

# Using the Outlook Calendar for Appointments and Scheduling Meetings 2010

## Setting up an appointment or reminder:

1. Open **Outlook** and click on the **Calendar icon** at the bottom of the navigation pane (image 1)
2. If you don't see the Navigation Pane click on the **View** tab > **Folder Pane** > **Normal**. (image 2)

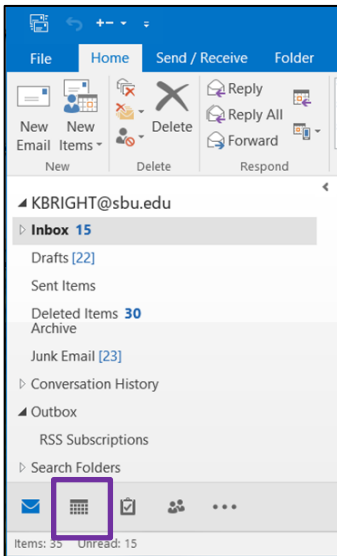


Image 1

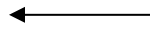
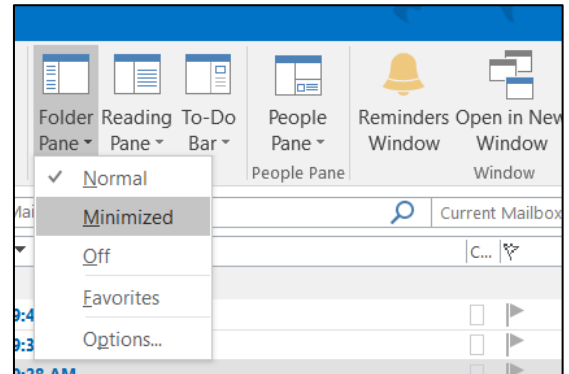
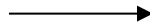
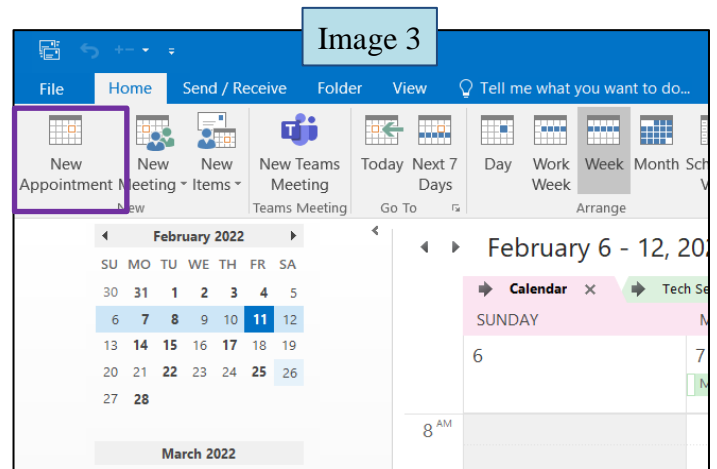


Image 2



3. On the **Home** tab, click **New Appointment**. (image 3) (or double click on the date and time slot in the calendar)



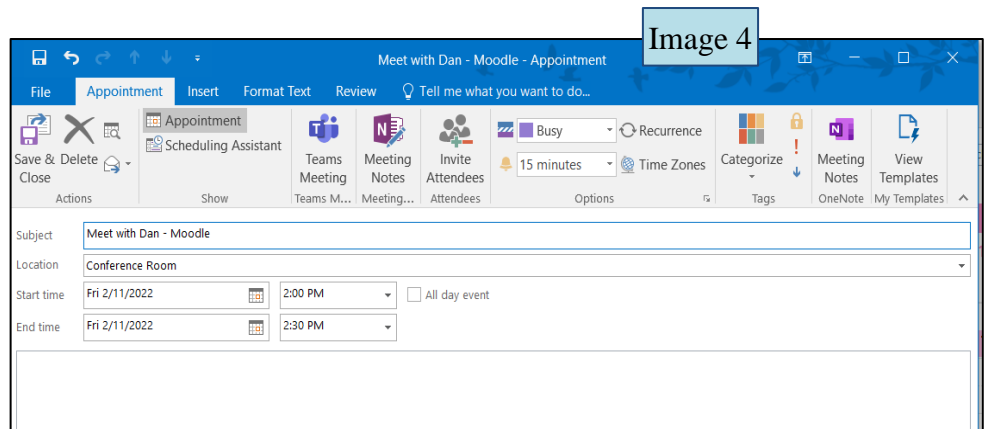
4. In the **Subject** box, type a short description. (image 4)

