Using the calendar in Outlook 2007

Viewing the calendar

- To view your calendar, select Calendar from the Navigation Pane (left sidebar).
- You can view your schedule by the Month, Week, or Day by clicking the appropriate icon at the top left of the screen.
- In the Month view, click the Low, Medium, or High radio button to the right to display more or less detail on your calendar.
- In the Week view, click the Show Work Week radio button to view only weekdays, or the Show Full Week radio button to include weekends.
- To navigate through the calendar, click the forward and backward arrows next to the name of the month at the top of the screen, or on the mini-calendar in the Navigation Pane.
- Click the Today button in the toolbar from any location to return to the current day.

Defining activities

Using Outlook, you can schedule people and reserve campus rooms and resources (such as laptops and projectors) in a single step.

Different types of activities are identified in Outlook as follows:

- Activities which pertain only to you, with no campus rooms or resources needed:
  - Appointment
  - Event

- An activity attended by you and others, which may require a room or resources:
  - Meeting

Appointments and events

One-time appointments

To schedule a new appointment:

1. Click the New icon at the far left side of the toolbar, pull down the Action menu and select New Appointment, double click anywhere in the calendar, or type control + n.
2. Enter a description of the appointment in the Subject box and the place it will be held in the Location box.
3. Enter the Start Time and End Time.
4. Select your availability to others during the appointment time. Select Tentative if you are not certain of the time of the appointment yet, or if you are not certain you will go. Select Busy if you will be occupied but still in or near your office. Select Out of Office if you will be in a different building or off-campus.

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5. Set a reminder for yourself by pulling down on the arrow to the right of the Reminder (bell) icon and selecting how many minutes before the appointment you want to be reminded. A small pop-up window will appear on your screen at that time.

6. Mark the appointment **Private** if you don’t want colleagues with whom you have shared your calendar to see the name or details of the appointment.

7. Click **Save and Close**.

**All-day appointments**
- Setting an appointment to begin at 8 a.m. and end at 5 p.m. will show you as unavailable all day. Do not confuse this with an **event**, described next.

**All-day events**
- Events such as birthdays or holidays, that do not prevent you from scheduling other activities on the same day, will be shown as banners in the top segment of your calendar.
- To create an event, click **New** to open a **New Appointment** form, and check **All Day Event** instead of entering a time. Or select **New All Day Event** on the **Action** menu.

**Recurring appointments or events**
- An activity recurs when it happens more than one day in a row, on a regular day each week or month, or on the same day every year.

To enter this activity and all subsequent occurrences on your calendar at one time:
1. Click the **Recurrence** button in either the **New Appointment** or **New Event** form.
2. Select the frequency, and Click **OK**.
- A small recurrence icon will appear in the corner of each appointment block.

**Multiple-day appointments and events**
- If you set the time of an appointment (such as an out-of-town conference) to cover more than one day, your calendar will show you as unavailable from the beginning of the appointment on the first day to the end of the appointment on the last day.
- Or, make an appointment from 8 a.m. to 5 p.m. on the first day and mark it recurring.

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If you set an event (such as a semester break) to cover more than one day, the banner for that event will be shown across all of those days.

Deleting an activity
To delete an activity, select the appointment block or banner and click the **Delete** icon.

Meetings
Outlook’s meeting features enable all participants in a meeting to be invited at once and notified automatically of any changes in the schedule.

Requesting a meeting
To request (or propose) a meeting:

1. Click the **New** icon at the far left side of the toolbar, pull down the **Action** menu and select **New Meeting Request**, double click anywhere in the calendar, or type control + n.

2. Enter a description of the meeting in the **Subject** box and the place it will be held in the **Location** box.

3. Enter the **Start Time** and **End Time**.

4. Type or paste the agenda or other information into the text box below. Or, go to the **Insert** tab on the ribbon and click the **Attach File** icon to attach a document.

5. Select your availability to others during the appointment time.

6. Set a reminder for yourself by pulling down on the arrow to the right of the **Reminder** (bell) icon and selecting how many minutes before the appointment you want to be reminded.

7. If you began by clicking **New** or typing control + n, the form on your screen will look exactly like a **New Appointment** form up to this point. Click the **Invite Attendees** icon on the ribbon to convert it to a **New Meeting** form.

8. Enter the email addresses of the people you would like to invite in the **To** box. Or, click **To** for the address book, select **Contacts** from the menu on the left, and double click on each participant’s name. Click **OK**.

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Your invitees' email addresses will now appear in the To box on the New Meeting form.

9. To confirm that everyone is available, click the Scheduling Assistant icon in the ribbon. A timeline will appear, showing the availability of each invitee.

If conflicts exist, the assistant will list alternative times for you to consider in a box on right side of the screen. Click the Appointment icon to return to the meeting details.

10. If a conference room or hall will be needed, Click the Rooms button and select the name of the room to reserve the space.

11. If equipment such as a computer or projector will be needed, click the Resources button to select and reserve those items.

12. Click Send to e-mail the meeting request to the invitees.

Responding to a meeting request

You can identify a meeting invitation in your Inbox by the calendar icon in front of it.

As soon as you receive the invitation by e-mail, the meeting will be automatically entered on your calendar and marked as tentative until you respond.

The e-mail you receive will look like this:

To respond:
1. Click one of the icons in the ribbon to indicate whether you Accept the offer, Tentatively Accept, or must Decline.
2. Add comments to your response if you wish.
3. Click Send to reply to the sender.
   - If you accepted the invitation, your calendar will be updated automatically. If you declined, the meeting will be removed.
   - In rare circumstances, you may want to propose a different time for the meeting. The requester will then respond to your proposal.

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Double clicking the meeting block on your calendar will show the meeting details and the date on which you responded.

Receiving a meeting response
The meeting requester will receive an e-mail response like the one below from each invitee who responds.

Changing a meeting
Only the person requesting a meeting can change the meeting time or place, or cancel the meeting. If the requester must make a change, all invitees will receive an e-mail notification and their calendars will be updated automatically.

To review the responses you have received, click the Tracking icon in the ribbon.
A list of all invitees and their responses to-date will be shown.

Any comment made by the invitee will appear in the body of the e-mail.