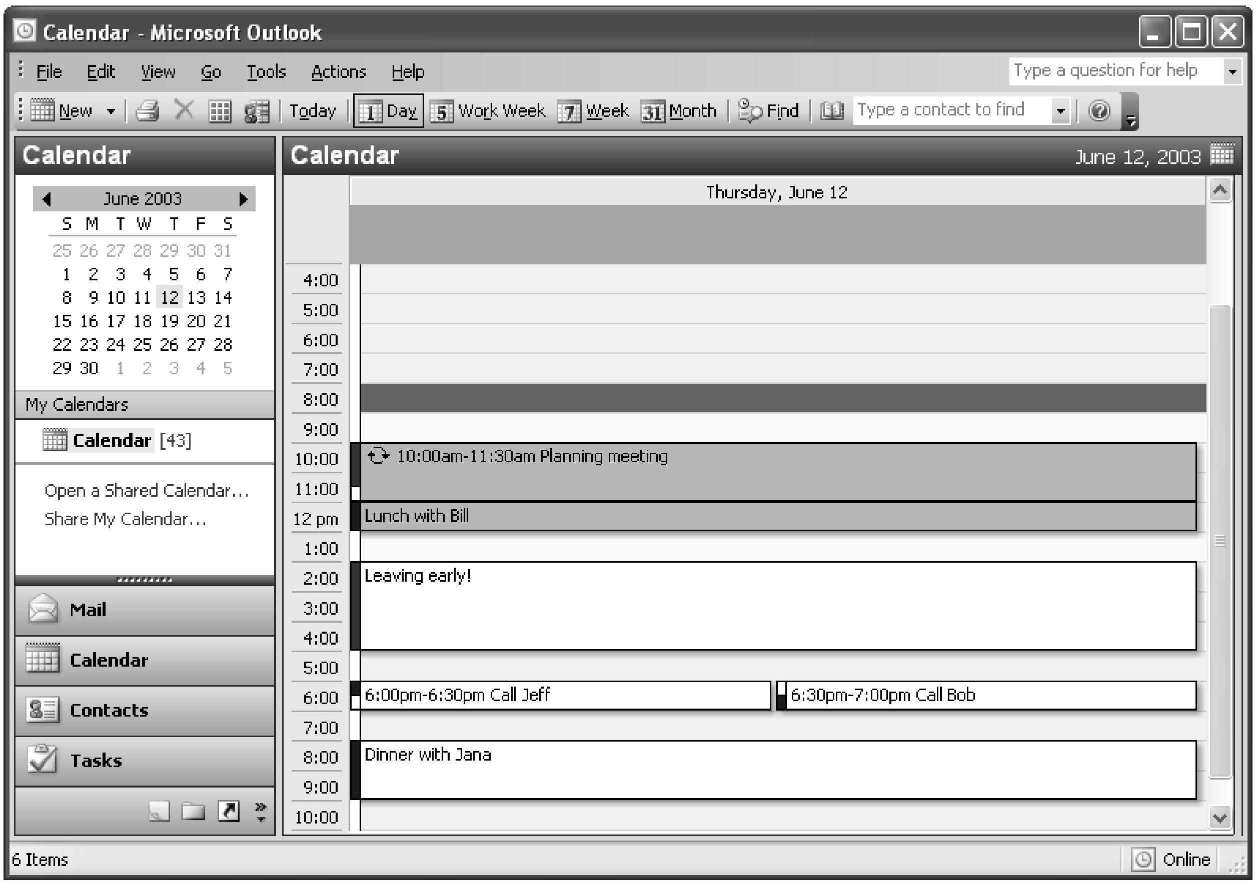
Session 1(Question 1):

<u>How can I use outlook calendar for scheduling and managing events, meetings and appointments?</u>

Answer:

For most of us, a calendar is a basic tool for organizing our lives, both at work and at home. With the calendar in Microsoft Outlook, you can schedule regular appointments, allday and multiday events, and meetings. You can view your schedule almost any way you want. In addition, you can share your calendar with others, which is a big help when scheduling organizational activities.



Understanding Calendar Items

Outlook's calendar can contain three types of items: appointments, events, and meetings.

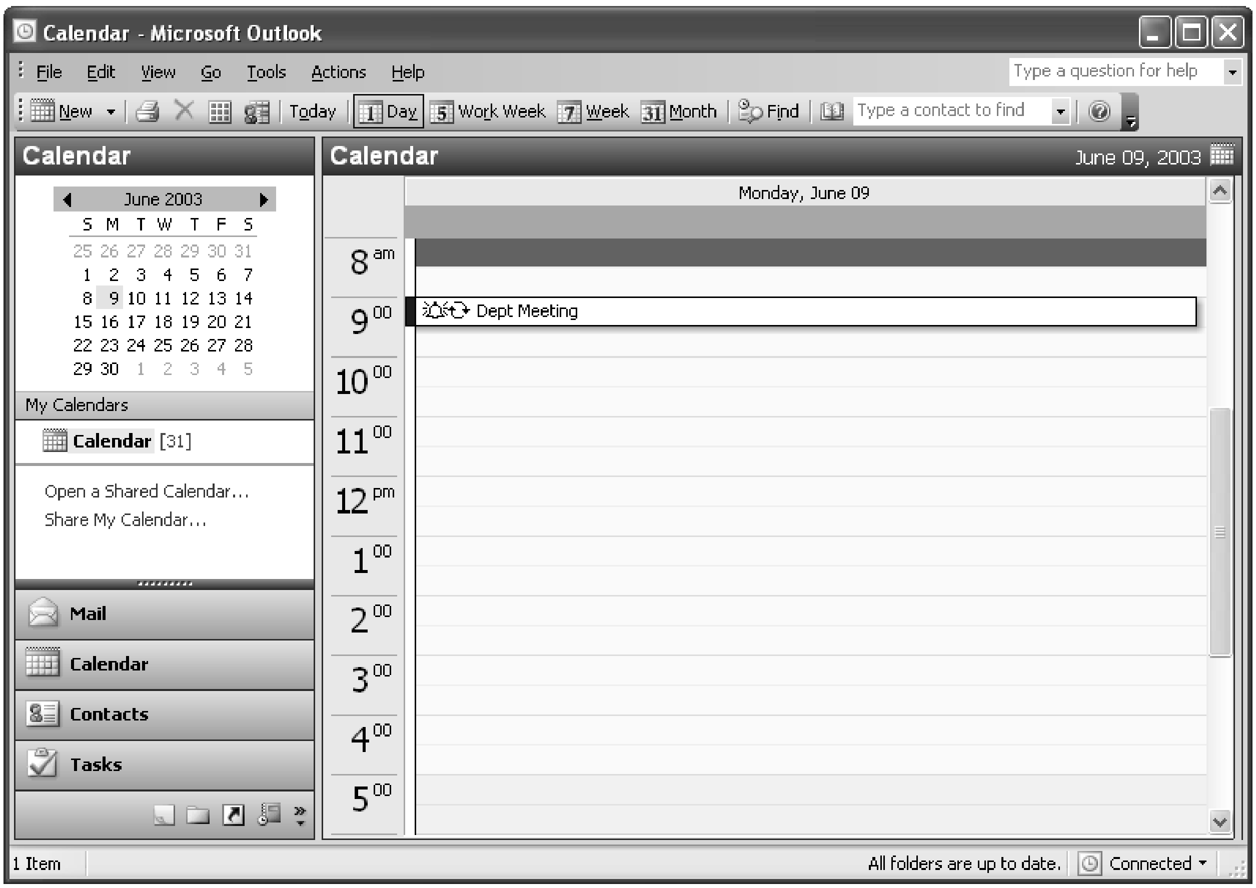
- An *appointment*, which is the default calendar item, involves only your schedule and time and does not require other attendees or resources. The calendar shows appointments in the time slots corresponding to their start and end times.
- When an appointment lasts longer than 24 hours, it becomes an *event*. An event is marked on the calendar not in a time slot, but in a banner at the top of the day on which it occurs.
- An appointment becomes a *meeting* when you invite other people, which requires coordinating their schedules, or when you must schedule resources. Meetings can be in person or set up online using Microsoft NetMeeting, Microsoft Windows Media Services, or Microsoft Exchange Conferencing.