5. Enter the **Location**. (optional)

6. Enter start and end times.

7. Select any other options you want. (reminder, show as, category)

8. Click **Save and Close** or continue on to the next section to make the appointment recur.

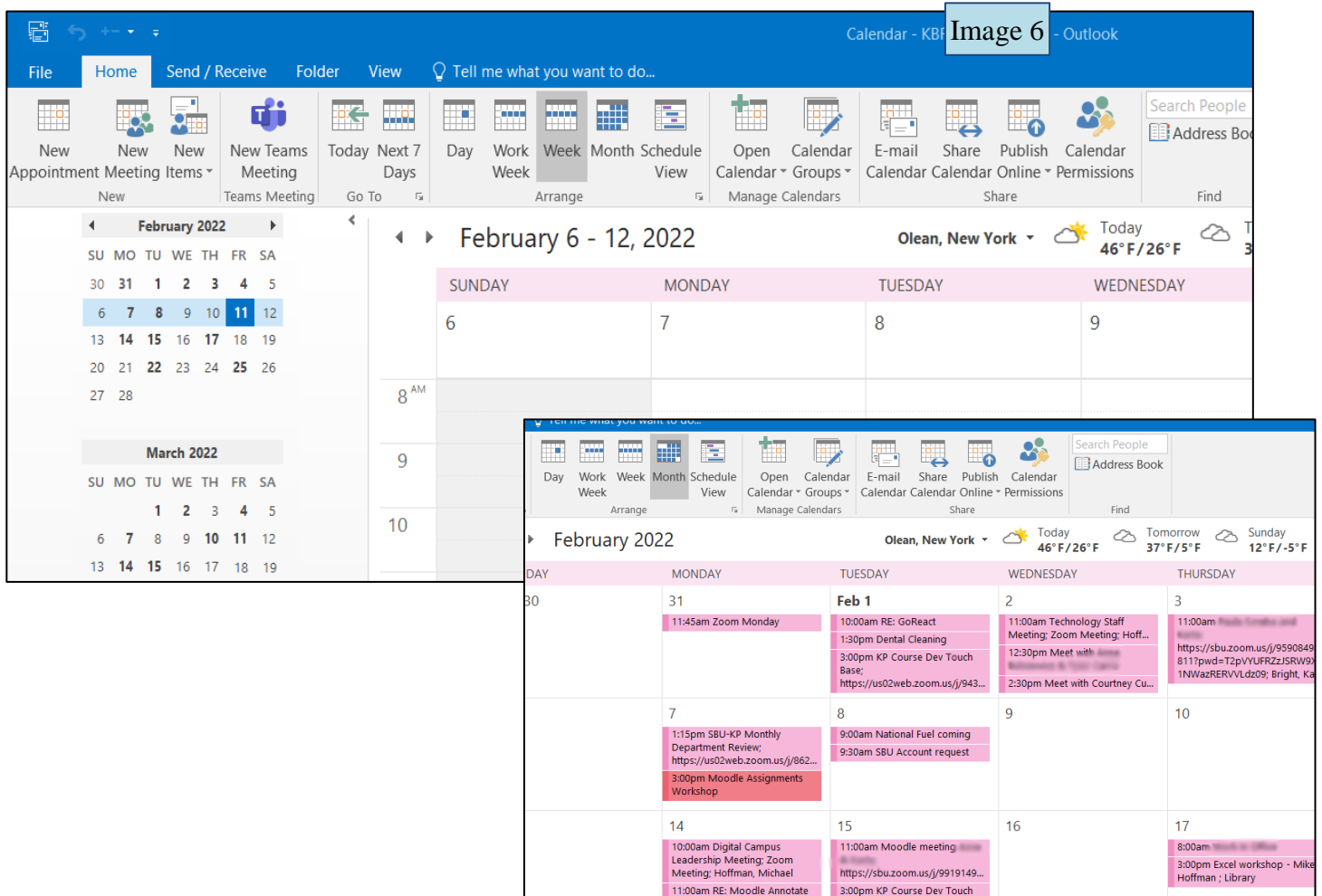
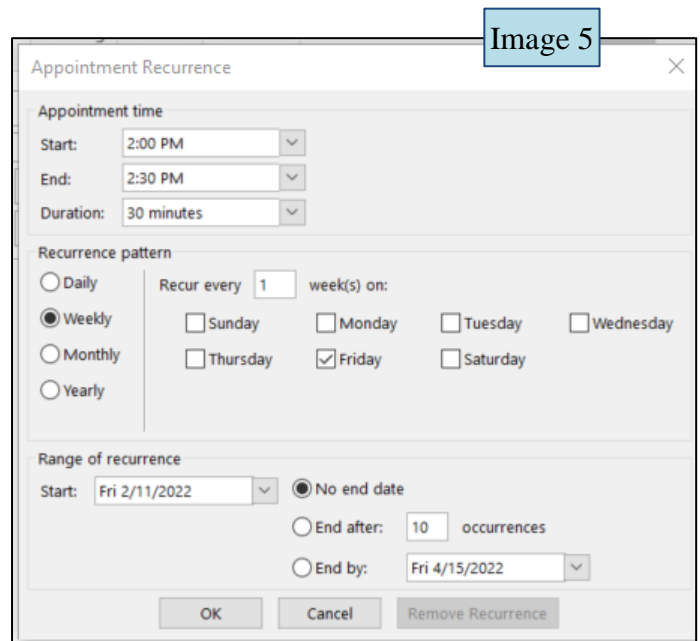


