











CALENDAR TOOLBAR

The Calendar toolbar provides options for creating new appointments, sharing the Calendar, or changing the view of the Calendar. The table below illustrates and describes each of the buttons on this toolbar.

Button		Description
New		To create a new item, such such as an appointment, a meeting request, or an email message. The list arrow at the right side of this button displays a list of new items that can be created.
Delete		Click this button to move an appointment to the Deleted Items folder. If the Shift key is held down and this button is clicked, the selected item will be permanently deleted.
Go to Today		This button is used to move to the current day of the week in the Calendar
Day View		Use this button to display the items in the Calendar for a specific day. Move the mouse pointer over the items to view more details about the appointment.
Work Week View		To display the Calendar items for the days you have specified as a work week, click this option. Move the mouse pointer over the items to view more details about the appointment.
Week View		This view displays the Calendar items for one week. Move the mouse pointer over the items to view more details about the appointment.
Month View		Click this view to display a one month view of the Calendar items. Move the mouse pointer over the items to view more details about the appointment.
Share		To add a new Calendar, to Publish the Calendar to the Web, or to share your Calendar with someone else, click this button.
View		To change the location of the Reading Pane or to remove the Reading Pane from view, click this button. A list arrow on the right side of the button provides three options: <ul style="list-style-type: none"> † Right – This option displays the Reading Pane on the right side of the message window. † Bottom – This option displays the Reading Pane at the bottom of the message window. † Off – Use this option if you don't want the Reading Pane to display in the message window.
Print		This button is used to print the Calendar. When the button is clicked the Print dialog box will display.