You can create an appointment in any of these ways:

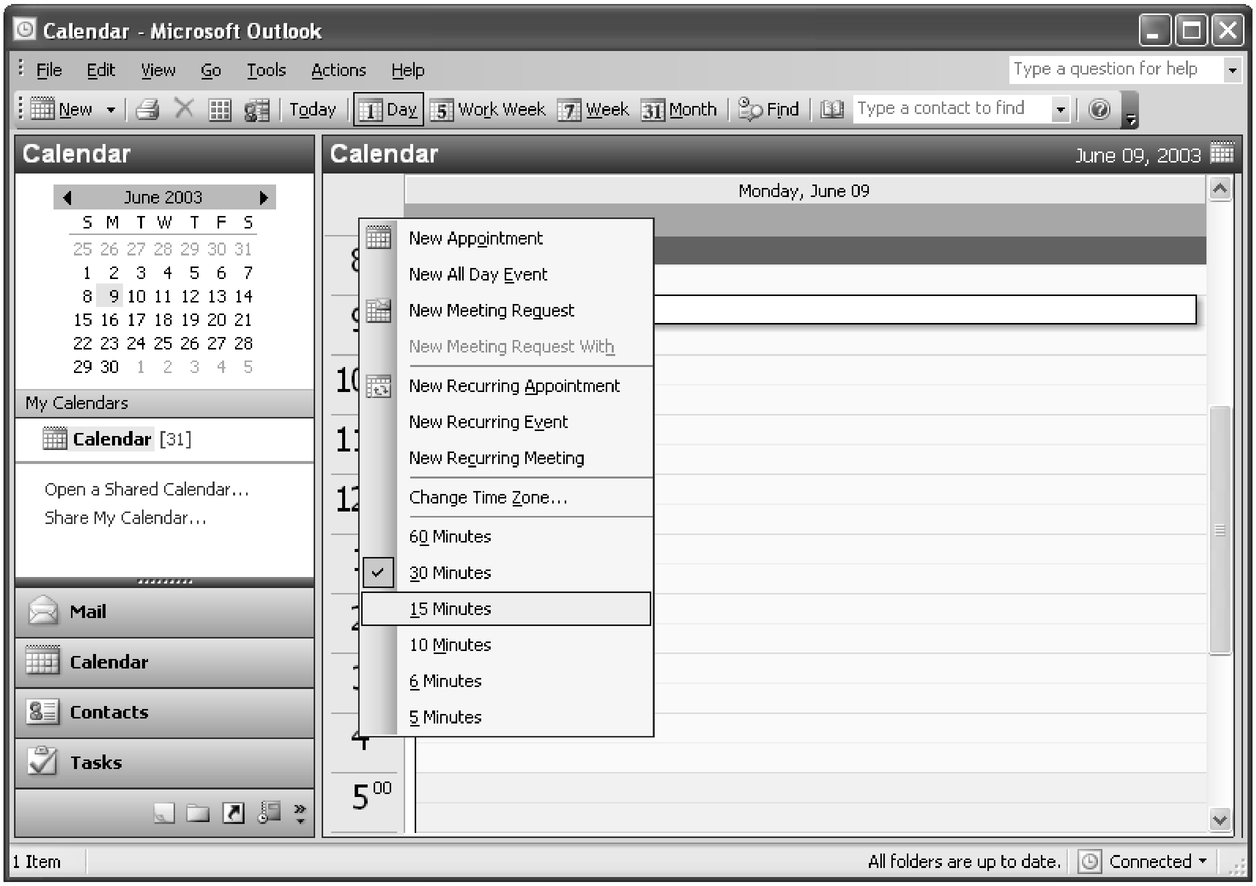
- Choose File, New, Appointment.
- When the Calendar folder is open, click the New toolbar button.
- When any other Outlook folder is open, click the arrow beside the New toolbar button and choose Appointment.
- Click a time slot on the calendar, and simply type the subject of the appointment in the time slot.

