Lesson 13 Appointments and Calendar

In the lesson you will learn about how to schedule an appointment and work with the calendar.

Scheduling an Appointment Appointments are blocks of time you schedule for only yourself (as opposed to meetings, to which you invite other Outlook users.) An appointment is any sceduled activity that takes place within a one-day time period., and has specific start time and end time.

1. *Click* the **Calender** button in the **Navigation Bar**.
2. *Click* the **New Appointment** button on the **Ribbon. 1**



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3.*Type* a description of the appointment in the **Subject** field.

4. *Specify* the date of the **appointment** and its start and end time.

When creating an appointment, you show your availability (referred to as Free/Busy time) by marking it as Free. Working Elsewhere,Tentative,Busy or Out of Office. The appointment time is color-coded on your calendar to match the availability you show. Your availability is visible to other Outlook contacts on your network and also marked on the calendar that you share or send to your contacts.

5. Enter additional information about the appointment as required.

6. *Click* the **Save & Close** button in the **Actions** group on the **Ribbon**. The **Appointment** window closes and the appointment appears in your calendar.

Scheduling a Meeting

When scheduling a meeting, the calendar blocks off the specified time span e.g from 11:00am to 15:00.

1. *Click* the **Calendar** button in the **Navigation Bar**.

2.Click the **New Meeting** button on the **Ribbon**. An unentitled-window appears.2 2

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3. Fill in the necessary information you want to set up.

To... - Attendee to be invited to the meeting.

Subject - Subject title for the appointment.

Location - Type the location of where the meeting will occur.

Start time - Select the date and start time of the appointment.

End time - Select the date and end time of the appointment.

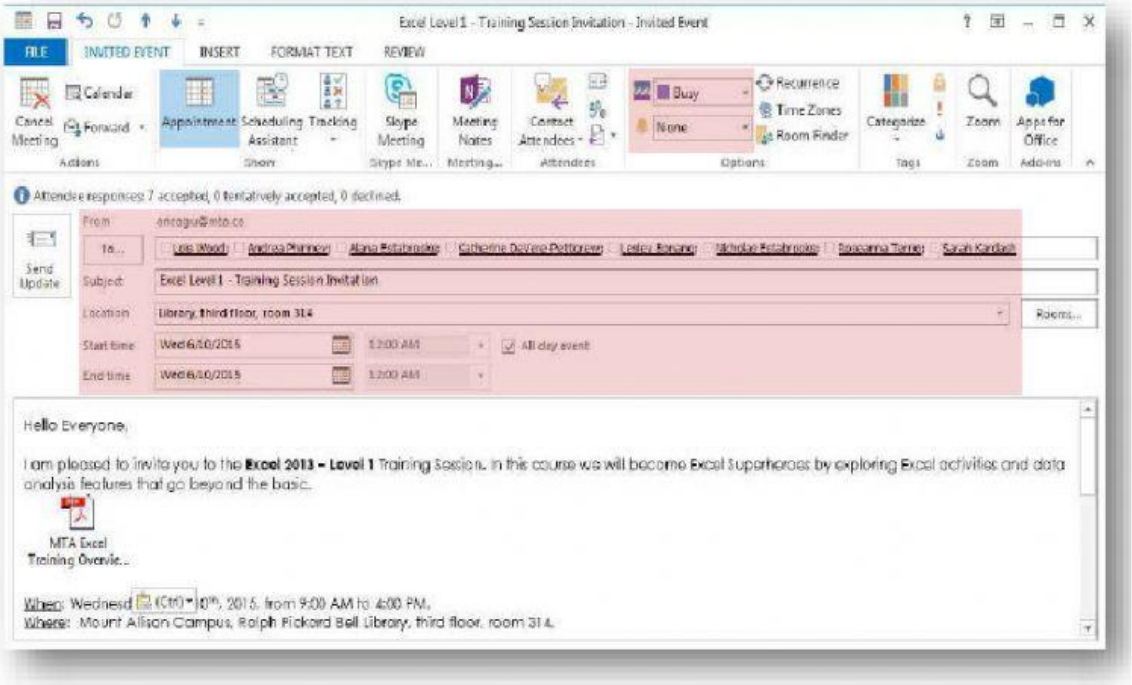
Description box - Type in any description or details of the appointment for your own reference.

Show As – Change how the time for this event is marked on your calendar.

Reminder - Select the desired reminder time to the right of the bell icon in the top middle of the Appointment window.

