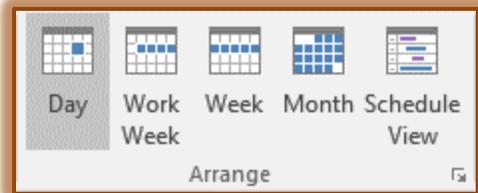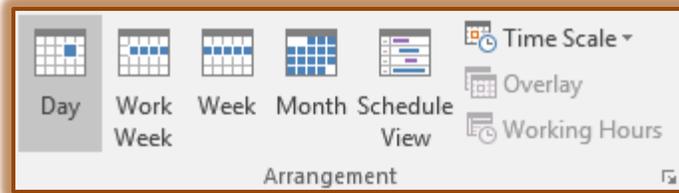# VIEW THE CALENDAR

The Calendar can be viewed in a variety of ways. To change the view, click the appropriate button on the Home or View tab. The table below describes the different views that are available. These views can be accessed under both the Home Tab and the View Tab. The View tab has some additional options for viewing a Calendar.


Home Tab

View Tab

View	Explanation
Home and View Tab Views	
Day View	This view displays the Calendar one day at a time. The Calendar is separated into half hour increments of time. To move to the next day or previous day, click the Back and Forward navigation buttons next to the date at the top of the Calendar.
Work Week	When this option is chosen the days specified in the calendar setup under Options as the work week will display. The default is Monday through Friday.
Week View	This view is used to display one calendar week at a time. The Calendar will display in a table format with each day of the week as the column heading.
Month View	To display appoints a month at a time, choose this view.
Schedule View	This option is used to show the Calendar in a horizontal format. This is useful when trying to see multiple schedules at one time to schedule a meeting. Each Calendar is stacked top to bottom.

View	Explanation
View Tab Additional Options	
Time Scale	To change the time scale or time zone for the Calendar, select this option.
Overlay	Select this option to view an additional Calendar on top of the current Calendar.
Working Hours	To display just working hours in the Calendar, select this option.
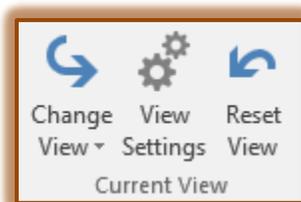
In addition to the views described in the previous table, there are several other views available. To select these views, click the **View Tab** and in the **Current View Group**, click the **Change View** button. These views are described in the table below.
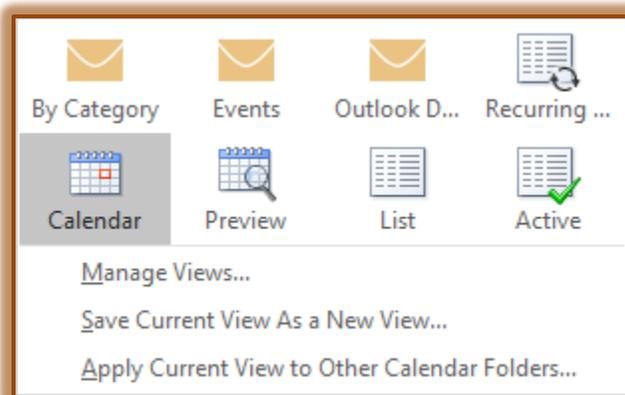
View	Explanation
By Category	To display a list of all items grouped by Category, choose this View. The details of the appointment, event, or meeting will be displayed in columns.
Events	To display a list of events with the details of the events in columns, choose this view.
Outlook Data Files	This is a list of the Calendar files that are stored in Outlook. It displays a list of all appointments and events that have not been archived along with the details about the appointment.
Recurring Appointments	This view will show all the recurring appointments that are scheduled in the Calendar. The details of the appointment will be displayed in columns.
Calendar	This view displays a list of appointments, events, and meetings for the period of time specified. This is the default view. The Date Navigator will appear on the left side of the window when this view is selected.
Preview	This is the same as the Calendar view, but also includes the first line of comment text for each Calendar item.
List	To view a list of all appointments and meetings that appear in the Calendar since the last archive, click this view. This view shows the details of the appointment in columns
Active	This list displays the currently active appointments and meetings from the current date into the future.

Additional View Options

Click one of the links in the **Change View** window to specify additional options for views.