Using the Time Bar

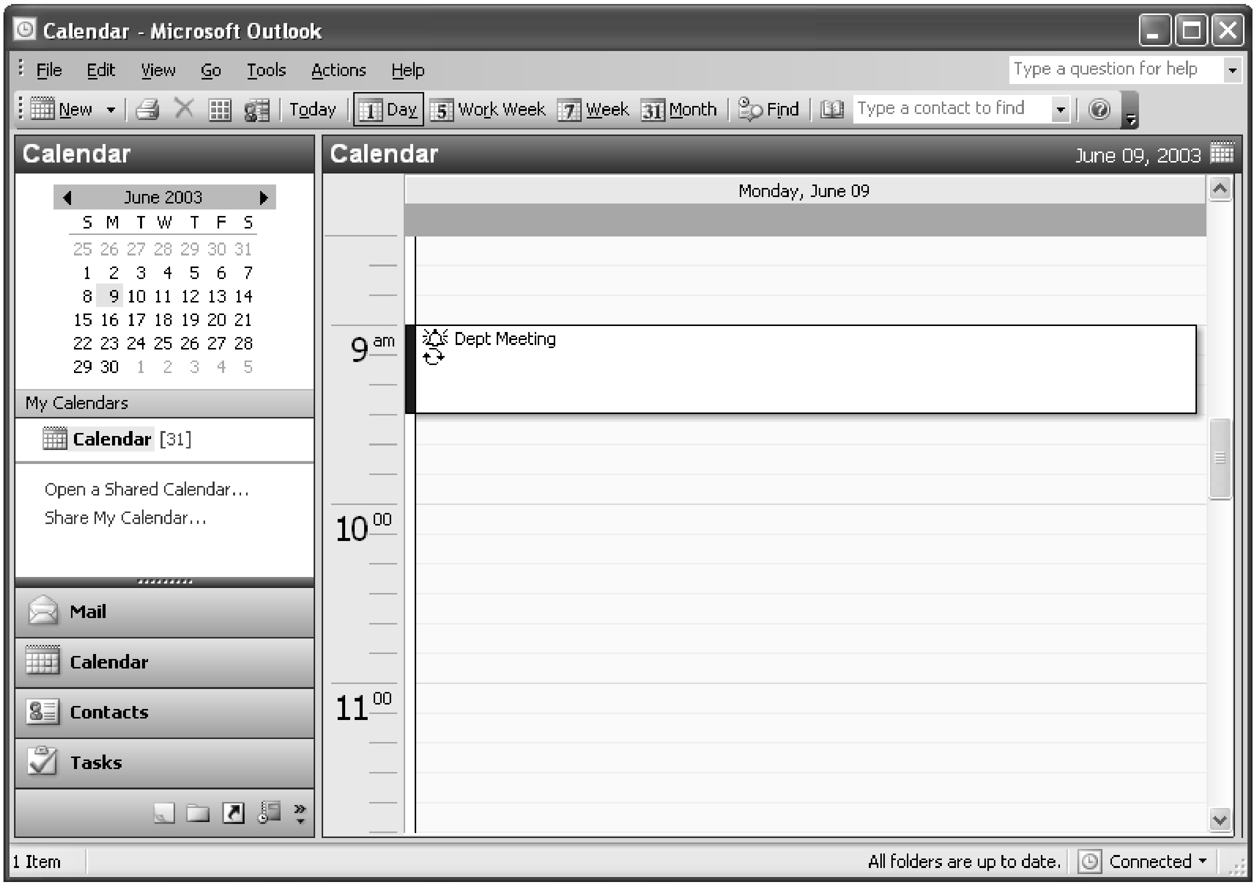
When you choose a calendar display of six days or less, the Time Bar appears, displaying 30-minute time increments by default. Time Bar set to 30-minute increments, with a 30-minute appointment on the calendar.



You can set the Time Bar to display different time increments. To do so, begin by right-clicking



If you want to change the time scale to 10 minutes, click Other Settings to display the Format Day/Week/Month View dialog box. In the Time Scale drop-down list, choose 10 Minutes; the 30-minute appointment then takes up three time intervals instead of one, as shown



Note thatwhen an appointment takes up less than a full Time Bar increment, as in this example, the scheduled time of the appointment is displayed with the appointment subject on the calendar

Using the Date Navigator

The Date Navigator has several important uses. For example, you can use it to select the day to view on the calendar—in effect, jumping from one date to another. When you click a day in the Date Navigator, Outlook displays that day according to how you have set the view (by using the Day, Work Week, or Week toolbar buttons):

- In Day view, the selected day is displayed.
- In Work Week view (five days), Outlook displays the week containing the day you clicked in the Date Navigator.
- In Week view (seven days), the calendar switches to a one-day view for the date you click.

Tip When the TaskPad is displayed, the Date Navigator appears at the top of the TaskPad. When you close the TaskPad, the Date Navigator moves to the top of the Navigation Pane.

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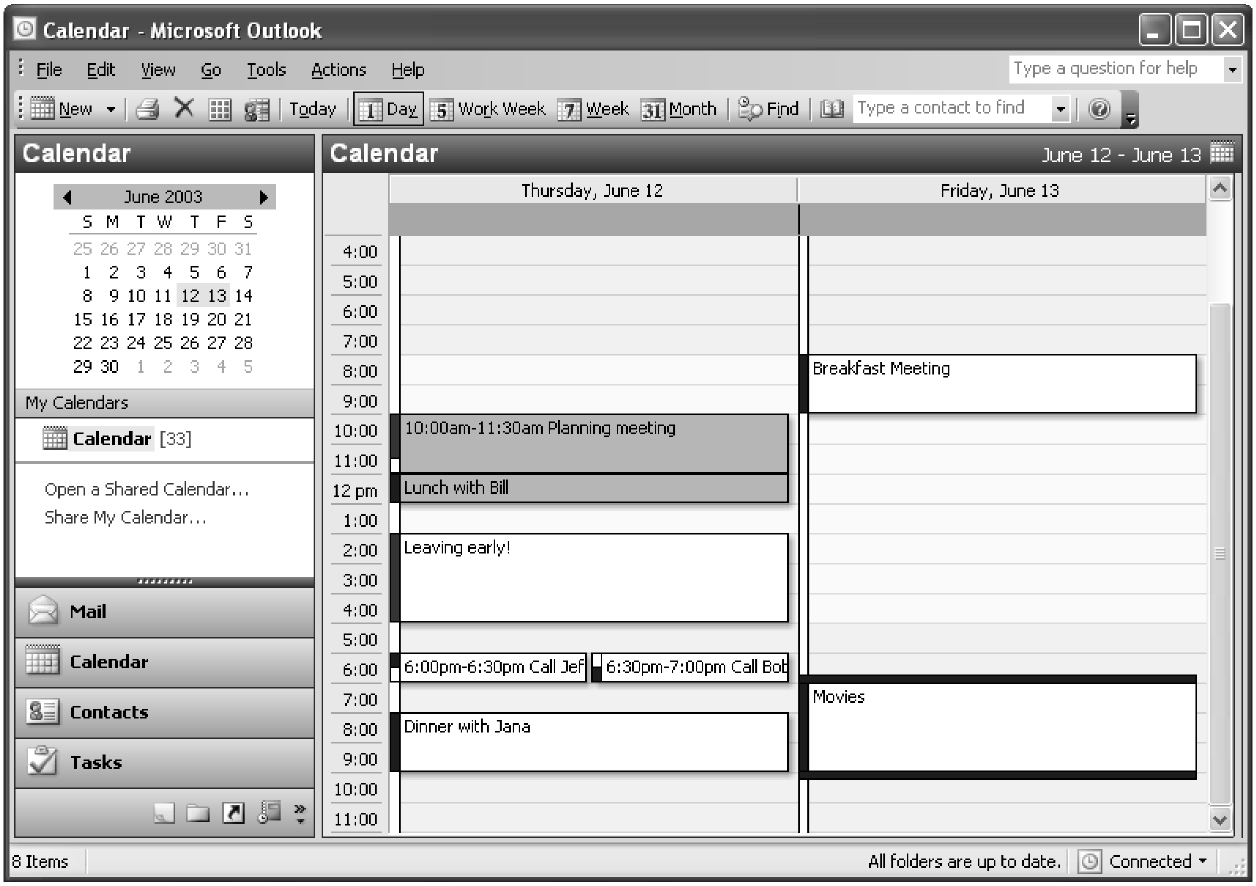
Another use of the Date Navigator is to denote days that contain scheduled items. Those daysappear in bold type; days with no scheduled items appear as regular text. This allows you toassess your monthly schedule at a glance.

