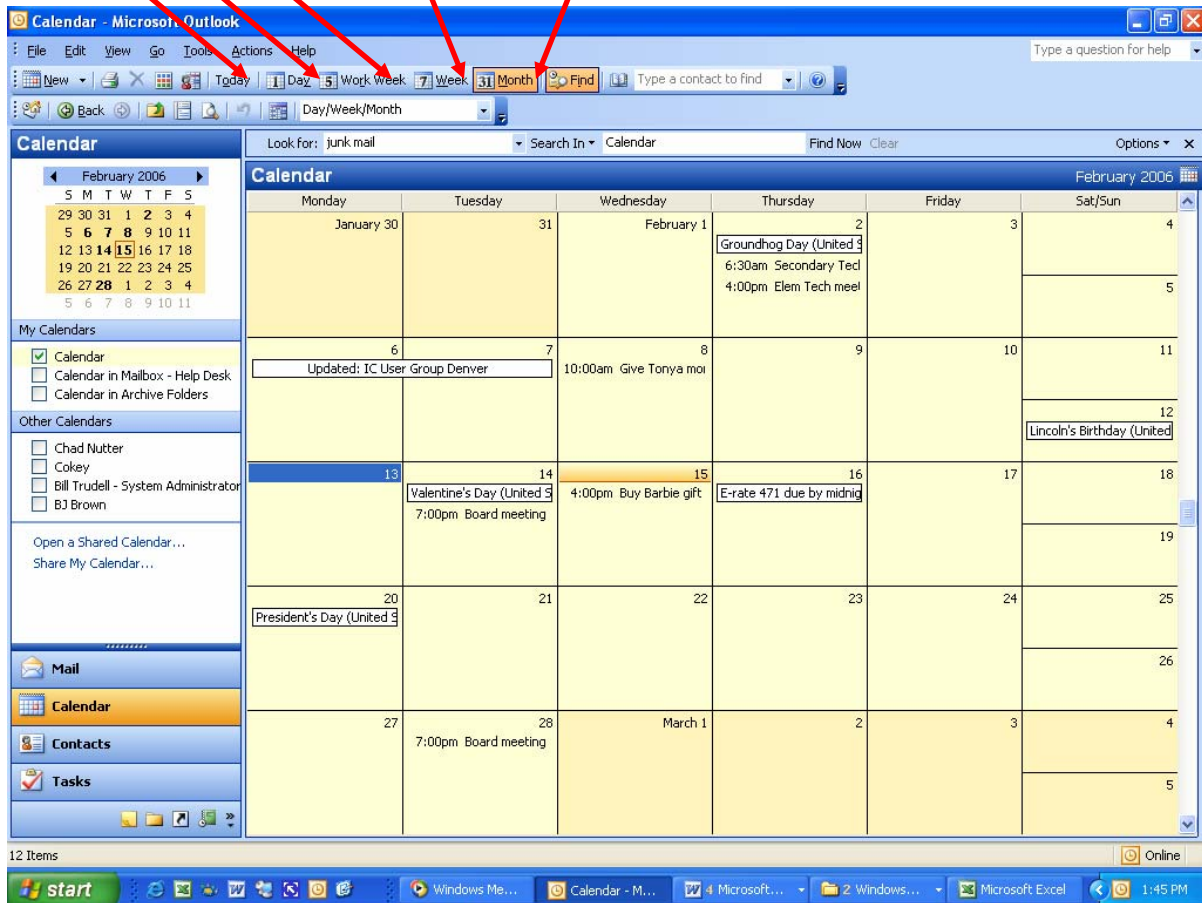


CALENDAR

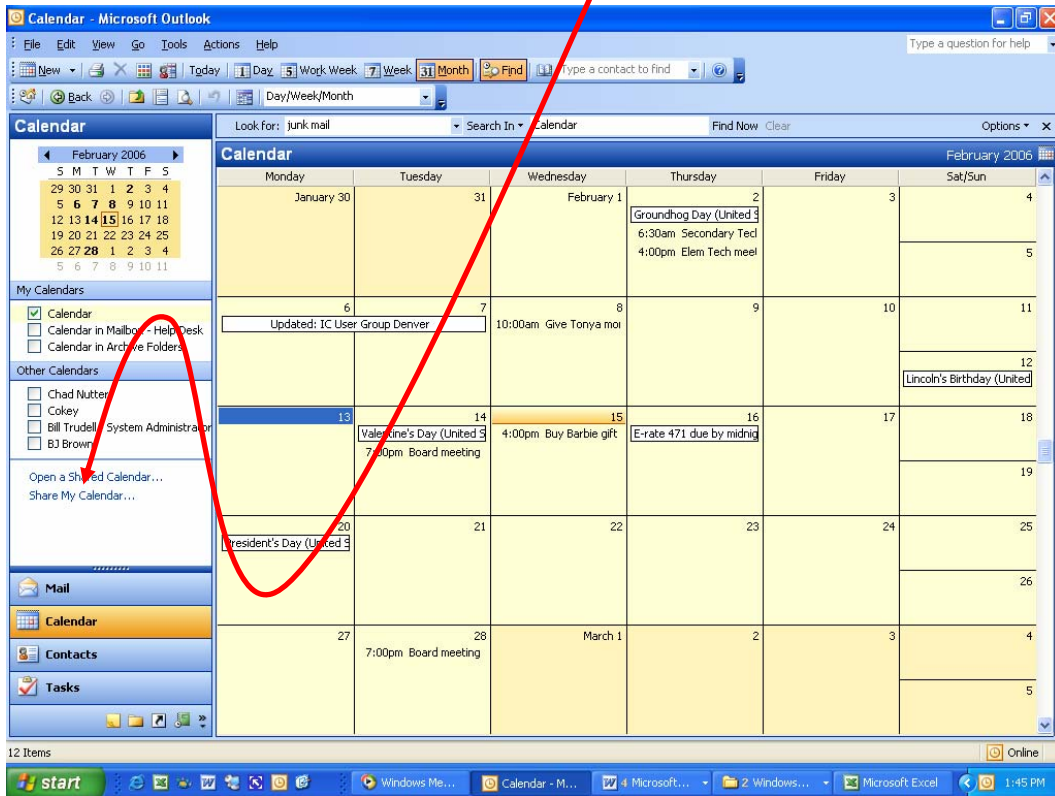
Microsoft Outlook has a personal Calendar feature that you can set up as:
Today, Daily, Work Week, Weekly, and Monthly.