## Recurring Appointments:

1. To make the appointment recur, click **Recurrence**. (image 4)
2. Click the frequency (**Daily, Weekly, Monthly, or Yearly**) with which the appointment recurs, and then select options for the frequency. (image 5)
3. Click **OK**.
4. Click **Save and Close**.
5. The appointment is added to your calendar.

If you left the Reminder box checked – a reminder notice pops up at the specified time.

Note: You can view the entire month, one day, or one week at a time. (image 6)



## Scheduling Meetings

Okay, so the boss has asked you to schedule an office meeting. You could run around and ask everyone what “works” for them or you could use Outlook. Using Outlook to keep track of meetings can save you time and prevent aggravation because Outlook uses e-mail and the calendar to keep the details straight.

When the meeting notice is sent to invitees by e-mail, each will receive a meeting request in their **Inbox**. When they open it, Outlook notifies them if the meeting conflicts with an existing item in their **Calendar**, and they can accept, tentatively accept, or decline your meeting by clicking a single button. As meeting organizer, you can allow invitees to counter-propose an alternate meeting time.

As meeting organizer, you can track who has accepted, declined, or counter-proposed times simply by opening the meeting. Responses to your meeting request appear in your **Inbox**.

1. On the **Home** tab, click **New Meeting** (image 7)
2. Click on the **To:** button to select the invitees (image 8)

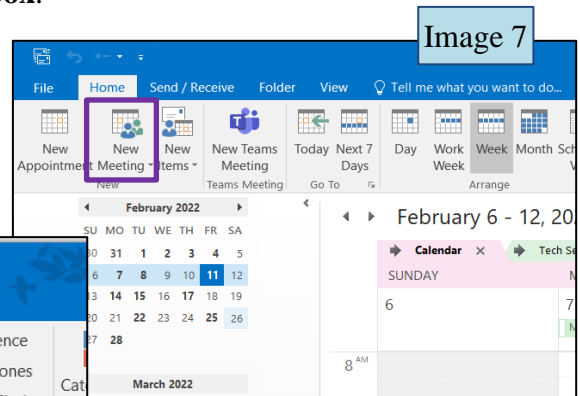
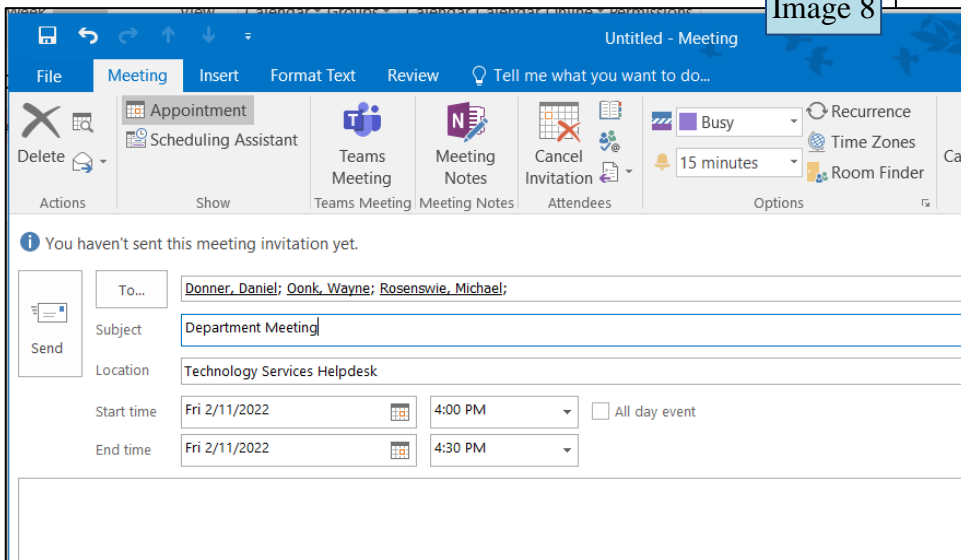


Image 7

Image 8



3. In the **Subject** box, type a description.
4. In the **Location** box, type a description. (this is optional)
5. In the **Start time** and **End time** lists, select the start and end time for the meeting. If this is an all-day event, select the **All-day event** check box.
6. Type any information that you want to share with the recipients, attach any files,

7. Click on the **Scheduling Assistant** button to view the availability of attendees (image 10)
8. You can adjust your meeting based on others availability
9. Once you are ready click on the **Send button** to send a calendar invite to those you have listed.