Finally, you can use the Date Navigator to view multiple days on the calendar. In the Date Navigator, simply drag across the range of days you want to view; those days will all appear on the calendar. For example, Figure 19-6 shows what happens when you drag across three days in the Date Navigator. You can also view multiple consecutive days by clicking the first day and then holding down the Shift key and clicking the last day. To view multiple nonconsecutive days, click the first day you want to view and then hold down the Ctrl key and click each day that you want to add to the view.



Using the TaskPad

The TaskPad offers an easy way of working with tasks from the Calendar folder. The TaskPad displays existing tasks from the Tasks folder and also allows you to add new tasks. Adding a new task is as simple as clicking in the TaskPad and typing the task subject. Double-click the task item to open the task form if you'd like to add more details. When you create a task on the TaskPad, Outlook automatically adds it to the Tasks folder.

One of the main advantages of having the TaskPad in the Calendar folder is that it gives you the ability to assess your schedule and fit tasks in where appropriate. When you drag a task from the TaskPad to the calendar, the appointment form appears, with the task information filled in. You need only set the schedule information for the appointment and save it to the calendar

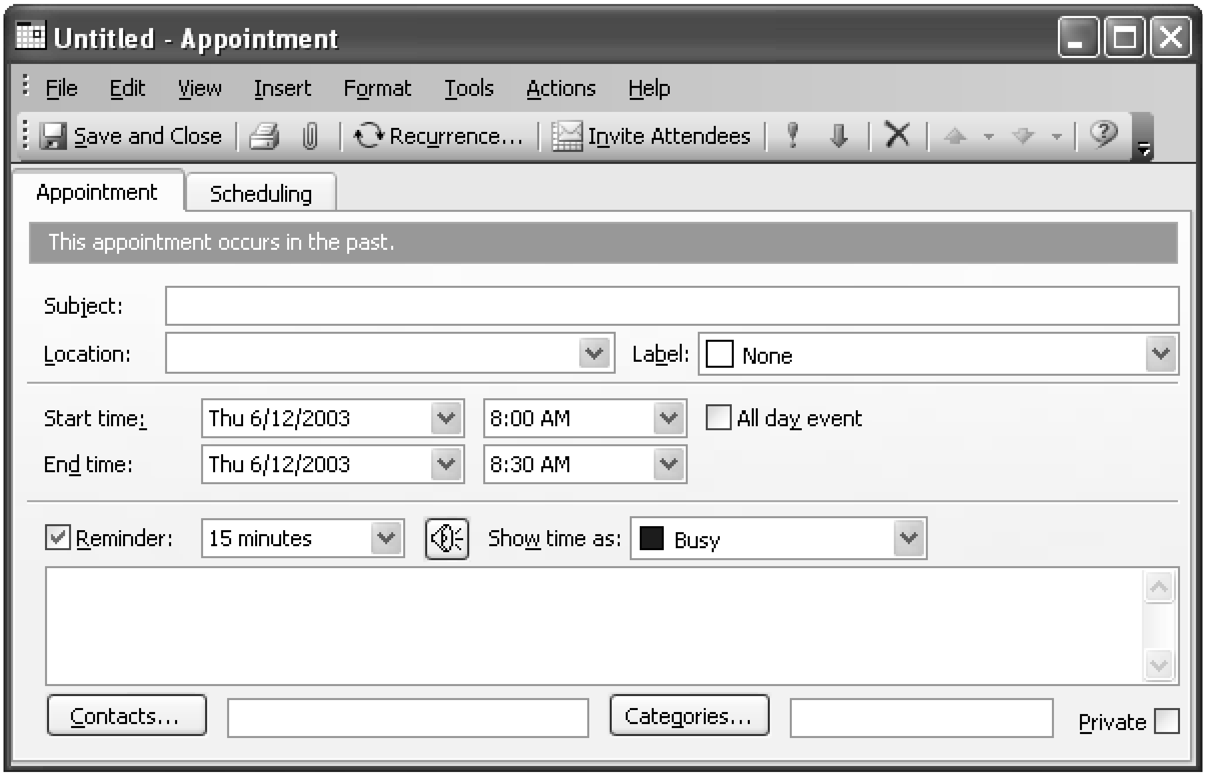
Working with One-Time Appointments

The most basic calendar item is the one-time appointment. You can create a one-time appointment in several ways:

- If the Calendar folder is not open, choose File, New, Appointment or click the down arrow next to the New toolbar button and choose Appointment. The appointment defaults to the next full 30 minutes (that is, if it's 1:50, the appointment is listed with a start time of 2:00 and an end time of 2:30).
- If the Calendar folder is open, click the New toolbar button or right-click the calendar and choose New Appointment. The appointment is scheduled for the time selected in

the calendar.

