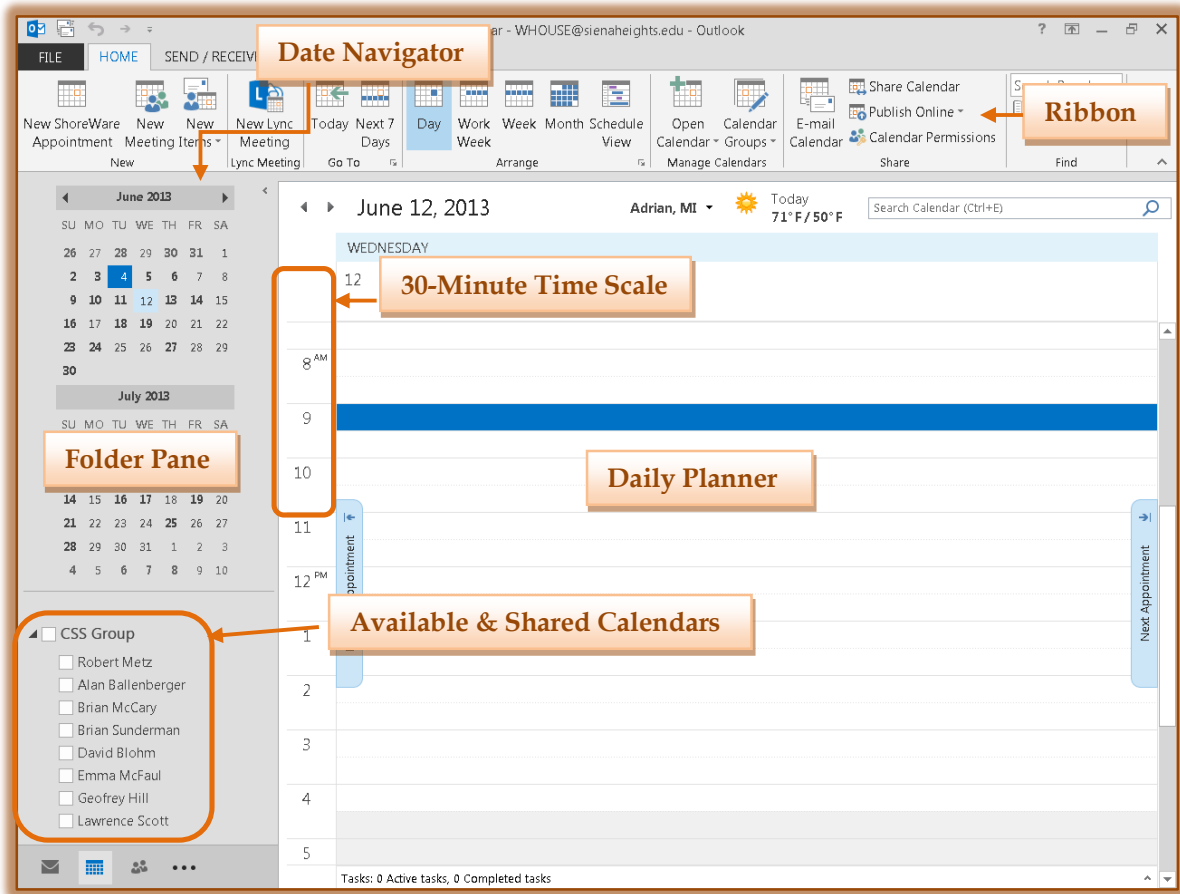


CALENDAR WINDOW

The Calendar Information viewer can be configured in a variety of different views that resemble traditional planner books. The common view is the Day/Week/Month view. This view provides space for recording events, appointments, and meetings. The illustration below shows the different parts of the Calendar window.



FOLDER PANE

The Folder Pane displays on the left side of the Calendar window. It is used to move to the different Outlook Objects such as Mail, Calendar, Contacts, and Notes. These buttons appear at the bottom of the Folder Pane.

DAILY PLANNER

This is the area where appointments are displayed. It is possible to display different Daily Planner views such as weekly or monthly. To display different views, just click the appropriate button in the Arrange Group on the Home Tab.

