Viewing Your Calendar

1. Select “Calendar” from the Navigation Pane (or CTRL + 2)

2. Set your viewing preference for your calendar
Create a Calendar Item or Reminder

1. Select “Calendar” from the Navigation Pane (or CTRL + 2)

2. Select “New Appointment” or “New Meeting”

- Use “New Appointment” if it is a reminder for just you.
- Use “New Meeting” if you are inviting others
Setting Up Calendar Item

- Invite participants
- Set Date and Time
- Find a Room

If you book a room with the meeting, the “Location” will be automatically filled in with the room name.

Set Reminders

Set Recurrence if needed
Adding Participants and Rooms

The **Required** field is for people who you need to attend the meeting.

The **Optional** field is for people who you would like to attend but do not have to.

The **Resources** field is for any devices that you require for the meeting (e.g., Projector, laptop).
Viewing Availability

Click Scheduling Assistant

Your invitee’s available and unavailable time will appear
Open the Calendar item to view tracking. This will allow you to see who has accepted, tentative, declined or not responded.
Updating a Calendar Item

Select “Send Update”

You will be prompted how to handle the update

Make required changes
What Attendees See

Attendees will see an update to the original calendar item

The update will be shown in a different colour and will stroke out details that have changed
Meeting Cancellation

To cancel a meeting, simply select the meeting request in the calendar and hit the “Delete” key or right click and select “Cancel Meeting”.

Select “Send Cancellation” to complete.
Share Your Calendar

Click “Share Calendar”

This will open the window to set sharing options.
Enter the name of the person you want to share your calendar with.

Select the option to determine how your calendar can be viewed by the person you are sharing with:
- Limited details – availability and subject of calendar items
- Full details – availability and all details of calendar item

Click “Send”.

Click “Yes” to finish.
Receiving a Shared Calendar

You will receive an email with details if someone has shared their calendar with you.

Click “Open the Calendar”
Viewing a Shared Calendar

The shared calendar will be displayed under the list of "Shared Calendars". To view, place a check mark beside the name.

You can open a calendar by selecting "Open Calendar" then "From Address Book".

All UofW staff calendars are shared. This will only show availability with no calendar details.

The shared calendar will be displayed under the list of "Shared Calendars". To view, place a check mark beside the name.
Right-click over the shared calendar and click “Properties”.

The “Permissions” tab will display the details for the shared calendar.
You can open multiple calendars at once. Click the arrow to stack them. This will allow you to see all calendars at once. Use the coloured tabs to see availability by calendar. Click the arrow again to un-stack.
Calendar Options

1. Click the “File” tab
2. Click the “Options”
3. Click the “Calendar”
Options Window

Set standard work times and days

Set Calendar options such as reminders timing
Options Window – Cont’d

- Set Display options for your calendars
- Set Time Zone
- Set options for Scheduling Assistant
To disable reminder sound

Click “Advanced”

Remove the check mark beside “Play reminder sounds” (or change the sound by clicking browse)
Change Calendar Time Scale

- Click the “View” tab
- Click “Calendar”
Change Calendar Time Scale – Cont’d

Click the “Time Scale”

Set the required time interval