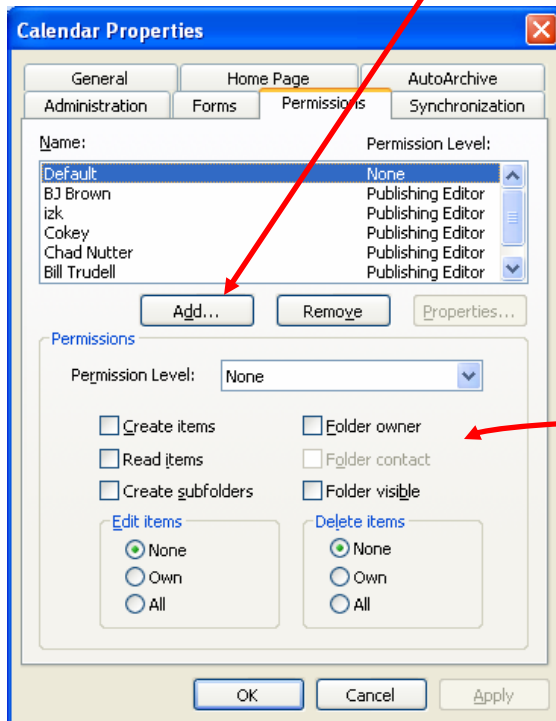
The top area shows the full monthly calendar. The right side will show which Calendar option you have chosen. Above is the Monthly view.

