

USING YOUR CALENDAR

The Calendar is used to keep track of appointments and meetings. With Microsoft Office Outlook Web Access, it is not possible to specify categories for your appointments. This feature is only available in the Microsoft Office Outlook program that is installed on your local computer. However, it is possible to set individual appointments or to set up a meeting using **Outlook Web Access**. Any appointments that are scheduled in Microsoft Office Outlook will be shown in the Web Access version. It is also true that appointments scheduled in Outlook Web Access can be viewed in your Microsoft Office Outlook program.

Setting up an Individual Appointment

- ❖ You can access the Calendar feature by doing one of the following:
 - Click the **Calendar** link in the left frame of the window under the **Folders** list.
 - Click the **Calendar** button at the bottom of the **Navigation Pane**.
 - A view of the Calendar will appear in the window.
 - A monthly Calendar will appear on the right-side of the window.
- ❖ To add an appointment, do one of the following:
 - Double-click on the appointment time.
 - Click the **New** button on the toolbar (see illustration at right).
- ❖ The **Untitled - Appointment** window will appear (see illustration below).



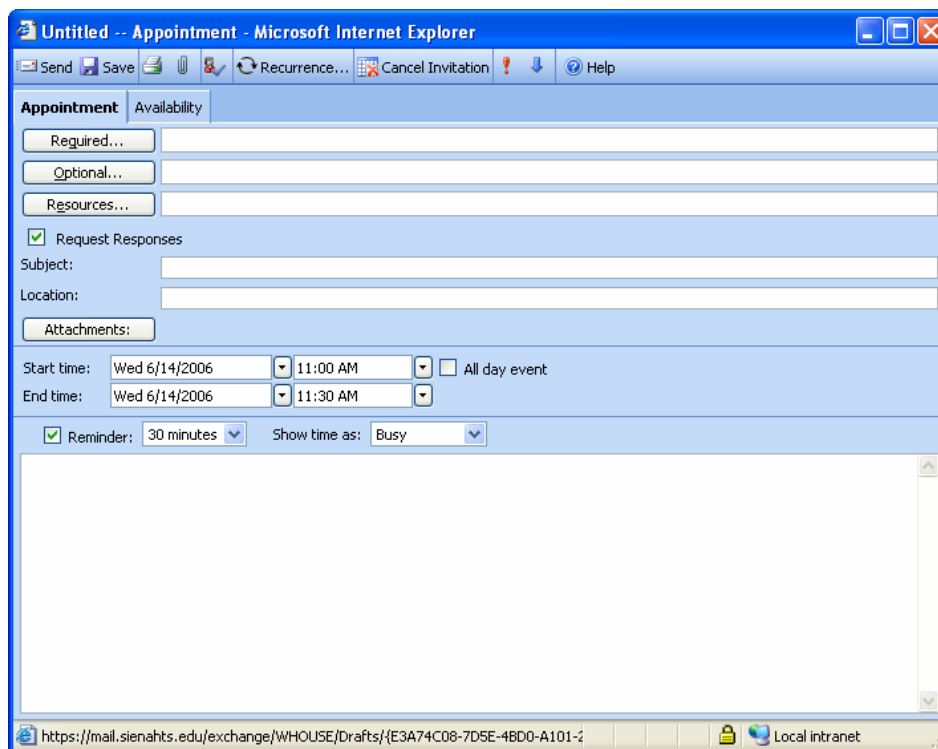
- ❖ Input the information for the appointment.
- ❖ Click the **Save and Close** button.
- ❖ The appointment should appear in the Calendar in your **Exchange Server Outlook Web Access** and in your **Microsoft Outlook** program on your local computer.


Setting Up Meetings or Group Appointments

When creating a meeting request, it is possible to check the schedule of required and optional attendees to determine the best time for your meeting. To search for names to invite to an appointment, you need to have the **Global Address List** active. To set up the appointment:

- ❖ Click **New** on the **Menu Bar** to open the **Untitled Appointment** window.

- ❖ Input the **Subject, Location, Time, and Date** of the proposed meeting.
- ❖ Click the **Invite Attendees** button on the toolbar.
- ❖ The **Untitled - Appointment - SHU Dial Up Access** window will change as displayed in the illustration below.



- ❖ Do one of the following:
 - Click the **Required** button to search for a name in the **Find** window.
 - Information on using the **Find** window can be found earlier in this document.
 - When **Required** is selected, this means that the invitee is required to attend the meeting.
 - Input the name of the person.
 - Click the **Check Name** button on the toolbar (see illustration at right). 
 - If the invitee is in the **Global Address List**, their name will appear in the **Required** box.
 - To make the appointment optional to the invitee, click the **Optional** button and then select the name.
 - You can only add Optional attendees to a meeting by using this dialog box.
- ❖ After all the invitees have been inserted, click the **Availability** tab.
- ❖ The **Availability** window will display (see illustration on the next page).
 - The availability chart automatically displays all your attendees' schedules on the day of the meeting.
 - The time of the meeting will be highlighted.
 - A blue bar next to a name means that that person is busy.
- ❖ To change the meeting date, click the **Start time** or **End time** box, and then select a new meeting date.
- ❖ To move the meeting time, click the center of the highlighted bar representing the meeting time, and then drag the meeting to a different time.

- ❖ To change only the starting time of the meeting, click the green line representing the start time and drag it to the left (for an earlier start) or right (for a later start).
- ❖ To change only the ending time of the meeting, click the red line representing the end time and drag it to the left (for a shorter meeting) or right (for a longer meeting).
- ❖ When you finish checking availability, click the **Appointment** tab to finish filling out your meeting request.
- ❖ When all the changes have been completed, click the **Send** button.
- ❖ This will send the Meeting Request to the attendees.