You can also attach files such as Word documents, PDFs, spreadsheets and more to the meeting. These can be saved and/or opened by the other Attendees. Either drag a file from your computer into the body of the Appointment, or select ***Insert*** *tab, then the* ***Attach File*** *icon from the top row of the Appointment window.*

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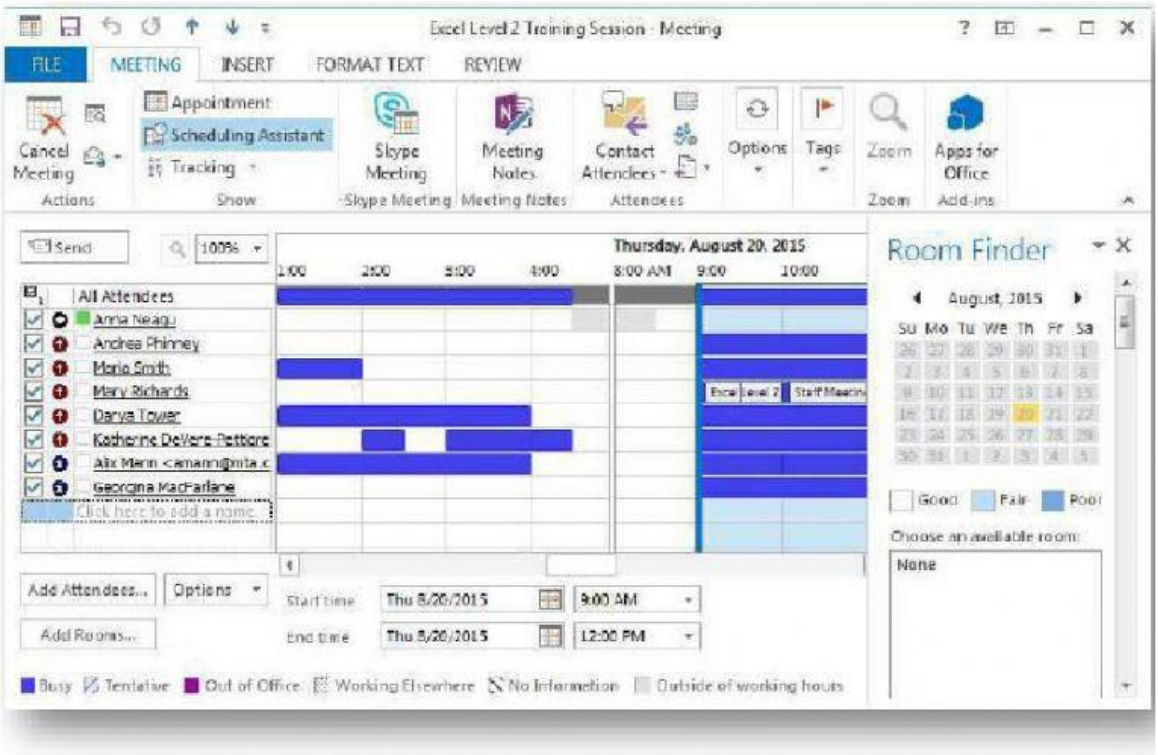


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4. Select the **Scheduling Assistant** icon near the top of the **Meeting** tab and review the chart that Appears to the right of each individuals name.

Blue: The time is marked as busy.
Blue and White Striped: This time is scheduled with tentative appointments.
Purple: This time is marked as out of office.
Black and White Striped: Outlook has no information for this time.

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- To change the desired meeting time simply slide the sides of the blue vertical bracket indicating your meeting's start and end times to a different place in the chart. Use the scroll bar at the very bottom of the chart to view more times and dates if needed.

- To classify attendees, click the icon next to the attendee's name until you see the icon for the desired classification. Attendee classifications are taken into account by the Suggested Times.

Organizer: This is the creator of the meeting; it will by default appear to the left of your name (and will not be an option for other attendees). This position is regarded as necessary by the Suggested Times list

Required Attendee: Invitees to be regarded as necessary by the Suggested Times list. Invitees are by default listed as required.

Optional Attendee: Invitees for whom attendance is optional; separated from Required Attendees in the Suggested Times list.

Resource: This label marks rooms or equipment added to the meeting, and is regarded as necessary by the Suggested Times list

5. Click Appointment in the Meeting tab at the top of the screen.This will return you to the Appointment screen. You will the details for the time and date you selected.

