# TABLE OF CONTENTS

**Understanding Outlook's Calendar** ................................................................. 4
  - Some Calendar Terms .................................................................................. 4

**Setting Outlook Calendar Preferences** ....................................................... 6

**Viewing Your Personal Calendar** ................................................................. 7
  - Other Calendar Views ................................................................................ 11
  - Customizing The View .............................................................................. 12
  - Adding Simple Appointments .................................................................. 13
  - Adding Appointment Details ................................................................... 14
  - Changing An Appointment’s Starting/Ending Time................................. 16

**Appointment Reminders** ........................................................................... 17
  - Categorizing An Appointment ................................................................ 18
  - Recurring Appointments ....................................................................... 20
  - Moving An Appointment ....................................................................... 22
  - Deleting An Appointment ..................................................................... 22
  - Undeleting An Appointment ................................................................ 22

**Printing Your Schedule** ........................................................................... 23

**Sharing Your Calendar With Others** ......................................................... 25
  - Free/Busy Time ....................................................................................... 25
  - Indicating Time Away from the Office .................................................... 26
  - Sharing Calendars with Permissions ......................................................... 26

**Opening Another User's Calendar** .............................................................. 28

**Viewing Public Calendars** ......................................................................... 30

**Scheduling A Meeting** ............................................................................. 32

**Viewing Calendar Availability with Group Schedules** ........................... 39
  - Creating a Group Schedule .................................................................... 39
  - Scheduling a Meeting from the Group Schedule ..................................... 42

**Responding To A Meeting Request** ............................................................ 43

**Tracking Meeting Requests** ..................................................................... 44
Understanding Outlook's Calendar
Outlook is an easy-to-use and feature-rich tool for maintaining your personal calendar. It includes the ability to:

- add standard, private and recurring appointments
- view and print your schedule by day, week, or month
- check the availability of other Exchange calendar users
- share calendars among users
- keep a calendar for scheduling the use of a room or piece of equipment
- provide a common calendar for viewing things such as the summer vacation schedule of a department
- set reminders for upcoming appointments on your calendar
- coordinate meetings electronically with other Exchange users by sending invitations and tracking responses.

Some Calendar Terms
Outlook uses distinct terms for the types of calendar use it supports. When referring to calendars, it is helpful to know the correct term.

**Personal Calendar**
A calendar used by an individual person to schedule and track appointments. The default for personal calendars is that other exchange users can see a person's availability (called *free/busy time*), but they can not see the details of any appointments.

**Resource Calendar**
A calendar set up in order to schedule and track room and equipment reservations. The display name of this calendar will appear in the Global Address List as though it were a person. This calendar is set up so that you can reserve a room directly through Outlook when you are setting up a meeting.

**Shared Calendar**
This is a personal or resource calendar that is shared by one or more individuals through the granting of permissions.

**Public Folder Calendar**
This calendar is stored in a public folder. Permissions are granted to the folder for those who will be using it. Public folder calendars are most often used for making common schedule information available, such as the vacation schedule mentioned above, or the schedule for a conference room or classroom.
When setting up a room calendar, you have the option of using a resource calendar or a public folder calendar. The resource calendar is generally used when people are allowed to book a room directly. The public folder calendar is commonly used when one person or a few people control the room scheduling. People can view the room schedule in the public folder calendar to see when it is available, but then must contact the person responsible for scheduling to actually book the room.

Outlook also uses distinct terms to describe different kinds of calendar entries.

**Appointment**

an entry on your calendar that has specific time allocated to it.

**Meeting**

an entry on your calendar to which you invite other people

**Event**

an entry on your calendar that has no specific time slot allocated to it.

**Recurring appointment, meeting or event**

an appointment, meeting or event that occurs at a regular interval, say weekly, for a specific period of time.