- Right-click a date in the Month view and choose New Appointment. The appointment defaults to your specified start-of-workday time and runs for 30 minutes.



Specifying the Subject and Location

Type the subject of an appointment in the Subject box at the top of the appointment form. Make the subject as descriptive as possible because it will appear on the calendar.

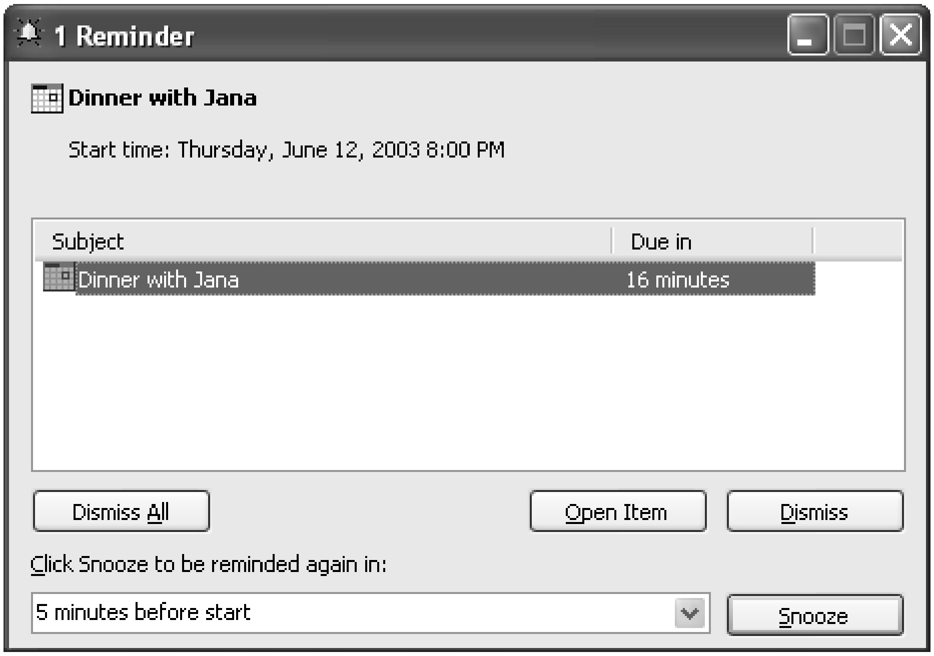
If you want, you can type a location for the appointment in the Location box. To view a list of all previously typed locations, click the drop-down arrow beside the Location box; rather than typing the location, you can select from this list. Outlook displays the location you specify in parentheses next to the appointment subject.

Specifying Start and End Times

You set the start and end times of the appointment by typing the date and time in the Start Time and End Time boxes or by clicking the drop-down arrows beside each box. If you click a drop-down arrow for a date, a calendar appears. Click a drop-down arrow for time, and a list of potential start and end times in 30-minute increments appears. The End Time drop-down list shows how long the appointment will be for each given end time. You can also click in these fields and type a value. For example, you might use this method when you want to create a 15-minute appointment when Outlook is set to use a 30-minute default appointment duration.

Setting a Reminder

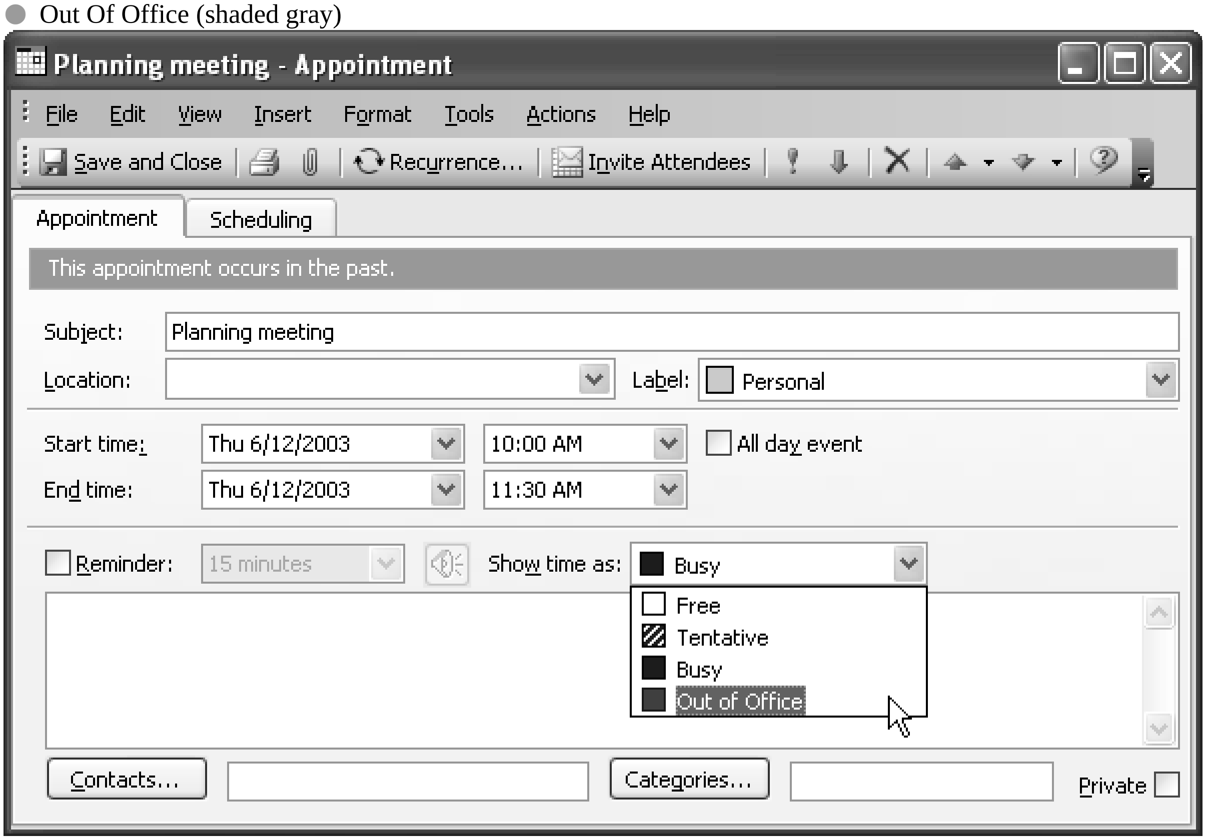
You can set a reminder for an appointment by selecting the Reminder check box on the appointment form. In the accompanying drop-down list, you can specify when the reminder should appear; the default is 15 minutes before the appointment. By default, a reminder both plays a sound and displays a reminder window, as shown in Figure 19-10. If you don’t want the reminder to play a sound, or if you want to use a different sound, click the Sound button on the appointment form to change the settings.



