

**University of Kentucky** College of Agriculture, Food and Environment *Cooperative Extension Service* 

# Microsoft Outlook: Calendar Feature

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### **Section 1: Accessing the Calendar**

1. Select the **Calendar** button, found in the **lower left corner** of Outlook.



#### **Section 2a: Standard Views**

1. Select the **Home** tab at the **top left** of the screen.

Q J Search Send / Receive File Home View Help Acro Rew Meeting 5 New Appointment 📛 Sch August 2021 ۲ Today <

2. At the **top right** of the calendar, you can choose to view the calendar through different spans of time.

- S Day 🖬 Work Week 🖬 Week 📰 Month 📄 Schedule View 🛐 Lexington, Kentucky 🔹 🥕 🕺
- a. **Day**: The current date.
- b. Work Week: Monday through Friday.
- Please note that this can be modified.
- c. Week: Saturday thru Sunday.
- d. **Month:** View the entire month's events.



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#### **Section 2a: Standard Views**

3.Select **Today** or Next **7 Days** at the **top of the screen** to switch to these views.

			_	
leeting	<del>द</del> Today	Next 7 Days	١	1

4. Use the **arrow buttons** in the **top left** to switch between days/weeks/months. Select the **Today button** to go to the current day.

IVIE		Ч
<	Today < > June 2021	
	Sunday	
	Mav 30	

5. The **black line** that appears when switching to **Week** or **Work Week** is noting the **current time**.

Foday < > June 21 - 25, 2	2021		Lexington, H	Centucky - 🔆 Today 84°F/69°F 🏼 87°F/7
Monday	Tuesday	Wednesday	Thursday	Friday
21	22	23	24	25
AM				
AM				
M				
AM				
				Ĭ



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#### Section 2b: Schedule View

1.Select **Schedule View** in the **upper right**.



2. Select the **Shared Calendars** on the **left side** to add those you are wanting to view.





3. All calendars will be in horizontal rows, in the middle of the screen.



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### Section 2c: Changing the Time Display

1.Select the View tab at the top of the Calendar.



dule View	Time Scale - Color -	Use Tigh
	60 Minutes - Least Space for Details ✓ <u>3</u> 0 Minutes	
2	<u>1</u> 5 Minutes	Wed
-	10 <u>M</u> inutes <u>6</u> Minutes	23
	5 Minutes - Most Space for Details	
	Change Time <u>Z</u> one	

2. Select the **Time Scale** dropdown menu in the **top center** to choose a different time breakout for the calendar view.

3. The time display in the calendar will change based you choice.

(The example to the right is broken into 10 minute increments, 6 rows per hour.)





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#### Section 2d: Changing the Calendar's Color

1.While in the View Tab (Sec. 2c, Step 1, Pg. 4) locate the Color dropdown menu in the upper right (1). Select your color preference from the available options (2).



#### Section 2e: Changing the Layout

1.While in the View Tab (Sec. 2c, Step 1, Pg. 4) locate the Layout dropdown menu in the upper right (1). Place your mouse over the available options (2) to add the additional items to the calendar.



#### **Section 3: Scheduling an Appointment**

1. Select the **Home** tab at the **top left** of the screen.





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### Section 3: Scheduling an Appointment

2.Click **New Appointment** in the **upper left**, or **double click** on the **needed date** in the calendar.



	Title	Doctor's Appt.		\$		
1	Start time	Sun 11/7/2021	Ż	8:00 AM	•	
	End time	Sun 11/7/2021	Ē	8:30 AM	•	Ð
	Location					
					-	

3. Click in the **Title section** in the new window to label your appointment.

4. Set the needed dates and time using the **Start and End time** fields.

Title	Doctor's Appt			
Start time End time	Sun 11/7/2021 Sun 11/7/2021	8:00 AM 8:30 AM	•	□ All day ় Make Re
Location				_



#### **Section 3: Scheduling an Appointment**

5.Check the **All Day box** (**1**) to set the appointment for 24 hours. Select the **Make Recurring** (**2**) to set the appointment for a continual spot in the calendar.



6. Select the Time Zones box (1) to select the needed time zone
(2). If this is not selected the invite will automatically adjust the time zone to the invitee's location.