Outlook refers to your availability as **free/busy time**. By default, Outlook sets appointments and meetings as busy time on your calendar. Events are set as free time. You may manually set any appointment, meeting or event to free, busy, or out-of-office. For more information about free/busy time, see the section titled **Sharing Your Calendar With Others**.
Setting Outlook Calendar Preferences

The Outlook calendar has many default settings such as default reminders, the background color, the designated work week, time zones and so forth. You may view these defaults and change them as you wish in the Preferences tab.

1. Choose Tools, Options from the pull-down menu at the top of your screen.

The first tab displayed is labeled Preferences and allows you to edit your calendar settings: The default reminder is displayed, and can be changed, under the Calendar heading on this tab.

2. Click on the Calendar Options button to edit other calendar options.

### Calendar Options

- **Calendar work week**
  - Set which days of the week will be displayed as working days in your calendar. You can also specify the beginning of your workweek, the first week of the year and the starting/ending times for a workday.

- **Calendar options**
  - Set such options as week number display, background color, holidays and whether to allow attendees to propose new meeting times.

- **Advanced Options**
  - Use to enable alternate calendars and set free/busy options (see the section titled Sharing Your Calendar with Others for more information on this setting).
3. When done, click on OK to return to the original box.

Changing Calendar Format Settings
You can change the font setting and time increments for each of your calendar views (daily, work week, full week or monthly).

1. Click the right mouse button on the background of the calendar.

2. Select Other Settings from the pop-up menu.

3. Choose the font and time scale settings you wish and click OK.

Viewing Your Personal Calendar
The calendar can display appointments for a single day, a week, a workweek or a month at a time.

Select the Calendar icon (from the Navigation Bar). The right window pane will display the calendar.

Switching To Daily View
Click on this icon to switch to day view.
Notice the top of the calendar displays the current date.

The daily calendar is divided into three sections:

- Along the left side is the **Appointment** area. Each day is divided into 30-minute time slots where you can enter your appointments for the current day. By default, each workday begins at 8:00 AM and ends at 5:00 PM. Times outside of the workday are shaded.

In Day and the two Week views, the **Date Navigator** is displayed in the upper left of Outlook’s Navigation Bar. This navigator displays the current month. There are arrows on either side of the month to change months. Bold dates indicate at least one appointment is scheduled on that day.

Below the Date Navigator is a section labeled **My Calendars** which allows you to display other calendars you might have created or open a shared calendar.

**SWITCHING TO WEEK VIEW**

![Switch to Week View](image)

*Click on this icon to switch to a weekly view which displays appointments scheduled for a full week.*
Switching To Workweek View

Click on this icon to switch to a workweek view.

This view is used to review appointments for the current workweek. Weekends are automatically omitted from the calendar’s display so that you can focus on work-related appointments.
Switching To Monthly View

Click on this button to switch to monthly view.

The monthly view is used to review appointments for one full month at a time.

Use the vertical scroll bars on the right side of the window to quickly move through your calendar.
Other Calendar Views

To switch to any of the calendar views, access the following menu:

**View**
- **Arrange By**
- **Current View**

**Menu:**

<table>
<thead>
<tr>
<th>View</th>
<th>Day/Week/Month</th>
<th>Day/Week/Month View With AutoPreview</th>
<th>Active Appointments</th>
<th>Events</th>
<th>Recurring Appointments</th>
<th>By Category</th>
<th>Customize Current View...</th>
<th>Define Views...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
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<td>Reminders Window</td>
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</tr>
</tbody>
</table>

**Day/Week/Month**

This is the default view.

**Day/Week/Month With AutoPreview**

This view is identical to the one listed

**Active Appointments**

Lists the first line of information for each appointment

**Events**

Display all future events

**Recurring Appointments**

Displays future recurring appointments

**By Category**

Displays appointments by category.
**Customizing The View**

To customize the current view or define a new one from scratch, access the following menu:

```
MENU:

View
Arrange By ➤
Current View ➤

- Show Views In Navigation Pane
- Day/Week/Month
- Active Appointments
- Events
- Annual Events
- Recurring Appointments
- By Category
- Customize Current View…
- Define Views…
```

Select **Customize Current View**… from the sub-menu to customize the current view. You will be taken to a dialog box where you will be able to define which fields you want to view, determine any filters you want to apply (if any), and the formatting and color settings you want your calendar to have.