CALENDAR SHARING

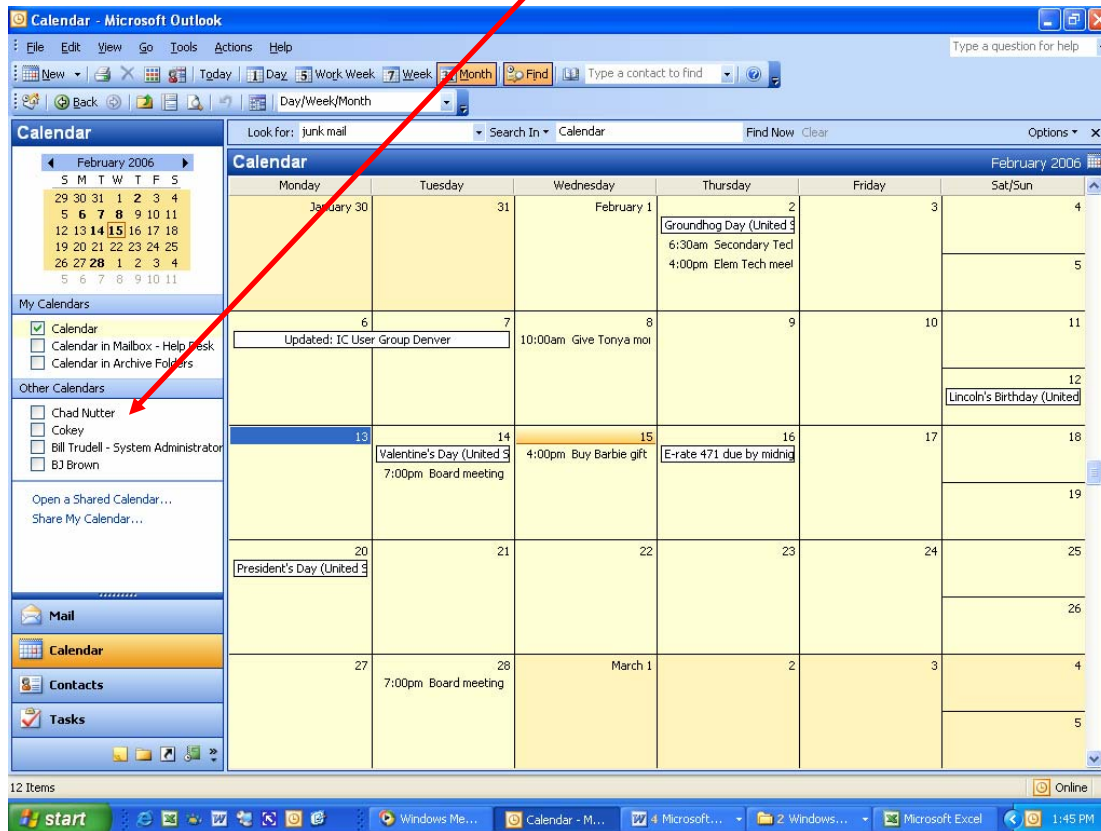
A very useful feature with Microsoft Outlook Calendar is Calendar Sharing. You can share your calendar with others in your office. Choose Share My Calendar.



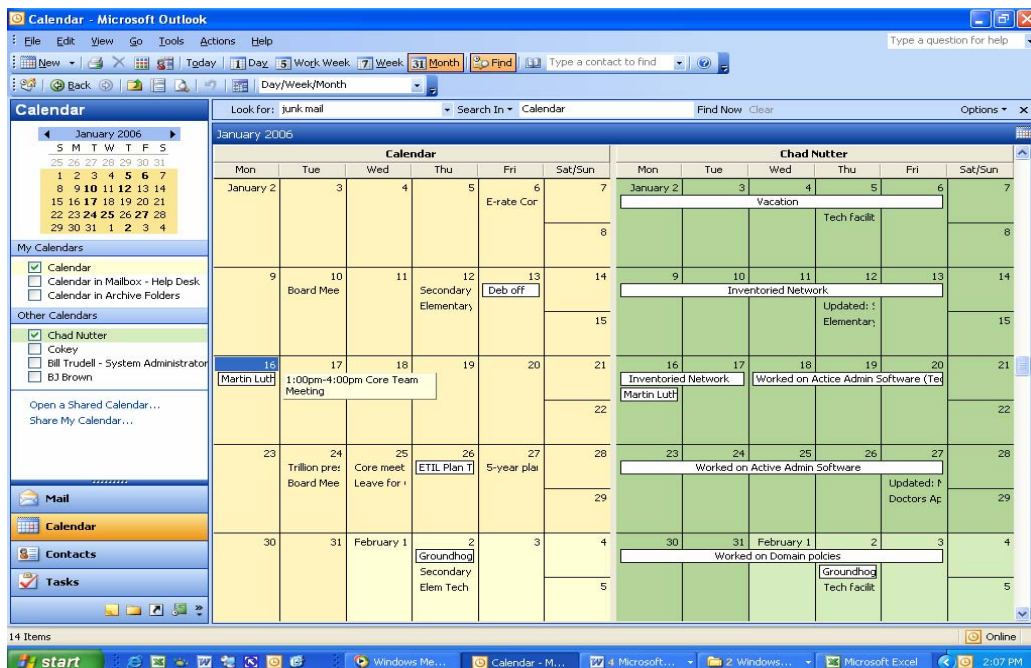
When you share your calendar, you can Add anyone and choose what rights that person has from read-only to making changes.



