Navigating Calendars

When you first load your Calendar in Outlook, you will notice a new ribbon along the top. This ribbon will be used to navigate through your different calendars, view different or shared calendars differently, and manage your calendar events.

Left Side Panel

The main list of all calendars you can choose to view will be displayed along the left. These calendars will be split into three possible groups.

My Calendars -
These calendars are associated directly with your account. The first one listed is your exchange calendar and can be shared with other users.

Shared Calendars -
These calendars have been shared with you either by another user or directly from an office account.

Rooms -
These calendars belong specifically to rooms or equipment and are used to track their use.

When you check a specific calendar, it will be highlighted in a color. That calendar will have that same color associated with it in your main view.
The first ribbon page you will see when loading your calendar options will be the home ribbon. This ribbon has a general set of options to help you control your basic views, create new events, and to share calendars.

**New Options**

**New Appointment**
This option will create a new calendar event for you.

**New Appointment**
This option will create a new meeting for you and anyone you wish to invite.

**New Items**
This option will help you create any new thing not normally associated with a calendar like a mail message or a new contact.

**New Options**

**Today**
This option will return your view to include today, regardless of how many days you have displayed.

**Next 7 Days**
This option will change your display option to show exactly the next seven days.
Calendar Use - Outlook 2010/2013

Arrange

Day
Your calendars will display only today’s events.

Work Week
Your calendars will display Monday through Friday.

Week
Your calendars will display a full seven day week.

Month
Your calendars will display an entire Month

Work Week
Your events will be displayed as a time based list, from left to right.

Manage Calendars

Open Calendar
This option will allow you to open a calendar that has been shared to you. Use the “Address Book” option to locate a person or office e-mail account’s calendar. Use the “Room List” to open a room or equipment calendar. Use the last option, “Open Shared Calendar,” if you just want to type the user name in without searching.

Calendar Groups
Use this option to create new groups for your shared calendars.

Manage Calendars

E-mail Calendar
E-mail a file containing all of the events on selected calendar to someone to load into their Outlook.

Share Calendar
Grant another user access to selected calendar.

Calendar Permissions
Directly edit the permissions of selected calendar. (Advanced)

Manage Calendars

Find a Contact
Quickly search for a contact.

Address Book
Launch the full address book feature.
Calendar Use - Outlook 2010/2013

Send/Receive Ribbon

By selecting the “Send/Receive” ribbon option you will be able to control how your Outlook Calendars interact with the network.

**Send & Receive**

*Send/Receive All Folders*
Sync all calendars with the server.

*Update Folder*
Sync selected calendar with server.

*Send All*
Sync any changes you have made to selected calendar.

**Download**

*Show Progress*
Display progress of all incoming updates from the server.

*Cancel All*
Stop any items from synchronizing up or down from server.
Folder Ribbon

By selecting the “Folder” ribbon option, you will be shown all the options for sharing and naming calendars. These options are all available in Home, but this is just a cleaner menu for those options.

View Ribbon

By selecting the “View” ribbon option, you will be shown all the options for categorizing your calendars’ layout.

Send & Receive

Change View
Quickly change between different preset view options including both calendar and list options.

View Settings
Control advanced view settings including text size and spacing.

Reset View
Return view options to the way they looked when you launched Outlook.
**Calendar Use - Outlook 2010/2013**

**Color, Layout**

*Color*
  Change the display color of selected calendar.

*Daily Task List*
  Control the location and size of your Daily Task List

*Navigation Pane*
  Control size and location of calendar list and navigation.

*Reading Pane*
  Add or change the location of the preview of an events contents.

*To-Do Bar*
  Control the location and information on the To-Do Bar.