You can also create a new view by selecting **Define Views**… from the sub-menu. You will be taken to a dialog box where the you will be able to modify a view, rename or delete an existing view or create a new one. You can also apply conditional formatting by selecting a view and then changing the column labeled **Can Be Used On** to specify when that view should be accessible.

New views that you create are automatically added to the **View ➤ Arrange By ➤ Current View** sub-menu.
Adding Simple Appointments

4. Be sure that you are in either the Day view or the Week view of your calendar.

5. Select the date for the appointment by clicking on the monthly calendar section (referred to as the Date Navigator) in the upper left of the window. Use the arrows on either side of the displayed month to move quickly to another month.

6. When you click on the date for the appointment, the calendar view will reflect the new date selected, from which you may now set an appointment.

7. Click on the starting time for the appointment on the Day view of your calendar and enter a short message indicating the purpose of the appointment.

8. Adjust the time by dragging the blue divider at the bottom of the appointment to the correct ending time for the appointment.

9. Click away from the appointment time when done.

If you look at the monthly calendar, you will see the date of your appointment appears in bold-faced type, indicating that you have an appointment on that date.
Adding Appointment Details

You may wish to create a more detailed appointment that contains a more detailed description of the appointment, or perhaps includes an attachment such as a Word document or an Excel worksheet that you will need for the meeting. You can also designate a meeting as high importance or private, and categorize it for easy reference later.

1. Be sure that you are in either the Day view or the Week view of your calendar

2. Select the date for the appointment by clicking on the monthly calendar section (referred to as the Date Navigator) in the upper left of the window. Use the arrows on either side of the displayed month to move quickly to another month.

3. When you click on the date for the appointment, the calendar view will reflect the new date selected, from which you may now set an appointment.

4. Double-click on the starting time for the appointment on the Day view of your calendar.

Note that you can add also details to an existing appointment by double-clicking directly on the appointment.

The Appointment Detail dialog box is displayed.

5. Enter the details for the appointment. See the list below for detail options that you may include for your appointment.

6. Click the Save and Close button to add the appointment to your calendar.
Adding Details and Options to Your Appointment

Within the detail appointment form, you can enter more detailed information for your appointment, such as the location, and there are some useful options you may select for the appointment as well.

- Allows you to attach a file such as a Word document or an Excel worksheet to an appointment.

- Allows you to set a recurrence pattern for a series of repetitive appointments, for example, a weekly staff meeting. See *Recurring Appointments* below.

- Marks an appointment as high priority

- Marks an appointment as low priority

- Indicates whether the time reserved for an appointment is free, tentative, busy or out of the office. The default for appointments is busy; the default for events is free. The color legend shown is used to indicate your free/busy time to others when scheduling meetings.

- Allows you to categorize an appointment. See *Categorizing an Appointment* below.

- Marks an appointment as private. If you share your calendar with others, they can not see the details of any appointment you have marked private.

- Allows you to label and color-code appointments.
Marks an appointment as an all-day event. The appointment does not occupy a specific time slot on the calendar, but rather appears as a banner at the top of the calendar day.

Note that the default free/busy time is set to free by Outlook. If you wish to designate this time as busy or out-of-office, you must manually change the free busy setting in the Show Time As list as mentioned above.

**Changing An Appointment’s Starting/Ending Time**

Once an appointment is on your calendar, you may change the starting or ending time with your mouse. To change an appointment’s starting or ending time:

1. **Point to the top border (to change the starting time) or the bottom border (to change the ending time) surrounding the appointment to change.** The mouse changes to a double-sided arrow when you point to one of the borders.