The center left portion shows whose calendar you are sharing.
 If you want to open a shared calendar, select the box beside the name in the center and it will appear.



This is how it will look.



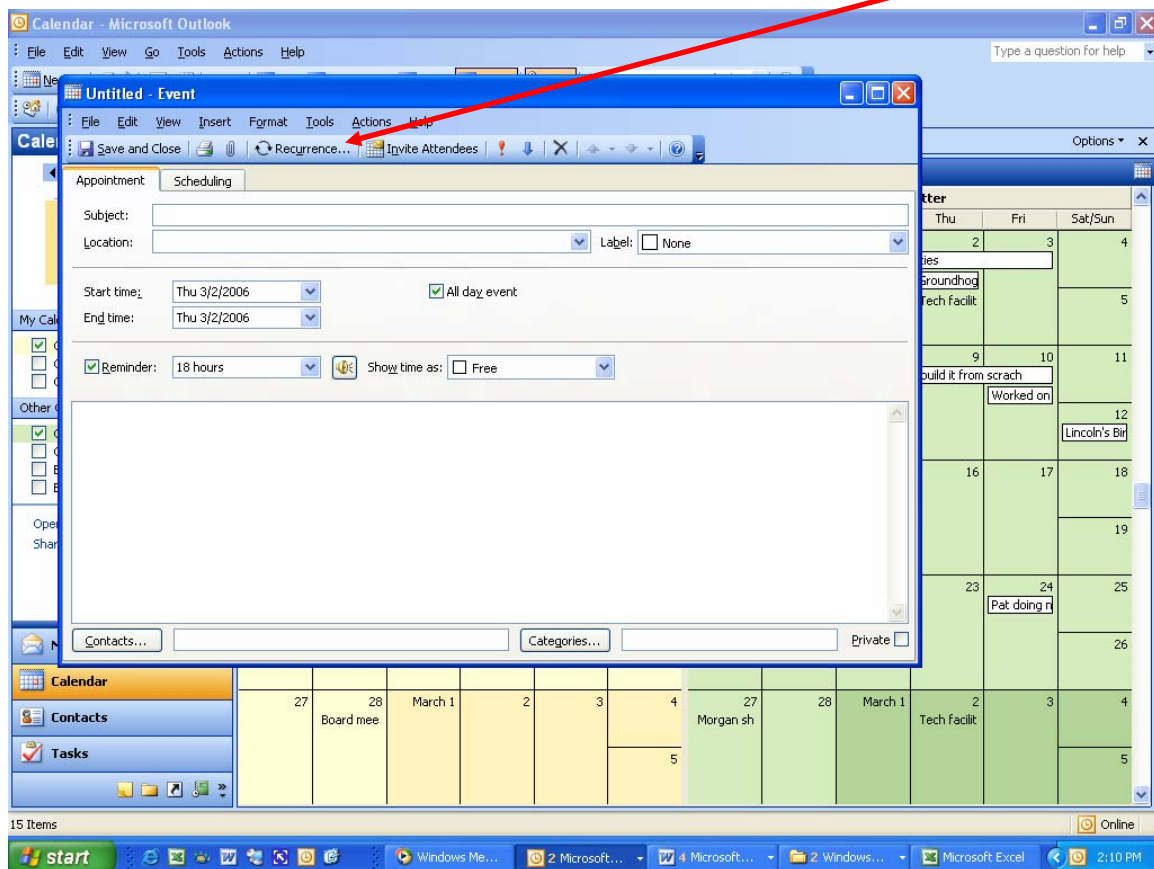
POPULATING YOUR CALENDAR

To add an item on the calendar, click on that day and an event screen will appear. Fill out the Subject, Location, Color-code importance, choose Start Time, End time and if you want a reminder and at what interval. You can then make notes in the blank screen below. You can select the contacts in your Contact list if you choose.

