Outlook 2011 Calendar

This guide will walk you through using your BGSU Calendar in Outlook 2011 on your Mac.

At the bottom left your screen, you will see a list of all of the services available in Outlook 2011. To open your Calendar, simply select the second option in that list as highlighted here.

Once you have the Calendar Screen open, you will notice a view of the current month at the top of the left side of the page. The current day is displayed in orange, while the current view is annotated by a slightly darker gray than the rest of the calendar. Days that occur in the past have their numbers in black, while days in the future have their days in white.

Below the list of the current month, you will see a list of your calendars. This list will contain your main calendar, as well as any office account or shared calendars you have access to. By pressing the arrows next to each calendar, you can open up the categories assigned to events on that calendar and choose to display only a certain type or types. We will go into categories in more detail later.
Along the top of your screen you will see this ribbon. The ribbon is made up of three tool bars, each of which contain tools used to create, modify and organize events on your calendar. We will start by covering the “Home” tool bar as shown above.

**Meeting and Appointments**

These two buttons will create a new meeting or appointment on your calendar. A meeting will require you to invite at least one other attending user, whereas an appointment will only appear on your calendar.

**New**

This button will allow you to create any new item Outlook can handle including an e-mail or contact.

**Today and View Date**

These two buttons allow you to quickly jump to a specific date on the calendar. “Today” will jump to the current date, whereas “View Date” will bring up a quick calendar for you to select a date to jump to.

**Current View Buttons**

These four buttons will adjust the entire view of your calendar to display only the current date, the current five day work week, the current seven day week, or the entire month.
Above are the other options available on the “Home” tool bar.

**Open Calendar**
This button will allow you to add a shared calendar that you have been granted access to. After selecting this button, just enter the user name of the account you wish to open.

**Permissions**
This option will allow you to give permission to selected calendar to any other user.

**Find a Contact and Contacts Search**
These options allow you to either to run a quick search or open advanced search.
The above picture shows the “Organize” tool bar.

**New Calendar**

This button will allow you to create a new secondary calendar under your personal calendar. Secondary calendars cannot be shared with other users.

**Categories**

Allows you to organize your calendar by giving the selected event a different colored category. As explained before, you can also choose to only display certain categories from the bar along the left.

**Scale**

Changes the number of hours displayed in each day on the calendar in any view other than the “Month” view.

**Grid or List**

These to buttons toggle each other and allow you to switch between the standard grid view, which displays either the day, week or month, and a list view, which displays all current events in a list.