Lesson 15 Working with the Calendar

In this the final lesson in this course, we are looking at the calendar and how we use it in Outlook.

The calendar offers four distinctive views of content, which are available from the **Change View** list in the **Current View** group on the view tab. These views are:-

Calendar. This is the standard view in which you display your Outlook calendar. In the Day, Work Week, or Week arrangement, Calendar view displays the subject, location, and organizer (if space allows) of each appointment, meeting, or event, in addition to the availability bar and any special icons, such as Private or Recurrence.

Preview. In the Day, Work Week, or Week arrangement, Preview view displays more information, including information from the notes area of the appointment window, as space allows.

List. This list view displays all appointments, meetings, and events on your calendar.

Active. This list view displays only future appointments, meetings, and events.

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By default, the Outlook 2013 Calendar module displays the current month and next month in the Date Navigator at the top of the Folder Pane. You can display more or fewer months by changing the width or height of the area allocated to the Date Navigator.

You can use these additional tools to change the time period shown in the calendar:

- ☑ Display the previous or next time period by clicking the **Back** button or the **Forward** button next to the date or date range in the calendar header.
- ☑ Display the current day by clicking the **Today** button in the Go To group on the Home tab.
- ☑ Display a seven-day period starting with the current day by clicking the **Next 7 Days** button in the Go To group on the Home tab.
- ☑ Display week numbers to the left of each week in **Month** view and in the Date Navigator. If you implement this option, you can click the week tab to display that week.

You can use the Date Navigator to change the day or range of days shown on the calendar.

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You can allocate up to 50 percent of the program window to the Folder Pane.

Sharing Calendar Information

Co-workers can view your available working time when they schedule meetings with you or view your calendar through Outlook. If you want to share more information with co-workers or with people outside of your organization, you have several options for doing so.

If your email address is part of an Exchange network, you can give permission to other people on your network to view, modify, or create items within a calendar or any other type of Outlook folder. The level of access each co-worker has is governed by the permissions you assign to him or her.

To share a calendar with a co-worker:

1. In the **Calendar** module, display the calendar you want to share.

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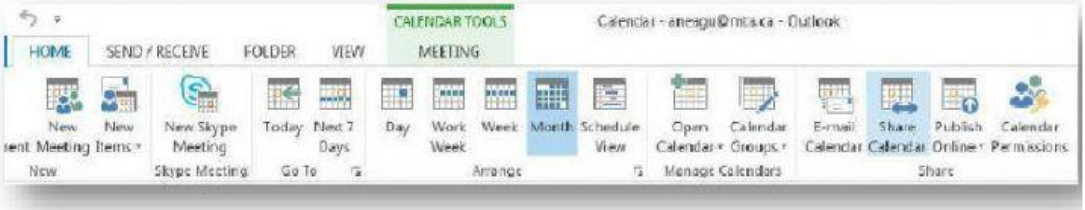
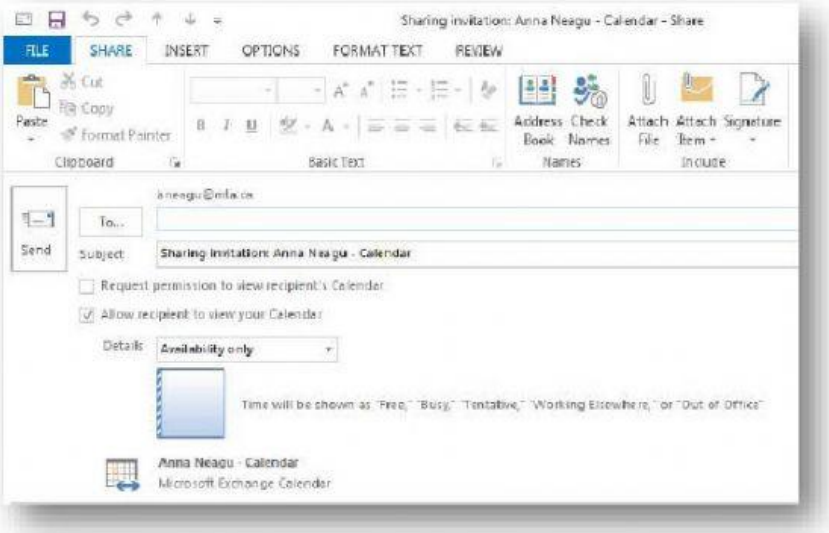
2. On the **Home** tab, in the **Share** group, click the **Share Calendar** button to create a message, called a *sharing invitation*.