7. In the Location Field (1), type the address of the appointment. If an address is entered, Outlook will populate suggestions (2).
Please note this does not need to be an address. You can type any information needed into this field.





ctor's Appt. - Appointment

 $\bigcap$  Reminder:

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H C

### Section 3: Scheduling an Appointment

8. Select the **Show As dropdown menu (1)** at the **top** of the window. Choose how others can identify **your status (2)** when scheduling meetings or other appointments.

9. Select the **Reminder dropdown menu** at the **top** of the window to choose when you want to be alerted prior to the start time.

10. Select the **Categorize dropdown menu (1)** at the **top** of the screen to select from the **pre-created color categorizes (2)**. To make you own, select **All Categories (2)** at the bottom of the menu.



15 minutes





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### **Section 3: Scheduling an Appointment**

11. Select the **Lock button** at the **top right** of the window to mark the appointment as **Private**.



12. Select the **red exclamation mark** at the top of the window to label the appointment as **high importance**, or the **blue arrow** to mark the appointment as **low importance**. gorize ~ (1 + Add a Zor

13. Click **Save & Close** in the **upper left** of the window to finish adding the appointment to the calendar.





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#### Section 4: Scheduling a Meeting

1. Select the **New Meeting button** at the **top left** of the Calendar View.



2. Select the **Response Options dropdown menu (1)** at the top of the window to **turn off (2)** options respondents can utilize when recieving the meeting invites.

3. Click the fields to the **right** of **Required and Optional** to enter in attendees based on if **they have** to attend **or** if the attendance is **not mandatory**. UK Employees will autopopulate. Click the Required and Optional buttons to open the Global Address list. **See Section 3, Steps 3 - 13 for the remaining options in the meeting set-up window.** 







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#### Section 5: Scheduling Assistant

Select the Scheduling
 Assistant tab in the top left of the Schedule Meeting window.



2. Adjust **the dates and time** of the meeting at the **top left** of the Scheduling Assistant window.



3. Select the Add Attendees button at the top left to access the Global Address List, or click the fields under Required Attendee or Optional Attendee on the left side to type in the names of invitees. UK employees will auto-populate.







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#### Section 5: Scheduling Assistant

4. Invitee's availability status will appear on the calendar as they are entered. The blue lines seen on the picture to the right indicates what time you have selected in Step 2.



- a. White: Available
- b. Solid Bar: Invitee is unavailable
- c. Light Purple with Stripes: Invitee is tentative
- d. Gray Stripes: Out of work hours
- 5. Select the **Zoom dropdown menu** in the **lower right** to get a closer look at the calendar.



6. Select the **AutoPick button** in the **top left** of the Scheduling Assistant to have Outlook automatically find the next available time where all invitees are free.





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#### **Section 5: Scheduling Assistant**

7. Select the **Send button** in the **upper left (1)** to deliver the meeting invite, **or** select the **Meeting tab (2)** in the **upper left** to add additional information to the meeting before dispersing the invite.



#### **Section 6: Tracking**

1. **Double click** the meeting in the calendar using the **left mouse button**.

10	11
10:00am Qualtrys Training Session 1 Areas W5 & W6; https://uky.zoom.us/j/85096591089; Jennings, Chadwick	10:00am Qualtrics Training Session 1 Areas E7 and E8; https://uky.zoom.us/j/84341918959; Jennings, Chadwick
1:00pm March Teams Open Lab - Show and Tell; https://teams.microsoft.com/l/meetup-join/19%3 ameeting_N2Vi/jRk2jltZj2hNC00ODFjLWkNTgtNz NkYWM4MTJIY2Yy%40thread.v2/0?context=%7	
17	18
10:00am Qualtrics Training Session 1 Areas W1 and W2; https://uky.zoom.us/j/81553766633; Jennings, Chadwick	10:00am Qualtrics Training Session 1 Areas E1 and E2; https://uky.zoom.us/j/81547106733; Jennings, Chadwick

2. In the **upper left corner** of the event window you can find **a summary** of the responses to the invite.





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#### **Section 6: Tracking**

3. Select the **Tracking tab** in the **upper left** of the event window.



4. To the **right** of each invitee's name, you will see the **Response column** that contains each invitee's answer.

Response
None
Declined
None
None
Accepted
Accepted
Accepted
Tentative

#### Section 7: Responding to an Invite

 Meeting invites will appear in the form of an email in Outlook.
 Double click to open the email.
 Please note that if the email is deleted, you can still find the event in the calendar view.

