

MANAGING CALENDARS

The calendar is a scheduling tool that can be used for planning and recording appointments, events, and meetings. Each of these terms has a different meaning in Outlook. The table below provides a brief explanation of each term.

Term	Explanation
Appointment	This is an activity with a specific start and end time. This item is scheduled on the calendar, but does not involve other people using Outlook or resources.
Event	This is a one-time or annual activity that lasts 24 hours or more. An annual event occurs each year on a specific date, such as a birthday, holiday, or anniversary.
Meeting	This is an appointment to which other people are invited to attend or for which resources have to be scheduled. Meetings can take place either face-to-face or online. A meeting request can only be sent if all parties use Outlook for e-mail.