2. **When you see the double-sided arrow , drag the border up/down to adjust the time.** When you reach the new time, release the mouse button. The appointment will either begin or end at the new time.
Appointment Reminders

Outlook automatically sets a reminder for all new appointments and tasks, indicated by a bell icon next to the appointment. Fifteen minutes before each appointment, the program will flash a reminder on your screen for the appointment.

If you wish to change the timing of the reminder, or omit it all together, double click on the calendar appointment to display its details.

To change the timing of the reminder,

*Click the drop list next to Reminder and select a new time delay for the reminder.*

If you do not want a reminder for the appointment,

*Remove the check from the check box next to Reminder.*

Viewing Reminders

Reminders display at the designated time in a pop-up box on your screen. If Outlook is not active when the reminder is due, it displays the next time you open Outlook. You can dismiss a reminder, or like an alarm clock, you can snooze it to reappear later.
You may respond to the reminder by dismissing it, in which case the reminder for that appointment will not be displayed again, or you may snooze the reminder to appear again later.

To dismiss the reminder,

*Click on the reminder to select it*

*Click the Dismiss button.*

If you have more than one reminder displayed and you wish to dismiss all of them,

*Click the Dismiss All button.*

If you want to be reminded again later,

*Choose the time delay for the reminder from the drop list under Click Snooze to be reminded again in:*

*Click the Snooze button.*

You can view your reminder window at any time by choosing View ➔ Reminders Window from the pull down menu at the top of your screen.

**Categorizing An Appointment**

A category is a keyword or phrase that helps you keep track of the appointments so you can easily find, sort, filter, or group them. Categorizing appointments is a convenient way to create filtered views of your appointments by category. You can assign a category to an appointment as you are creating it, or you may do it later

To assign a category to an appointment:

1. *Click the Categories button at the lower right of the appointment form.*
A list of available categories will be displayed:

2. **Select the category from the list provided.**

   ![Image of category selection dialog box]

If the category you want isn't in the list, click on the [Master Category List] button to view the full list of categories.

You can quickly add a new category to the Master Category List by typing the category name in the box labeled **Item(s) belong to these categories** (located at the top of the list) and then clicking on the [Add] button.

3. **Click [OK]** to return to the original dialog box which will now display the category that has been assigned to this appointment.

4. **Click on [Save and Close]** to save the change, close the dialog box, and return to your calendar.
Recurring Appointments

There may be an appointment you wish to add to your calendar that will be recurring (e.g., a weekly staff meeting). Rather than manually setting the appointment each week, you can instruct Outlook to do it for you.

1. Select the time for the appointment and enter the description and other information as you normally would for a standard appointment.

2. Click on the button on the tool bar.
The **Recurring Appointment** dialog box is displayed.

![Recurring Appointment dialog box](image_url)

The box is divided into three sections, as described below:

**Appointment time**

- Be sure that the correct appointment time and duration are filled in.

**Recurrence pattern**

- This section determines when the appointment will occur. Outlook defaults to choosing weekly but you may select any other duration. In the example shown above, the right side of the section specifies the day of the week for the selected appointment (which is set for every Thursday).

**Range of recurrence**

- This section specifies how long the recurring appointment will last.

3. **Once selections are made, click** ![OK](image_url) **to return to the original dialog box which displays the recurrence options that have been set.**

4. **Click** ![Save and Close](image_url) **to complete the appointment.**

When you return to the calendar screen, you will see this recurring icon ![Recurring icon](image_url) beside the appointment.
Moving An Appointment
To reschedule the appointment on the same date:

1. **Point to the middle of the appointment you want to move and immediately drag it up/down the daily calendar to the new time. A small piece of paper is attached to your mouse pointer as you begin dragging the appointment.** The appointment moves with you as you drag.

