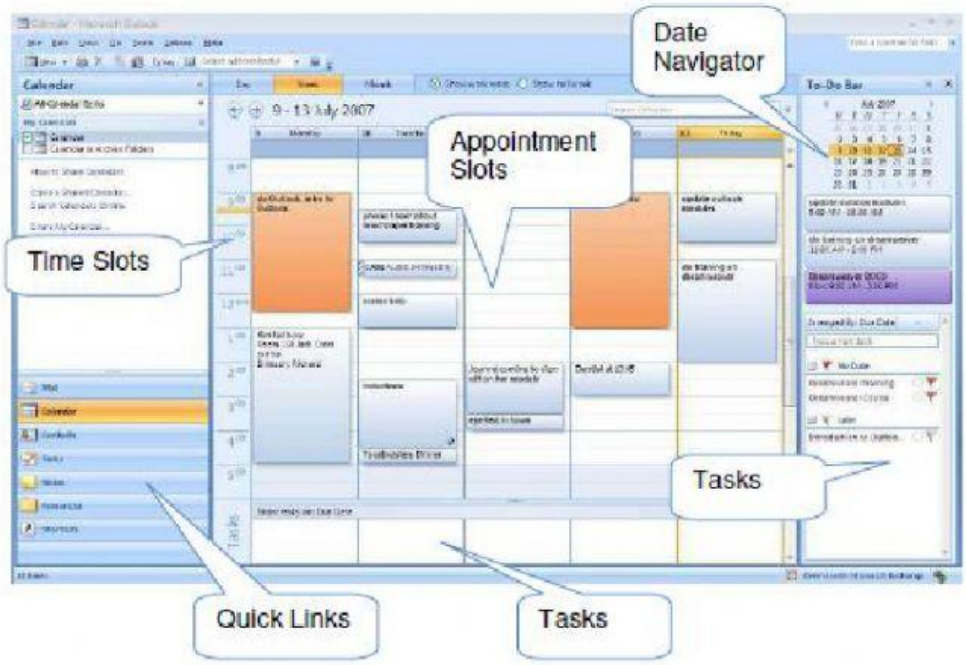
Lesson 1 **The Calendar**

The Basics

The Calendar features of Outlook allow the user to schedule appointments, meetings and events.|It is therefore a handy tool, assisting with time management and general work practice. Your calendar can be shared with a colleague or colleagues which means that they will be able to see your availability for meeting etc. if you are absent. The calendar is listed in Outlook's folder list. Once you have selected calendar from the Folder List, a screen something like the one below will appear (the Calendar may look slightly different due to the individual settings.)



Time Slots

Time Slots show the hours of the day, with each full numbered. The default Time Slots for working hours and bright yellow, and non-work hours are shaded a darker yellow.

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Appointment Slots

Appointment Slots on the Calendar show your appointments and meetings. A Calendar item indicates whether the item refers to an apppointment or a meeting, whether the apppointment or meetings is recurring, whether it is private and whether you've set a reminder.The calendar item also gives you information about the subject, the location and the durati on of the appointment or meeting.

This symbol indicates that a reminder for the appointment or meeting has been set.

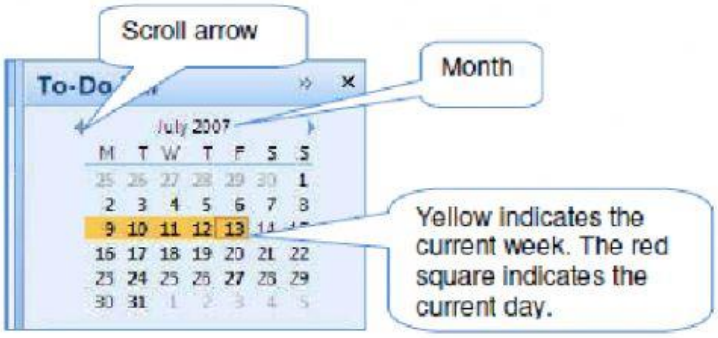
A recurring appointment or meeting.

A meeting (an appointment has no symbol)

Using the Date Navigator.

The Date Navigator is used to view from one to several months at a glance. Dates that are bold indicate that an appointment or meeting has been made on that particular date. Navigate to a date by clicking on the desired month and date in the navigator. Use the scroll arrows to jump months ahead or back. Outlook places a square around the date currently being viewed in the Calendar.

The diagram below shows the *Date Navigator* displaying two months at a time. The amount of months showing depends on how wide you have allowed the pane to be - drag on the border between the pane showing the months and the pane showing the calendar slots to alter.



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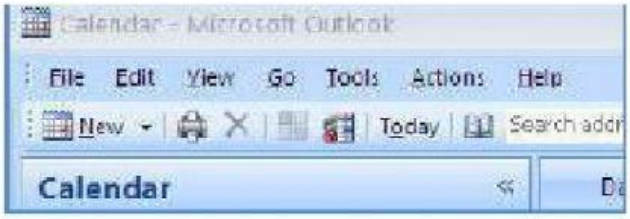
Hints

. Click on the month title to reveal a list of months from which you can navigate quickly to by selecting them with the mouse.

. To return to today's date use **TODAY** icon on the toolbar.



Viewing the Calendar

The default calendar view is the Day/Week/Month view. This can be changed by using the buttons show below. You can choose between four time spans: Day Work Week (5 day week), Week (7 day week) or Month. Select the time span shown by clicking on the appropriate icon on the toolbar. (The TODAY icon will return to a view which includes the current date).

Questions.

1. **Explain in full how the Calendar is used in Outlook?**

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2. **How is the Date Navigator used?**

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