3. Address the message to the person with whom you'd like to share your calendar. If you'd like to request that the person reciprocate by sharing his or her calendar with you, select the **Request permission to view recipient's Calendar** check box.



4. In the **Details** list, click the level of detail you want to share: **Availability only**, **Limited details**, or **Full details**.
5. Add any notes you want to in the content pane, send the message, and then click **Yes** in the **Microsoft Outlook** dialog box that asks you to confirm that you want to share the calendar with the specified permissions.

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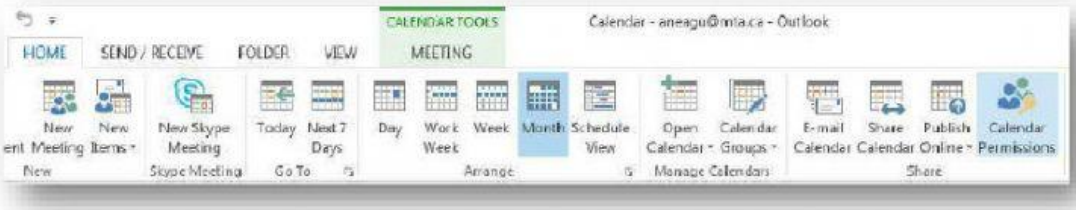
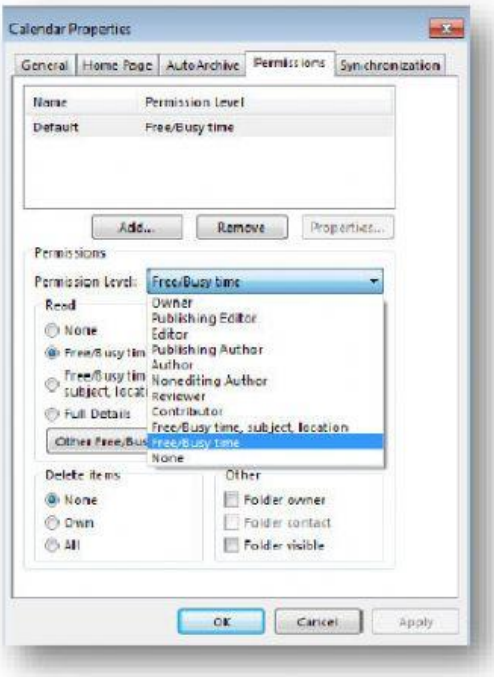
After you share a calendar, you can specify the actions each person with whom you share the calendar can take. On the Permissions page of the Calendar Properties dialog box, which you display by clicking the **Calendar Permissions** button in the Share group on the **Home** tab, you can select a permission level, which includes specific Read, Write, Delete, and other settings, or you can select individual settings in each category.



From the Permissions page, you can change the default permission level to your calendar and permit co-workers to view more information than only your availability.



You can delegate control of your calendar so that a co-worker or assistant can create and respond to meeting requests on your behalf, and specify that meeting requests should be delivered to your delegate rather than to you. You receive copies of the meeting requests and copies of your delegate's responses, but you don't have to respond.

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To delegate control of your calendar to another Outlook user, follow these steps:

1. On the **Info** page of the **Backstage** view, click **Account Settings**, and then click **Delegate Access**.
2. In the **Delegates** dialog box, click **Add** to open the **Add Users** dialog box.

3. In the **Add Users** dialog box, click the person you want to delegate control to, click **Add**, and then click **OK** to open the **Delegate Permissions** dialog box. Notice that you can delegate individual permission levels for each module.
4. In the **Delegate Permissions** dialog box, set the permission level you want the delegate to have for each module.
5. Select the **Automatically send a message...** check box to ensure that your delegate is aware of the permissions you're delegating to him or her.
6. If you want to allow your delegate to view details of items that you mark as private, select the **Delegate can see my private items** check box.