2. **When you reach the new time slot, release the mouse button so that the appointment will be rescheduled to the new time.**

To move an appointment from one date to another, follow the steps outlined below:

3. **While in the Daily view, point to the appointment you want to reschedule and drag it to the Date Navigator (located in the top left of Outlook’s Navigation Bar).**

4. **When the appointment is on top of the new date, release the mouse button. The calendar will switch to the new date.**

To move an appointment to a date that is not visible on the Date Navigator, the easiest way to do it is to point to the appointment and double-click. The appointment form dialog box will be displayed and you can change the appointment date there.

Deleting An Appointment
If you decide you no longer want one of the appointments you have scheduled, you can quickly remove it by following the two simple steps shown below:

Select the appointment to be removed.

Click on the button, located on the tool bar. Be careful - you will not be asked to confirm the deletion!

If the appointment you are deleting is recurring, you will be asked if you want to delete all occurrences of the appointment or just that particular one. Be careful! Deleted recurring appointments cannot be undeleted!

Undeleting An Appointment
If you delete the wrong appointment or decide for any reason that you need the appointment back, Outlook allows you to undo your last action - which could be deleting an appointment.

Click on (which is located on the Advanced tool bar) to undo the last action.
Printing Your Schedule

Outlook allows you to quickly print out your schedule and take it with you. You can print the daily, weekly or monthly view in various page layouts.

Access the File → Print menu or click on the tool to access the Print dialog box.

The dialog box is divided into several sections:

**Printer**
If you have more than one printer available, click on the down arrow beside this option to specify the printer to use. Notice there is also a button to the right which allows you to define the printer Properties (e.g., how graphics will be handled, device name).

**Print to file**
Check this box to print the schedule to a file that can be used to print at a later time or on a computer does not have Outlook available.

**Print style**
This section allows you to determine the appearance of your printed schedule. If you click on the Page Setup... button you will be taken to a second dialog box where you can further customize the print settings (e.g., margins, orientation). The Define Styles... button can be
used to edit or copy additional styles.

**Copies**

Use this section to specify the number of copies to print. Notice there is also a checkbox to collate multiple page printouts.

**Print range**

Select the date range to be printed. Click on the down arrows provided to the right of both the **Start** and **End** dates to select the date range for the printout.

**Hide details of private appointments**

Use this checkbox if you do not wish to have the details of your private appointments printed. Instead, the phrase “Private Appointment” will print in place of the details.

You may wish to click on the **Preview** button to view the final product before actually sending the schedule to the printer.

When everything is complete, click on **OK** to begin printing the schedule.
Sharing Your Calendar With Others
Outlook makes it easy to share your calendar information with others, and gives you enough options that you can do it in a way that suits your needs.

Free/Busy Time
At minimum you will want others to be able to see when you are available for meetings. This is referred to as showing your free/busy time. At this level, other users can see when you are free for meetings, but they cannot see the details of any of your appointments. This should be the default setting for your Outlook Exchange calendar, unless you have requested otherwise at the time of your migration. You can also set the length of time for which other users can view your free/busy time.

By default, Outlook makes 2 months of your free/busy time available to your colleagues. If you wish, your Outlook Exchange Calendar options can be configured to allow colleagues to view more of your future availability.

1. Choose Tools, Options, Calendar from the pull-down menu at the top of your screen.
2. Click the Free/Busy Options… button.
3. Set the number of months in the Publish window of the Free/Busy Options dialog box.
**Indicating Time Away from the Office**

When scheduling an All Day Event on your calendar (whether for vacation, conferences, or full day meetings) Outlook, by default, will show your time as Free. Therefore, colleagues looking at your availability will assume you are in the office and available for scheduling. If you are busy or not in the office during the event, be sure to choose the “Busy” or “Out of Office” indicator as shown to the right.

---

**Sharing Calendars with Permissions**

Outlook also allows you to share the details of your calendar with other Exchange users and to control permissions for sharing.

**To share your calendar with another Exchange user:**

Display your calendar folder by clicking the calendar button on the Outlook Navigation Bar.

Click the Share My Calendar Link in the Navigation Pane.
The Calendar Properties dialog box is displayed.
From the Permission Level list box, select the appropriate level.