Classifying an Appointment

When you schedule an appointment on the calendar, it's displayed with one of four indicators:

- Busy (shaded black)
- Free (not shaded)
- Tentative (shaded with diagonal lines)
- Out Of Office (shaded gray)

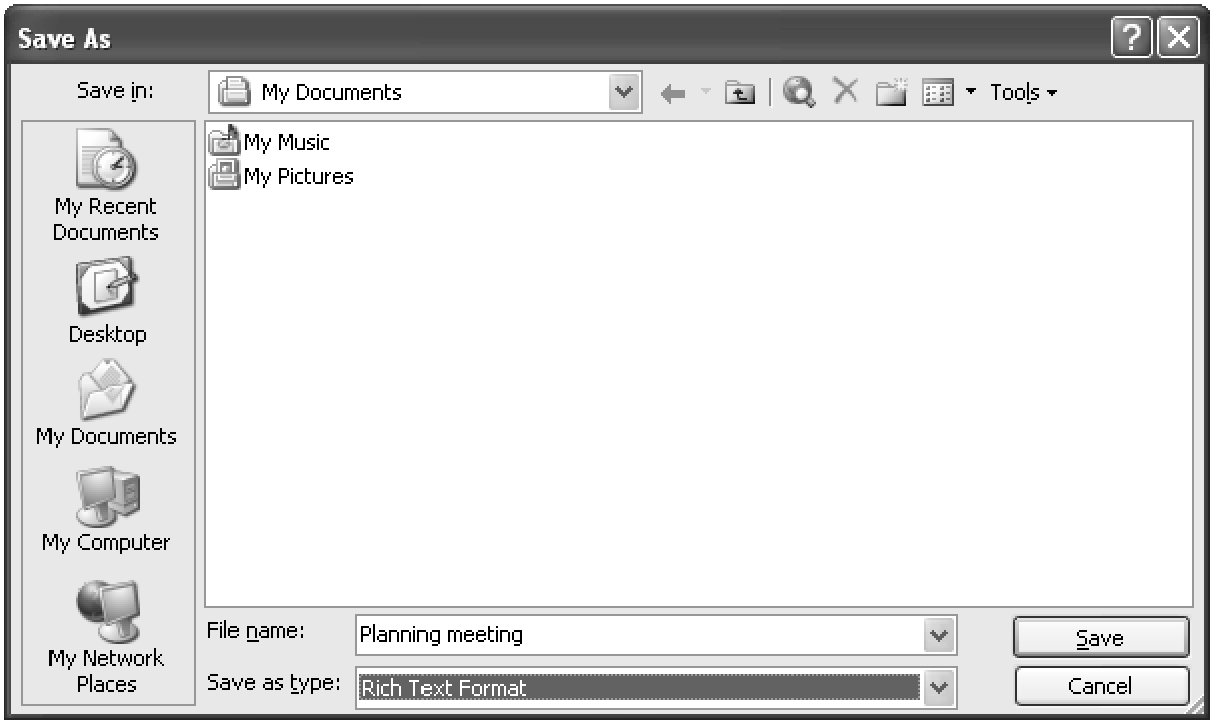


To assign a contact to an appointment, click Contacts at the bottom of the appointment form

Saving an Appointment

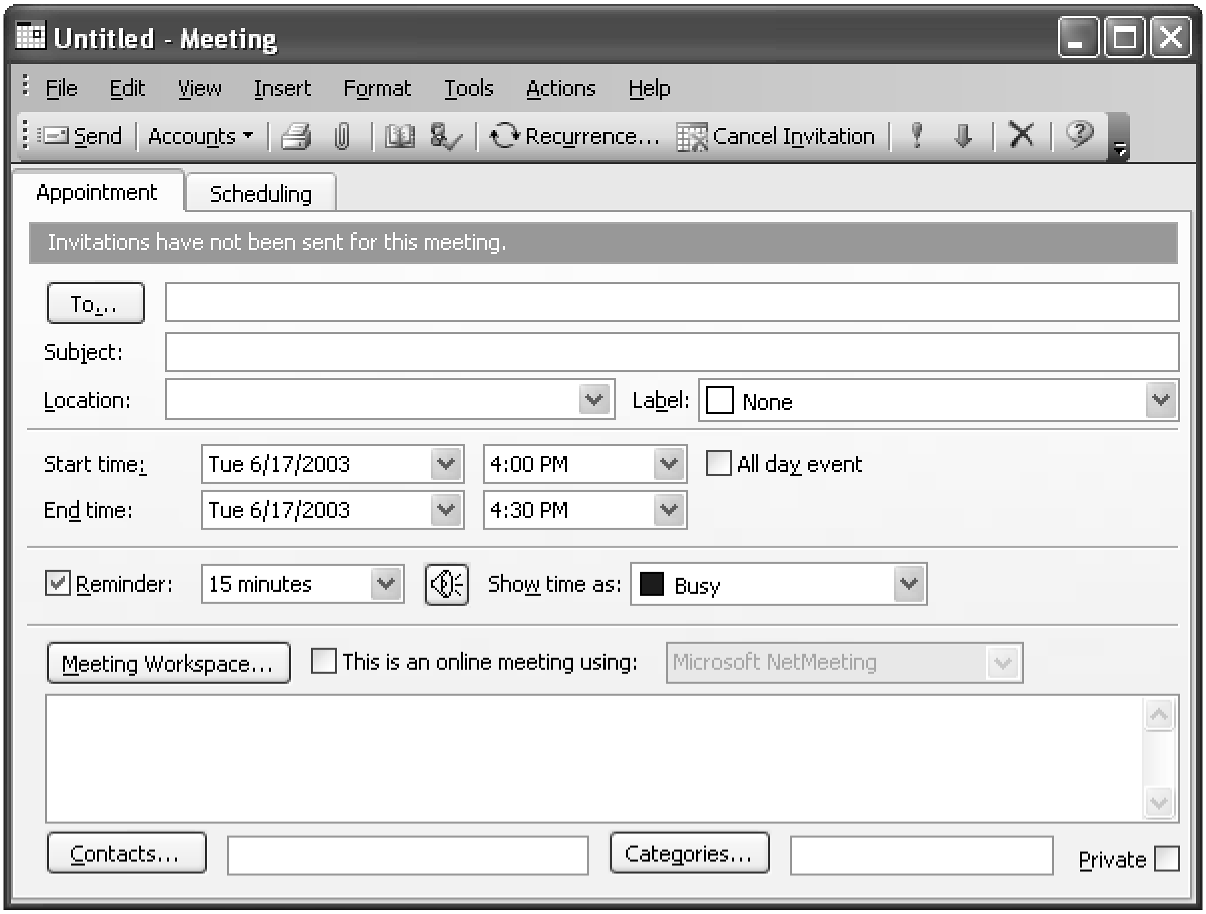
You can save an appointment in several ways. The most basic method is to click the Save And Close button on the toolbar of the appointment form. This saves the appointment to the Calendar folder and closes the appointment form. If you want to save the appointment but keep the form open, choose File, Save.

