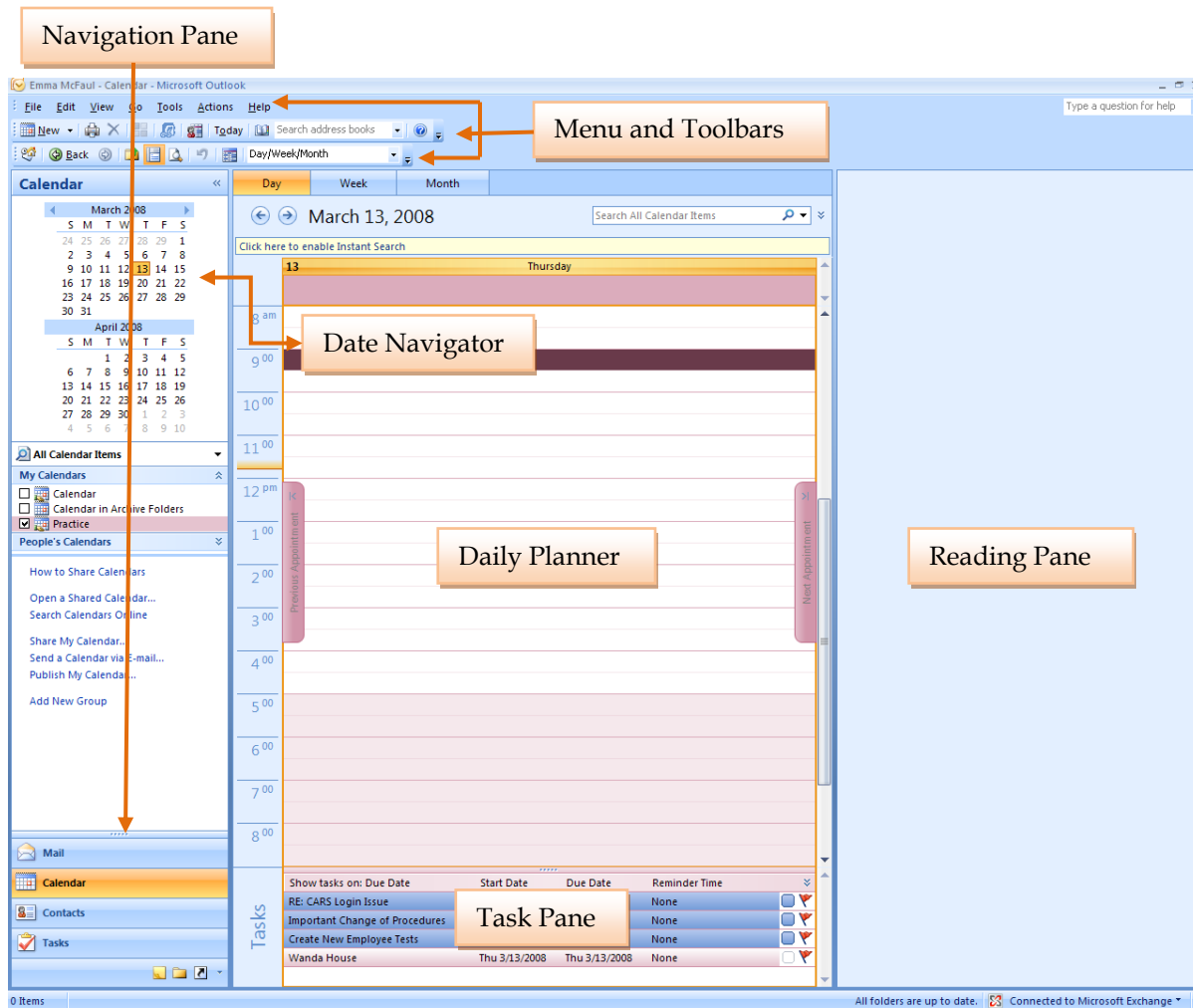


CALENDAR WINDOW

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.



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 are displayed. It is possible to display different Daily Planner views such as weekly or monthly. To display different views, just click the appropriate tab at the top of the planner.

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 PANE

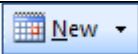







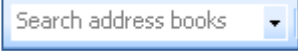

The Task Pane contains a list of tasks that need to be completed. The process of scheduling tasks will be explained in the link for Tasks.


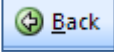






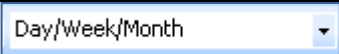
READING PANE

The Reading Pane is used to view details about an appointment. This pane can be displayed at the right or the bottom of the window. If desired, the Reading Pane does not have to be displayed. To change the location of the Reading Pane, click the Tools Menu, move the mouse pointer over Reading Pane, and then click the appropriate option.

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 Toolbar	
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.
Categorize	 To assign categories for the appointments in the Calendar, click this button. A list of different categories will display. Additional categories may be added to the list.
Link Meeting in OneNote	 This button is used to create or edit a meeting note in OneNote. OneNote is a program within the Microsoft Office suite of programs.
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 dialog box will appear where a list of the groups can be added or displayed.
Today	 To return the Calendar to the current day, 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 Toolbar	
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 appointment changes, click this button.
Plan a Meeting 	Use this button to display the Plan a Meeting window. This window will display the meeting grid.
Current View 	Click the list arrow to the right of this option to change the Calendar view.