As you select a level, the settings for that level are displayed via the checkboxes and radio buttons under Permission Level. Note that if you want to grant just Read Only permissions, select the Reviewer level.

**Opening Another User's Calendar**

If another exchange user has granted permission to work with their calendar, you can create a shortcut to display the calendar in your Navigation Pane.

To view another user's calendar:

Click the **Open a Shared Calendar** link in the **My Calendars** area of the Navigation Pane.

In the Shared Calendars dialog box, enter the userid of the person who granted you permission (or alternatively, you can click the Name button to select them from the Global Address List.).

Click OK to open the calendar.
The calendar name is displayed, along with a checkbox, under Other Calendars in the Navigation Pane. You may turn the display of the calendar on or off by clicking on the checkbox.

The calendar is displayed alongside of your calendar.
Viewing Public Calendars

Public folders are useful for sharing information with others in a workgroup, department or organization. Public folders can be used to hold common calendars, such as a vacation calendar or a conference room or classroom calendar. They are displayed in your Folder List under the general folder named Public Folder.

To view departmental subfolders,

- Click the plus sign (+) next to Public Folder
- Click the + sign next to All Public folders
- Click the + sign next to Departmental Folders.

The folders are listed alphabetically.
You can also add a shortcut to any public calendar to your calendar list.

- Click your right-mouse button on the calendar.
- Select Add to Favorites from the pop-up menu.

The public calendar appears on your Other Calendars list.

Click into the checkbox to add a check when you want to display the calendar; click into the checkbox to remove the check when you do not want to display the calendar.
Scheduling A Meeting

You can use Outlook to set up meetings with other group members by comparing their free and busy times with your own. When you wish to schedule a meeting, you can review the schedules of all attendees and any resources that you need, select a time slot when all are available, and then send a out meeting invitation. Any resources that you have selected can be scheduled through the meeting invitation as well.

Viewing other user’s busy/free time only works if they are using MS Exchange or have stored their busy/free times in a special file that can be accessed by others.

Although there is more than one way to check availability and schedule a meeting, we will show you two of the most common (and easiest) methods.

Scheduling from Your Calendar

1. On your calendar, select the day you wish to schedule a meeting.
2. Double-click on the time you wish to start the meeting.
3. Click the Invite Attendees button on the main toolbar.
   
   A "To:" field and button is added to the appointment form, and the title bar on the form changes from Untitled Appointment to Untitled Meeting.

4. Add attendees to the meeting by adding their names in the To... field as you would to send them an e-mail message. You can click on the Check Names button (circled in red below) to select addresses from the Global Address List. If necessary, search the Global Address List using the Advanced Find option found by clicking on the To... button.
5. Finish adding as many names to your meeting invitation as necessary.

6. To schedule a meeting room, click the **To...** button. The Select Attendees and Resources screen appears. In the Type Name or Select from List field, enter or select the name of the meeting room (resource) and click the Resources button so that the meeting room populates the Resources-> field. If necessary, search the Global Address List using the Advanced Find option.

7. 

8. To see the availability of your attendees, click on the Scheduling tab. Blue denotes that an attendee or resource is unavailable.
9. The **AutoPick Next** button is helpful to find available times for all attendees and resources.

10. When you have found a time that is free for all attendees, click back to the Appointment tab.

11. Enter a subject in the **Subject** field.

12. Click the **Send** button when the meeting setup is complete and click **Yes** to send the meeting request to the specified recipients.

Using the Plan a Meeting Feature

If you want to see when people and resources are available, you can do so from the Plan a Meeting window. Once you have viewed availability, you can go ahead and set up a meeting. If you regularly check availability for the same group of people, do see the section titled "Group Schedules".

1. Display your calendar and click on the day and then on the time slot for which you want to check availability.

2. Click on the Plan a Meeting tool (on the Advanced tool bar). The Plan a Meeting dialog box will be displayed.
The dialog box is divided into two sections. The left side contains a list of the attendees for whom you wish to check availability, while the right side contains a diagram of a calendar.