On the Scheduling Tab, you can schedule the attendees which will send them an invitation to the meeting. This will send them an e-mail that they will have to accept the invitation or decline. Once accepted, it will populate their calendar.

If you are scheduling a recurring date, fill out appropriately and click on Recurrence Button.

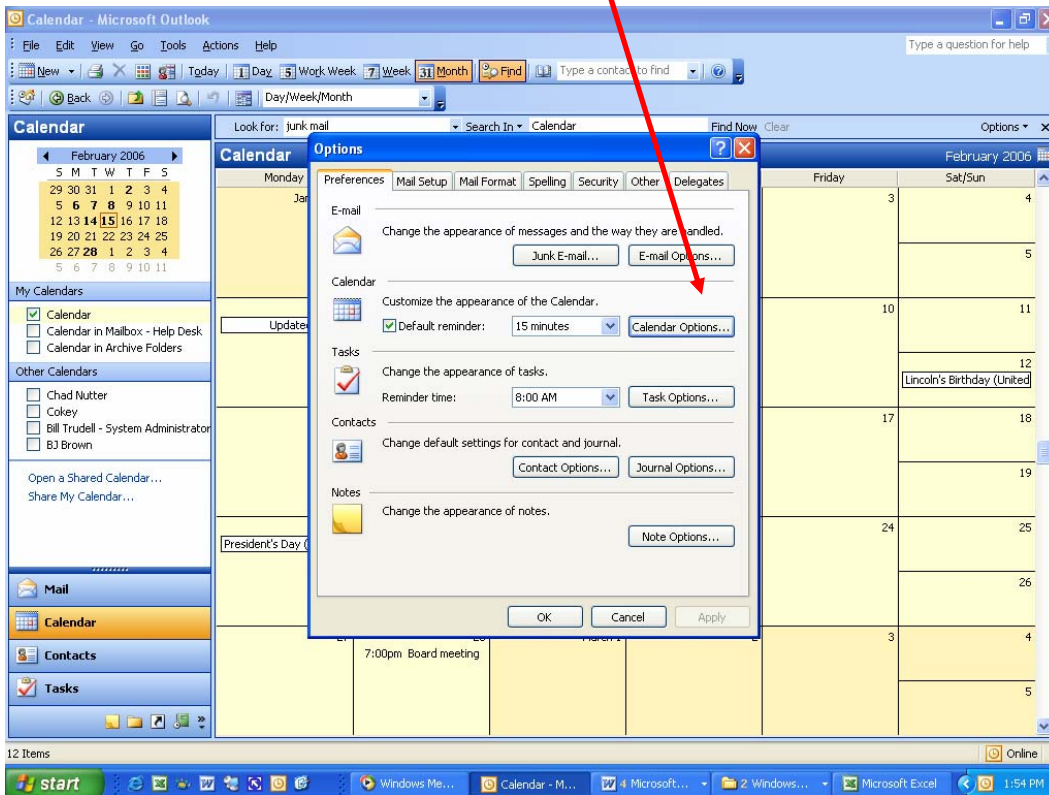
Be sure to Save and Close when done.



This will then populate your Calendar.

CALENDAR OPTIONS

To set up Calendar Options:
Tools>Options>Preferences>Calendar Options



Here, you can change how the Calendar work week looks and.....