DATE NAVIGATOR

The Date Navigator is the small calendar that appears next to the appointment area in the Outlook Calendar. It provides a quick and easy way to change and review dates. Click the arrows at the sides of the Date Navigator to move from month to month. To change to a different day, click the date in the Date Navigator.

30-MINUTE TIME SCALE

Outlook calendars are set with a 30-minute time scale. This scale can be changed to whatever increment you would like.

AVAILABLE & SHARED CALENDARS

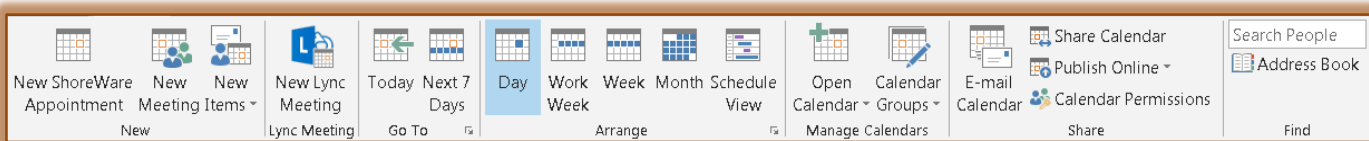
Available calendars are those created for your own personal use. In Outlook, it is possible to have more than one personal calendar. When other people share their calendar, links for each calendar can be displayed in this area.

RIBBON

The ribbon is a user interface design that helps to organize commands into logical groups which appear on separate tabs. The tables below describe each of the tabs, groups and buttons on the Calendar ribbon.

Home Tab

The Home Tab is used to perform many of the common tasks available when working with the Calendar.



Button	Description
New Group	
New Appointment	This button is used to create a new appointment. When the button is clicked, the New Appointment window will display. If ShoreTel is integrated with Outlook, this button will be named New ShoreWare Appointment.
New Meeting	Use this button to create a new meeting request. A meeting request allows you to invite others to the meeting.
New Items	To create a new item, such as a meeting, an email message, or a contact, click this button.
Lync Meeting Group	
New Lync Meeting	This feature is used to set up online meetings. This feature isn't available at this time.
Go To Group	
Today	Use this button to show the current day in the Calendar.
Next 7 Days	This button is used to show the next seven days in the Calendar. The Calendar will change to Week view.
Arrange Group	
Day	To show appointments for a single day, click this button.
Work Week	This button is used to show appointments in the Calendar for days specified as a Work Week. The default is Monday-Friday. These days can be changed by going to the Options window.
Week	Use this button to display appointments for a Calendar week.
Month	Click this button to show a monthly view of the Calendar

Button	Description
Schedule View	This button is used to show the Calendar in horizontal view. This view is useful when trying to display multiple Calendars at once to schedule a meeting.
Manage Calendars Group	
Open Calendar	To open shared Calendars from others or to create a new Calendar, click this button. This makes it easy to view the availability of other people.
Calendar Groups	Use this option to create a new Calendar group, to set up a department Calendar, or to save the selected Calendars as a Calendar Group.
Share Group	
Email Calendar	Click this button to forward the selected Calendar to other people.
Share Calendar	This button is used to share your Calendar with others. A Calendar Share message window will display.
Publish Online	To share a Calendar with others by publishing it online, click this button.
Calendar Permissions	Click this button to view and edit the sharing permissions for a folder.
Find Group	
Find a Contact	Use this option to locate a contact in the Address Book.
Address Book	To view the Address Book, click this button.

Send & Receive Tab

This tab is used to send calendar items using email, to show the progress of actions, and to set preferences for the Calendar program.

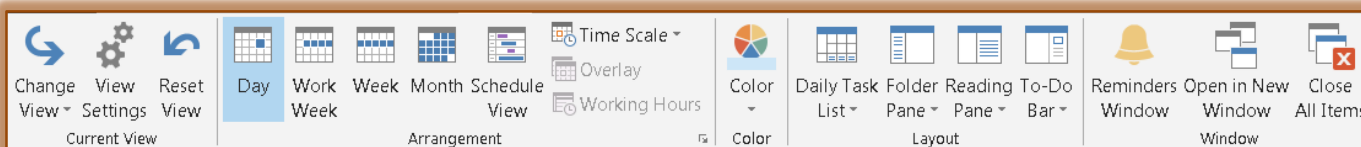


Button	Description
Send & Receive Group	
Send/Receive All Folders	This button is used to send and receive items such as mail messages, appointments, and tasks in all folders.
Update Folder	To send and receive messages in the current folder, click this button.
Send All	Click this button to send all unsent messages. The messages should appear in the Inbox.
Send/Receive Groups	Use this button to send or receive items for a particular send/receive group. Send/receive groups can be assigned different behaviors such as the frequency with which Outlook connects to the server.