The current date appears in the Meeting Planner grid (located in the calendar section). The time slot you are checking is indicated by a left green border (start time) and a red right border (end time). Your name appears at the top of the All Attendees list, and time periods during which you have an appointment or a meeting already scheduled are displayed as colored bar lines within the grid.

Notice different colors and patterns are assigned to tentative appointments, times you are busy, days you are out of the office, and times for which information is unavailable.

The next step is to add the people for which you want to check availability to the all attendees list. There are two ways that you can do this.

Adding Attendees with Check Names

You may add names to the All Attendees list by typing in their user id and pressing enter, or, you may look them up in the global address list or your address book by clicking the Add Others button at the bottom left of the dialog box.

3. Click on Add Others and choose Add from Address Book, a second dialog box will be displayed.
Show Names from the Global Address List

Enter the name or double-click on a name (from the left side) to add it to the list. To add several names, use Shift (to select contiguous names) or Control (to select noncontiguous names). Notice that you can choose whether the selected name is a required or optional attendee. You can also select resources from the provided list (e.g., conference rooms) if those are available in your address book.

4. Click on OK to return to the original dialog box.

After you have added your list of attendees, their availability is color coded on the schedule.

- **Busy**
- **Tentative**
- **Out of Office**
- **No Information**
If not everyone is available for the day and time you have selected, you can use the AutoPick Next buttons to quickly find a suitable day and time when everyone is available.

This button will find the next time everyone is available earlier than the day and time you started with.

This button will find the next time everyone is available later than the day and time you started with.

After you find a date and time when everyone is available, you may go ahead and schedule the meeting (see below), or, if you just needed to check without scheduling, simply close the Plan a Meeting box.

Scheduling The Meeting

1. Click the Make Meeting button.

A blank meeting request form will be presented.

Notice that this form looks similar to an appointment form.

2. Complete the details of the meeting invitation.

The names of the attendees should appear in the To: section and a note is included in the comments section at the top of the form informing you that an invitation to this meeting has not yet been sent out.

The list of attendees should be listed in this section. Click on this button if you need to add/remove an attendee.
Subject Enter a brief description for the meeting.

Location Enter a location or click on the down arrow ▼ beside this option to specify a location for the meeting.

Start time Modify the starting date and/or time for the meeting. Notice there is a box you can check to indicate that the meeting will be an all day event.

End time Modify the ending date and/or time for the meeting.

Reminder Check this box if you want each attendee to receive a reminder for the meeting when it comes up in his or her schedule.

Show time Choose how the meeting time should appear in your calendar (e.g., busy, tentative).

Label This option allows you to color-code your meetings (e.g., personal, business) for easy identification.

Contacts... Click on this button to associate (link) the meeting with contacts in your Address Book.

Categories... Click on this button to select the category for this meeting. This category can be used later to group related items.

Private Check this box to keep this meeting hidden from other users who might view your calendar.

3. Click on Send The meeting requests will be sent to all of the attendees in your list.
**Viewing Calendar Availability with Group Schedules**

Outlook Exchange has a Group Schedule feature that is very useful for the following situations:

- You regularly schedule meetings with the same group of people.
- You frequently need to check the free/busy/out of office status of a group of people (say, all those on your work team or in your department)
- You frequently need to look at the schedule of several resources such as rooms or equipment to see what’s available for an upcoming meeting or event that you are planning.

In all of these cases, the Group Schedules feature can save much time and trouble in locating the availability information that you need. Group Schedules function much like a Distribution List would for email. You set up a list of people, resources (rooms and equipment), or both, and then name and save the group. You can then view the availability of all of the members of the group with a few clicks of your mouse. You can also invite members to a meeting from the same dialog box, as well as send mail to the group through Group Schedule.

Note that this feature is NOT available in Outlook Web Access (OWA).