A more complex way to save appointments allows them to be transferred to other users (who might or might not use Outlook) and opened in other applications. To save your appointments in any of a number of file formats, choose File, Save As to display the Save As dialog box



Sending a Meeting Request

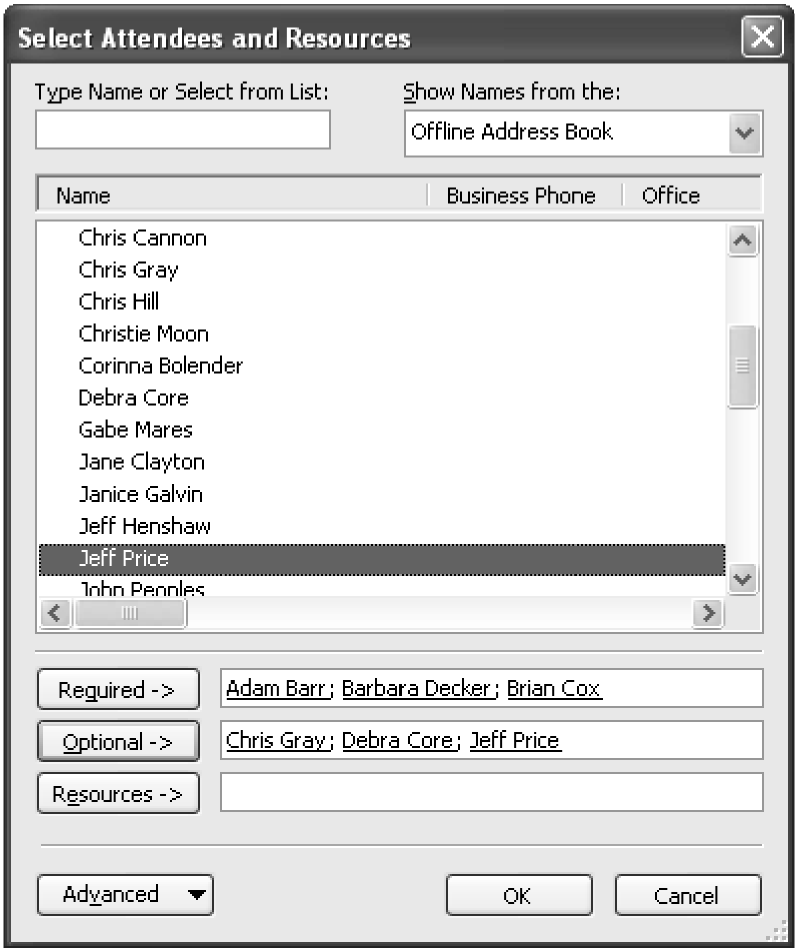
To schedule a meeting, you begin by sending a meeting request. Choose File, New, Meeting Request or click the arrow beside the New button on the toolbar and choose Meeting Request



A meeting request is like an appointment item, but with a few additional details—and you can work with it in much the same way you work with an appointment.

