the right side of the window.

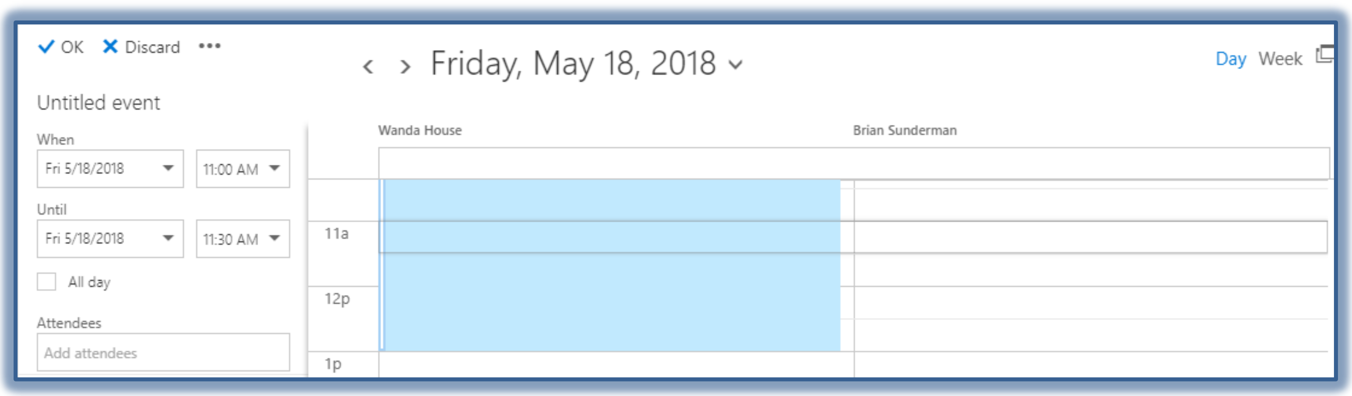


- Select the **People** who will be included in the appointment.
- To add a **New Contact**, click the **Plus (+) sign** in the **Add People** box.
- The **Contacts** window will display.
- To view the list of Siena people, click the arrows to the left of the **Search People** box.





- Select **All Users** from the **Directory** list on the left.
- A list of all the Siena Contacts will display.
- Use the **Search** box to select the **People** who are to be added for the **Appointment**.
- Click the **Scheduling Assistant** link.
- The **Scheduling Assistant** window will display.

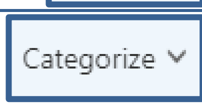


- To change the meeting date, click the **When** or **Until** box, and then select a new meeting date and time.

- When all the changes have been completed, click the **OK** button to return to the **Add Details** window.
- Make any additional revisions to the **Meeting**.
- 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 Add Details window. It is used to add details about an appointment or meeting.

Button and Image	Description
Save 	The Save button will display when an individual appointment is scheduled. It will save the appointment and close the Add Details window.
Send 	When scheduling a meeting for two or more people, this button will appear on the toolbar. When the button is clicked, a message will be sent to all meeting attendees.
Discard 	If you decide not to schedule the appointment, click this button to discard the appointment. A message will appear asking if you are sure you want to discard the appointment. Click this button to return to the schedule window.
Attach 	This button is used to attach a file, such as a Word document, to an appointment.
Add-Ins 	These are programs or utilities that help automate certain tasks. They can be used to extend email features by adding information or tools that can be used while viewing or creating email messages.
Charm 	To apply a Charm icon to the Task, click this button. A gallery of different charms will display.
Categorize 	Click this button to assign a Category to the Task. Click the Category to select it. To add new categories, click the **Manage Categories** link. Click the **Other Categories** link to see additional categories. Both of these options appear at the end of the list of Categories.