Button	Description
Download Group	
Show Progress	This button is used to show the current send/receive status.
Cancel All	Use this button to cancel all pending send/receive requests.

View Tab

This tab is used to change Calendar view options, such as changing from Day to Week or Month. It is also choosing whether to display the Navigation Pane, the Reading Pane or the To-Do Bar.

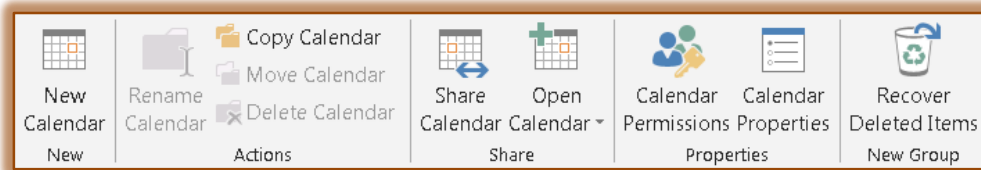


Button	Description
Change View	
Change Views	Click this button to change the current view to a different view.
View Settings	To customize the current view using advanced view settings, click this button. Advanced view settings include items such as adding and removing fields, sorting, and copying.
Reset View	Use this button to reset all current view settings to the default view settings for the selected folder.
Arrangement Group	
Day	This view is used to display daily appointments and meetings.
Work Week	Select this view to view only the days of the work week. Normally this is defined as Monday-Friday. The days of the week can be changed through the Options window.
Week	To view weekly appointments, select this view.
Month	This view displays a monthly view of appointments.
Schedule View	This button is used to show the Calendar in horizontal view. This view is useful when trying to display multiple Calendars at once to schedule a meeting.
Time Scale	Select this option to change the time scale or time zone shown in the Calendar.
Overlay	This option is used to view one Calendar over the top of another one.
Working Hours	Use this view to show only the working hours in the Calendar.
Color Group	
Color	To change the background color of the selected Calendar, click this button. A gallery of possible colors will display.
Layout Group	
Daily Task List	Click this button to show, hide, or minimize the Daily Task List. It is also possible to change the arrangement of the Task List.
Folder Pane	To show, hide, or minimize the Folder Pane and show or hide Favorites, click this button.

Button	Description
Reading Pane	This button is used to show, hide, or change the layout of the Reading Pane.
To-Do Bar	Use this button to show, hide, or minimize the To-Do Bar and to show what is displayed on the bar.
Window Group	
Reminder's Window	Click this button to display the Reminder's Window. This is the window that displays appointment reminders.
Open in New Window	This button is used to open the selected folder in a new window.
Close All Items	Use this button to close all additional windows.

Folder Tab

This tab is used to set up share options, to open a shared calendar, to create a new calendar, to copy an existing Calendar, and to set Calendar permissions and to change the properties for the Calendar.



Button	Description
New Group	
New Calendar	Click this button to create a new Calendar in the Navigation Pane.
Actions Group	
Rename Calendar	Use this button to rename the selected Calendar.
Copy Calendar	To copy the selected Calendar to a new location, click this button.
Move Calendar	This button can be used to move the selected Calendar to a different location.
Delete Calendar	Click this button to delete the selected Calendar.
Share Group	
Share Calendar	To share the selected Calendar with other people, click this button. A Calendar Share message window will display.
Open Calendar	This button can be used to add Calendars from other people or to create a new Calendar. When another Calendar is added, it is easy to see the availability of other people.
Properties Group	
Calendar Permissions	Click this button to view and edit the sharing permissions for a folder.
Calendar Properties	To open the Calendar properties dialog box, click this button.
New Group	
Recover Deleted Items	This button can be used to recover any deleted items from the selected folder.