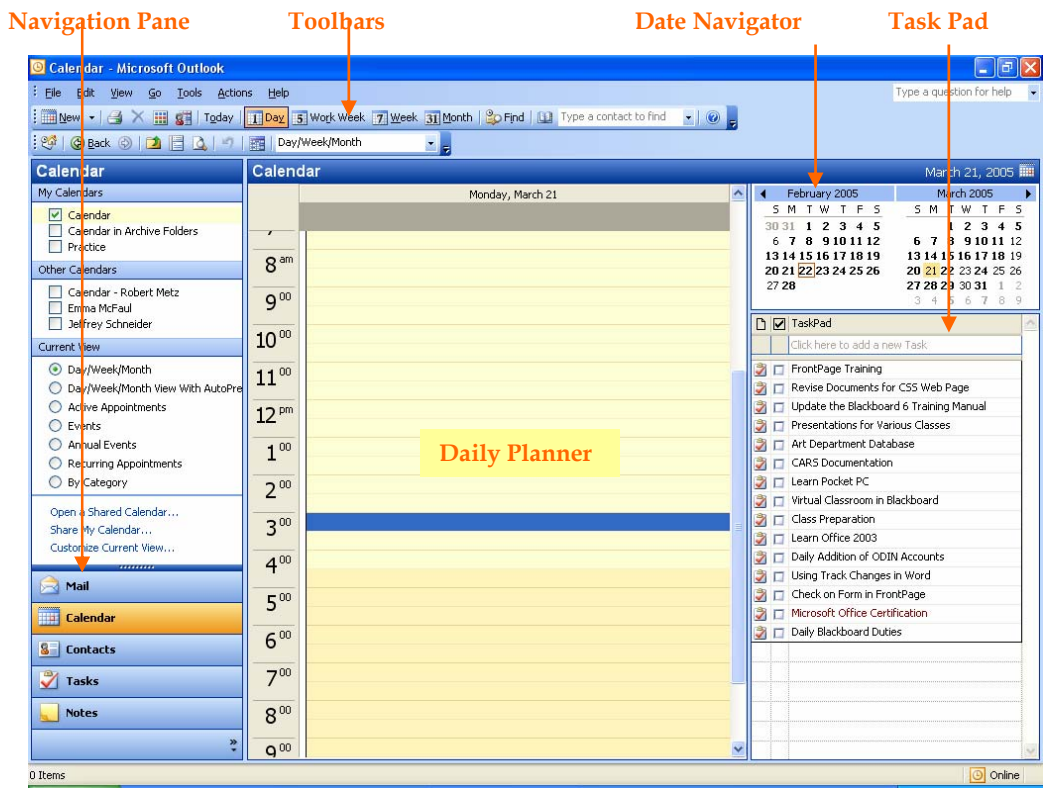


CALENDAR WINDOW

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. It usually displays a Date Navigator and a Task Pad on the right side of the window. The illustration below shows the different parts of the Calendar window.



NAVIGATION PANE

The Navigation Pane is used to move to the different Outlook Objects such as Mail, Calendar, Contacts, and Notes. It also makes it easier to change views and to access someone else's calendar.

DAILY PLANNER

This is the area where appointments will be displayed. It is possible to display different views of the Daily Planner such as weekly or monthly.

DATE NAVIGATOR








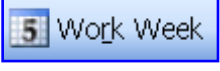

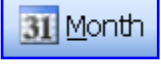


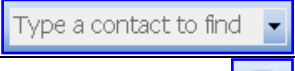

The Date Navigator is the small calendar that appears next to the appointment area in the Outlook Calendar. It provides a quick and easy way to change and review dates. Click the arrows at the sides of the Date Navigator to move from month to month. To change to a different day, click the date in the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










TASK PAD

The Task Pad contains a list of tasks that need to be completed. The process of scheduling tasks will be explained in the link for Tasks.

CALENDAR TOOLBARS

The Calendar toolbar is used to Navigate around the Calendar. The table below illustrates and describes each of the buttons on the Calendar toolbar.

Button	Description
Standard	
New Appointment	 To schedule a New Appointment, click this button. Clicking the list arrow on the right side of the button provides other options such as scheduling a meeting request.
Print	 To print a copy of the Calendar, click this button. When the button is clicked, the Print dialog box will display
Delete	 Click this button to delete an appointment.
Calendar Coloring	 To color code the appointments in the Calendar, click this button. A list of colors will display with an explanation of what each code means.
View Group Schedules	 Group schedules are used to see the Calendars of a group of people in the organization. When this button is clicked, a list of the groups will be displayed.
Today	 To return the Calendar to the current day, click this button.
Day	 This button is used to display the Calendar, one day at a time.
Work Week	 This button is used to display the days of the work week. For a more detailed description of this see the link under Viewing the Calendar.
Week	 To view the Calendar one week at a time, click this button.
Month	 To display a month view of the Calendar, click this button.
Find	 To locate an appointment in the Calendar, click this button.
Address Book	 To display the Global Address Book or a Personal Address Book, click this button.
Find a Contact	 Use this option to locate a Contact in the Address Book.
Help	 To obtain help with any of the Outlook features, click this button.

Button	Description	
Advanced		
Outlook Today		Outlook Today displays an overview of the day. It contains information from the Calendar, the Inbox, and Tasks.
Back		This button is used to move between Outlook Today, Calendar, and the Inbox.
Forward		To move between Outlook Today, the Inbox, and the Calendar, click this button.
Up One Level		This is another button that can be used to move between the different objects in Outlook such as the Calendar and the Inbox.
Reading Pane		To view the details of an appointment without opening the appointment, click this button.
Print Preview		This button can be clicked to view what the Calendar view will look like when it is printed.
Undo		To undo any changes that were made to an appointment. Click this button.
Plan a Meeting		This button is used to schedule a meeting with a group of people. How to accomplish this is explained later in this document.
Current View		Click the list arrow to the right of this option to change the Calendar view.