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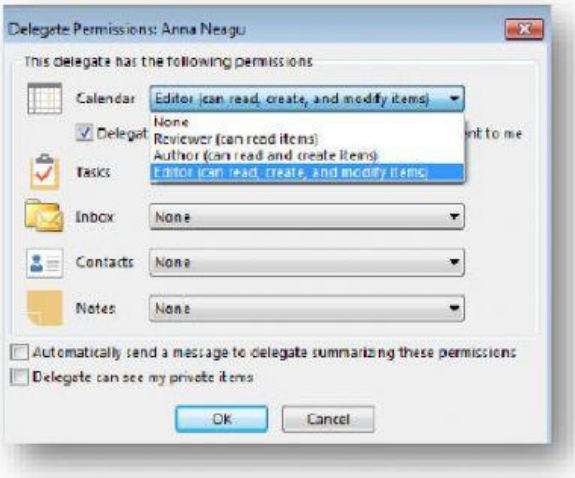
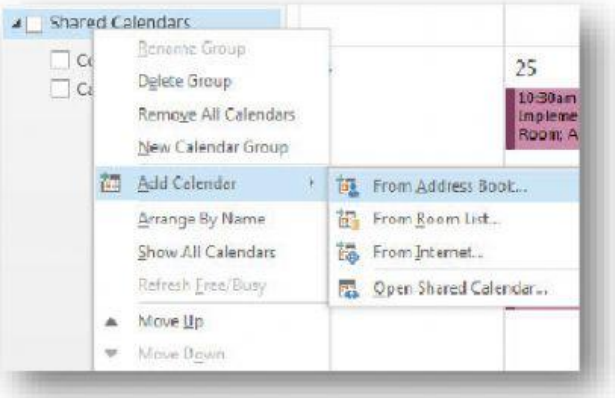


7. In the **Delegate Permissions** dialog box, click **OK**. The delegate appears in the **Delegates** dialog box. You can modify the delegation permissions for an existing delegate, or rescind the delegation, at any time.

Checking Other People's Calendars

1. Select **Calendar** in the Navigation pane.
2. Right click on **Shared Calendars** and select **Add Calendar From Address Book.**



3. Enter the name of the colleague whose calendar you want to view for **Name** or click **Name** to select a name from the Address Book, select a name and click **OK**.
4. Click **OK**. The shared Calendar appears adjacent to any calendar that is already in the view.

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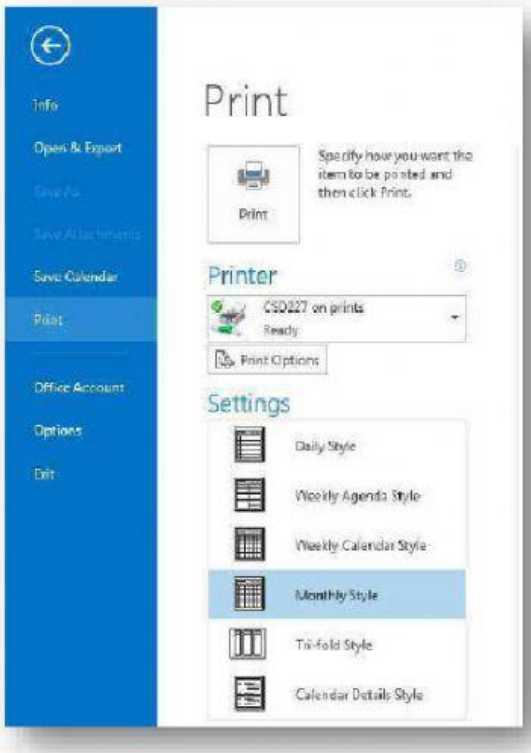
Printing the Calendar is no different than printing anything else in Outlook, except for a few unique Calendar-related options that you need to be aware of. You can customize the Calendar print settings so your printed calendar looks the way you want it to.

The available print styles vary based on what view you're in when you choose the Print command.



The default print styles include the following:

Daily Style Prints the selected date range with one day per page. Printed elements include the date, day, TaskPad, reference calendars for the current and upcoming months, a breakdown of working hours in 30-minute blocks, and an area for notes.

Weekly Agenda Style Prints the selected date range with one calendar week per page, including reference calendars for the selected and following month.

Weekly Calendar Style Prints the selected date range with one calendar week per page. Each page includes date range and time increments for working hours, and reference calendars for the selected and following month.

Questions

1. Explain how to share a calendar with a co-worker?

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2. Explain the steps of how to delegate your calendar to another user

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