**Creating a Group Schedule**

1. Display your calendar folder

2. Click the Group Schedules button on the standard toolbar.

3. Click the **New…** button.

The Group Schedules dialog box is displayed.
4. **Type in a name for the group you are creating.**

5. **Click OK. The Group dialog box is displayed.**
6. Click the **Add Others** button to add members to the group.

![Image: My Group window](image)

*Note that you can choose **Add from Address Book**... to select from the Global Address List (includes Princeton LDAP and Resource accounts), or you can choose **Add Public Folder**... if you wish to add a calendar from a public folder (such as a classroom or conference room) as a member.*

The availability information for each member of the group will be displayed as color-coded blocks on the listing. If you have been granted permissions for any of the members, you will see a partial description (as much as will fit) inside the busy block. You can also see the details of a block of busy time in a pop up display by hovering your mouse over the block.

![Image: My Group window](image)
Scheduling a Meeting from the Group Schedule

Once you have verified the availability of the group members, you can schedule the meeting right from the Group Schedule dialog box.

1. Click the Make Meeting button to display the list menu.

2. Choose New Meeting with All…
   A new meeting invitation appears, pre-addressed to the members of the group.

Notice that you can also use this feature to send mail messages to the group by select New Mail Message with All … from the Make Meeting list menu.
3. Complete the meeting details and click the Send button to send the invitation.

**Responding To A Meeting Request**

Meeting invitations arrive in your inbox as a mail item. When you preview or open the meeting request, Outlook places the meeting on your calendar as a tentative appointment. This gives you the opportunity to delay responding to the invitation, but still be able to see it on your calendar. When you preview or open the meeting request, you will notice buttons at the top of the window that allow you to click and respond to the invitation.

You can reply to the request using one of these.

- **Accept**
  - Click on this button to accept the meeting request. The meeting time slot changes from tentative to busy on your calendar.

- **Tentative**
  - Click on this button to respond as tentative to the meeting request. The meeting time slot remains tentative on your calendar.
Click on this button to decline the meeting request. You have an opportunity to also include a note explaining why you are declining. The meeting time slot changes from tentative to open on your calendar.

Allows the recipient to propose an alternate time for the meeting. (Note that this option is only available if the meeting originator allows it.)

Click on this button to display your calendar on the day and time of the meeting request. This is handy if you need to check on surrounding appointments before responding to the invitation.

### Tracking Meeting Requests

Once meeting requests have been sent out, you can track the responses to your request by opening the meeting on your own calendar to display the Meeting dialog box. A new Tracking tab will have been added, as shown below:

The each meeting invitee will be listed, and the Response column will indicate None (if the person has not responded to the meeting invitation), Tentative, Accepted or Declined. You may also change the entry in the Response column manually by clicking on a response and choosing another from the drop-down list.

If you wish to send an email message to one of the invitees, click on their name in the Name column of the Tracking tab, and choose Actions, Reply with Message from the pull-down menu at the top of the screen.
The following responses to this meeting have been received:

<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alla Ryklin</td>
<td>Required Attendance</td>
</tr>
<tr>
<td>Jeanne Meak</td>
<td>Required Attendance</td>
</tr>
<tr>
<td>Anthony C. Will</td>
<td>Required Attendance</td>
</tr>
<tr>
<td>Janine D. Guarnieri</td>
<td>Required Attendance</td>
</tr>
<tr>
<td>Jeanne Meak</td>
<td>Meeting Organizer</td>
</tr>
</tbody>
</table>

- **Reply with Message**: Ctrl+R
- **Reply to All with Message**: Ctrl+Shift+R
- **Forward as Calendar**: Ctrl+F
- **Forward**: Ctrl+F
- **Allow New Time Proposals**: Ctrl+F
- **Cancel Meeting**: Ctrl+F
- **Add or Remove Attendees...**: Ctrl+F
- **Request Responses**: Ctrl+F
- **Recurrence...**: Ctrl+F
- **New Appointment**: Ctrl+F
- **New Message to Attendees**: Ctrl+F