	! \$ B  0	From	Subject
$\sim$	Today		
	Q 🛱	<b>Ag EA Training 1</b> Please join me as we dis	Training Meeting scuss future training options. <end></end>
~	Last Week		



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#### Section 7: Responding to an Invite

2. In the upper right corner of the email invite, select one of the **participation options (1)**. In the **dropdown for your answer (2)**, you can chose how or if you want to respond to the sender. 

 1
 ✓ Accept ∨
 ? Tentative ∨
 X Decline ∨
 ©

 Edit the Response before Sending

 2
 Send the Response Now

 Do Not Send a Response

3. If **Propose New Time** is enabled, select the dropdown menu in the **upper right**. Chose one of the two options, and suggest a new time. This does not change the time of the meeting. The coordinator can choose to change the time, or keep it as scheduled



4. If a new time is proposed, you will receive an email like the one on the right.

New Ti	me Proposed: Training Discussion
То	Jennings, Chadwick
Current Proposed Location	Thursday, July 1, 2021 10:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada). Friday, July 2, 2021 10:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada). Online
Tentative Declined	No attendees have accepted. No attendees have tentatively accepted. No attendees have declined. gs, Christina has tentatively accepted and proposed a new time for this meeting.



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### Section 7: Responding to an Invite

5. At the top of the email you can select the Accept Proposal button (1) or Review All Proposals (2) if additional ones were submitted. This is not required. You can choose to ignore the time proposals and keep the meeting as scheduled.



### Section 8a: Sharing a Calendar

1.Select the **Calendar** button, found in the **lower left corner** of Outlook.



2. Select the **Share dropdown menu** in the **upper right (1)**. Click on the calendar you are wanting to share **(2)**.





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### Section 8a: Sharing a Calendar

3. In the Properties window, make sure the **Permissions tab** is selected **(1)**. Then click **Add (2)**.

Calendar Properties		$\times$
Permissions Synchronization		
Currently sharing with:		
Name Permission Level		
My Organization Can view when I'm	busy	
Jennings, Christina Can view all details Garner, Steven Can view all details		
2	Add Remove	
Permissions		

4. Type in the **user's name** in the field provided **(1)** in the **upper left**. When the name appears in the **results below (2)**, **double click** to add them in area at the bottom of the window.



5. Click the **OK button** in the **lower right** after everyone has been added.





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#### Section 8a: Sharing a Calendar

6. Click the **person's name** in the Permissions tab **(1)**. Under **Permissions** click the **level of access (2)** you want the user to have to the calendar. You can verify the change in the Permission Level column to the right of the person's name.



7. Click **Apply (1)** in the **lower right** of the Permissions tab to confirm the changes. Then click **OK (2)** to finalize the updates.



#### Section 8b: Adding a Shared Calendar

1. You will receive an email once a calendar is shared. Click the **Accept button** in the **upper left** to add the content to your calendar view.





#### Section 8b: Adding a Shared Calendar

2. If you did not receive an email, select the **Calendar** button found in the **lower left corner** of Outlook.



3. Click the Add dropdown menu (1) in the upper right. Then select From Address Book (2).



4. Type in the **user's name** in the field provided **(1)** in the **upper left**. When the name appears in the **results below (2)**, **double click** to add them in area at the bottom of the window.





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### Section 8b: Adding a Shared Calendar

5. Click the **OK button** in the **lower right** after everyone has been added.



6. Click the **Calendar** on the **left side** of the screen under the Shared Calendar dropdown menu.



7. The shared calendar will appear to the **right** of your calendar.

Today 🔇	> July 2019				_		Lexin	gton, Kentucky 🔹 🚔	Today 斗	Tomorrow			
Calendar ×								← Ag EA Training 1					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
Jun 30	Jul 1	2	3	4	5	6	Jun 30	Jul 1	2	3	4	5	



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### Section 8b: Adding a Shared Calendar

8. Right click on the Shared
Calendar. Select Overlay (1) to place the calendar on top of your's to better compare the two.
Also, place your mouse over
Color (2) to change the color of the shared calendar if desired.





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