6. Click Send once you have completed the necessary details and you have successfully sent out

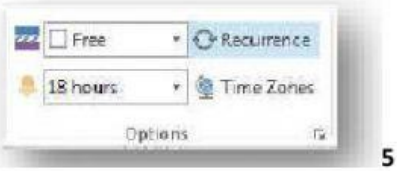
A meeting invitation and created a meeting.There should now be an entry for the meeting in your calendar.

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A *recurring* appointment is an appointment that occurs at regular intervals; for example, every Friday at 10 a.m.

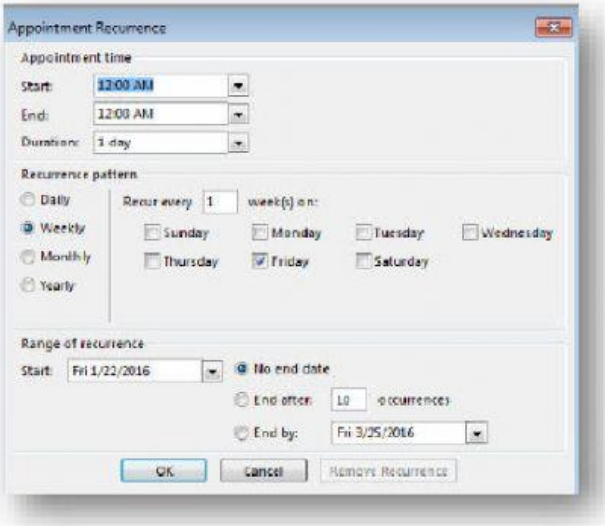
Create a recurring appointment

1. Click the **New Items** button in the New group on the Ribbon and select **New Appointment** from the drop-down.
2. Type a description of the appointment in the **Subject** field.
3. Click the **Recurrence** button in the Options group.



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4. The Appointment Recurrence dialog box appears. Here you need to specify the time of the appointment, how often the appointment should recur (for example, every Friday), and the start and end date of the recurrence.



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Edit a recurring appointment

1. Double-click the appointment you want to edit. The Open Recurring Item dialog box appears. You have two options here:
- ❑ *Open this occurrence*: Edits only the selected occurrence of the recurring appointment.
- ❑ *Open the series*: Edits every occurrence of the recurring appointment.
2. Select the appropriate option and click **OK**. The appointment opens in its own window.
3. Edit the appointment as necessary.
4. Click the **Save & Close** button in the Actions group. Outlook saves your changes.

Delete a recurring appointment

1. In the Calendar, click the appointment that you want to delete.
2. Press the **<Delete>** key. The Confirm Delete dialog box appears. You have two options here:
- ❑ *Delete this occurrence*: Deletes only the selected occurrence of the recurring appointment.
- ❑ *Delete the series*: Deletes every occurrence of the recurring appointment.
3. Select the appropriate option and click **OK**.

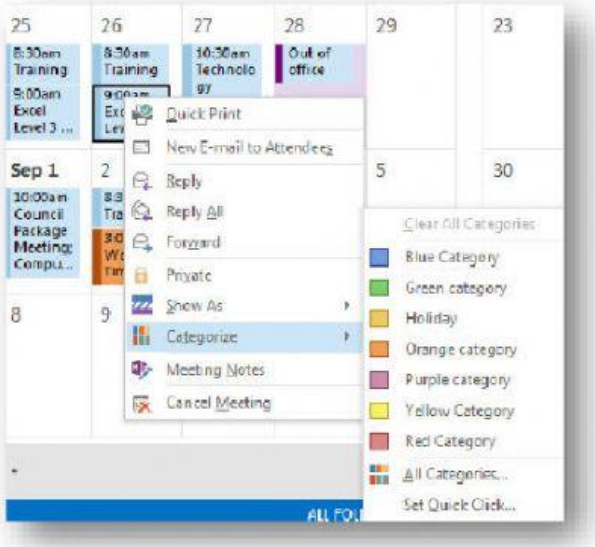
5. Make your specifications in the Appointment Recurrence dialog box and click **OK**.
6. Click the **Save & Close** button in the **Actions** group.

Color Coding Appointments

Color categories let you organize your Outlook items by color, making it easier to distinguish between different types of information. In the Calendar, you can color-code your appointments, meetings, and events.

By default, six color categories are available. You can apply one or more categories to an item at a time.

1. Select the appointment, meeting, or event you want to color-code.
2. Right-click the item you want to color-code, point to **Categorize** in the contextual menu.
3. Select a color category from the list.
4. The selected color is applied to the appointment.



Questions

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1. Describe how you set an appointment on Outlook?

2. Describe how color-coding schedule is set up?

3. What information is required when setting up a meeting?

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