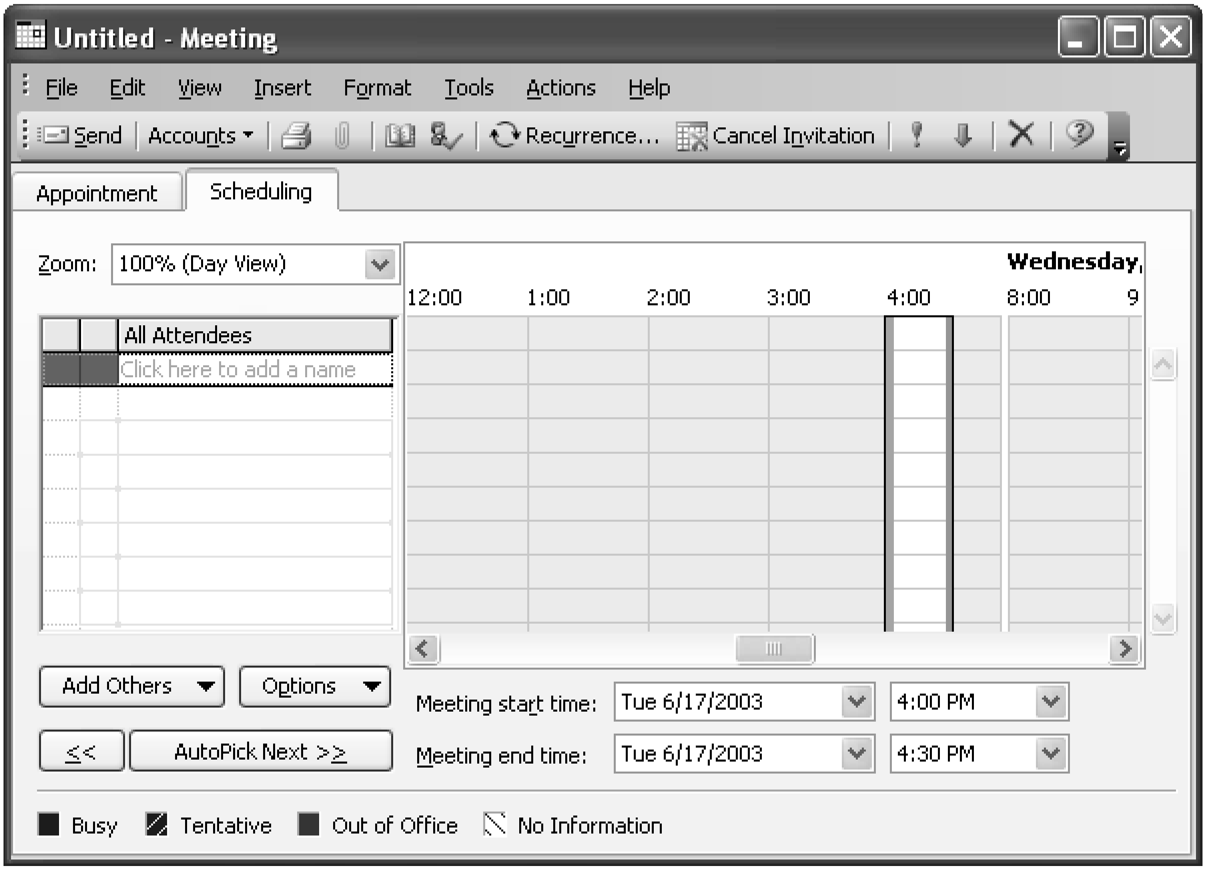
Selecting Attendees

To invite people to your meeting, start by selecting their names on either the Appointment tab or the Scheduling tab of the meeting form. To select them on the Appointment tab, you can type each name in the To box, separating them with a semicolon. When you enter the names manually, Outlook considers each person a required attendee. Alternatively, you can click To to open the Select Attendees And Resources dialog box In this dialog box, select a name in the Name list and click Required or Optional to designate whether or not that person's attendance is critical. (This choice will be reflected in the meeting request you send to these individuals.) After you have finished adding names, click OK to close the dialog box.



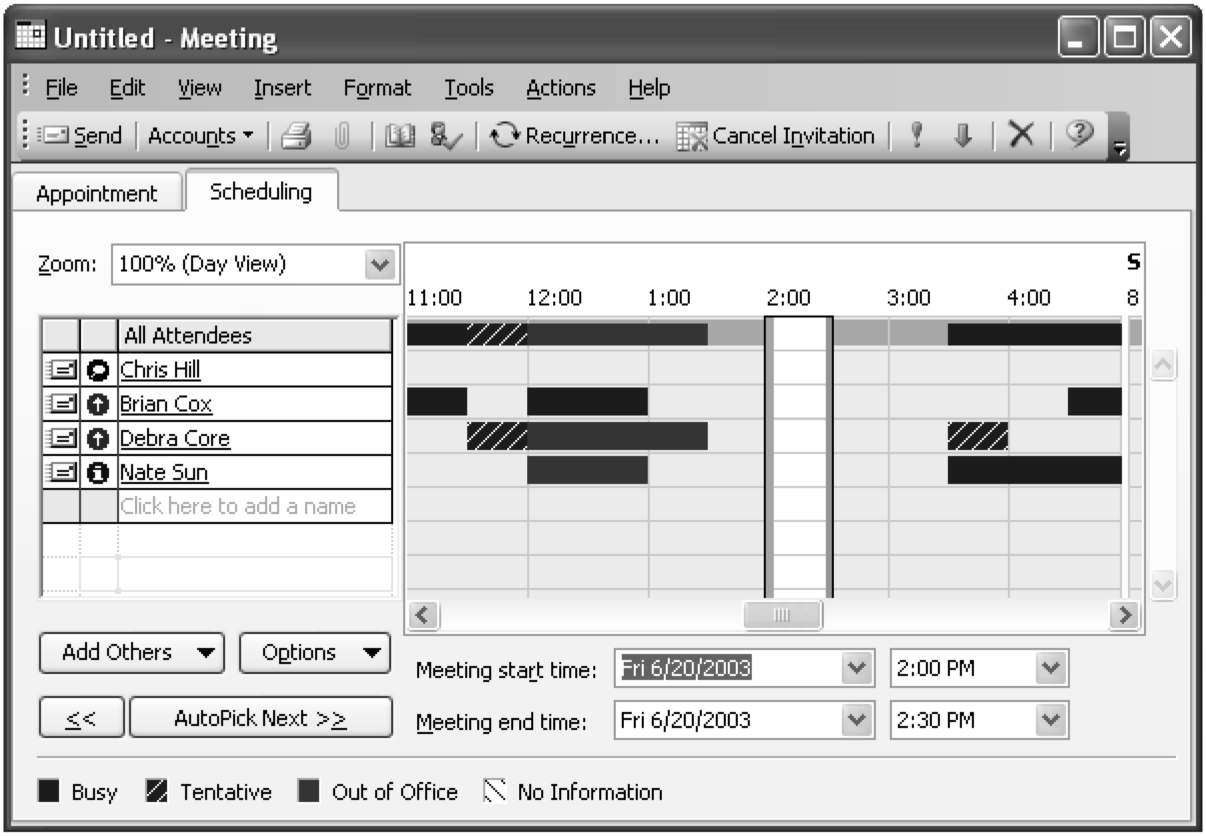
To add names using the Scheduling tab, you can click in the designated box in the All Attendees column and type a name or an e-mail address. Alternatively, you can click Add Others and select the location from which you want to add the names. For example, if you want to add individuals from the Global Address List, click Add Others and then select Add From Address Book to open the Select Attendees And Resources dialog box. As before,

select a name, click Required or Optional, and then click OK.



Scheduling a Meeting

After you have added the names of the individuals you want to invite, you can schedule the meeting on the Scheduling tab of the meeting form, which now displays free/busy information for all the people you selected. the Scheduling tab shows information for the meeting organizer (you), required attendees, and optional attendees.



The icons you see beside each name mean the following:

- The magnifying glass icon indicates the meeting organizer.
- The arrow indicates a required attendee.
- The icon containing the letter *i* indicates an optional attendee.

Scheduling a Meeting from the Contacts Folder

If it's more convenient, you can initiate meeting requests from the Contacts folder rather than the Calendar folder. Right-click the contact entry for the person you want to invite to a meeting and choose New Meeting Request To Contact. The meeting form opens, with the contact's name in the To box. From here, you can select more attendees and enter meeting details such as subject and location.

If the contact entry contains an address for an Internet free/busy server, you can download the contact's free/busy information by clicking Options on the Scheduling tab and selecting Refresh Free/Busy Information. You can also download the contact's free/busy information from the Microsoft Office Internet Free/Busy Service, if the contact uses that service, or from another free/busy server if specified in the Outlook Free/Busy Options dialog box

Changing a Meeting

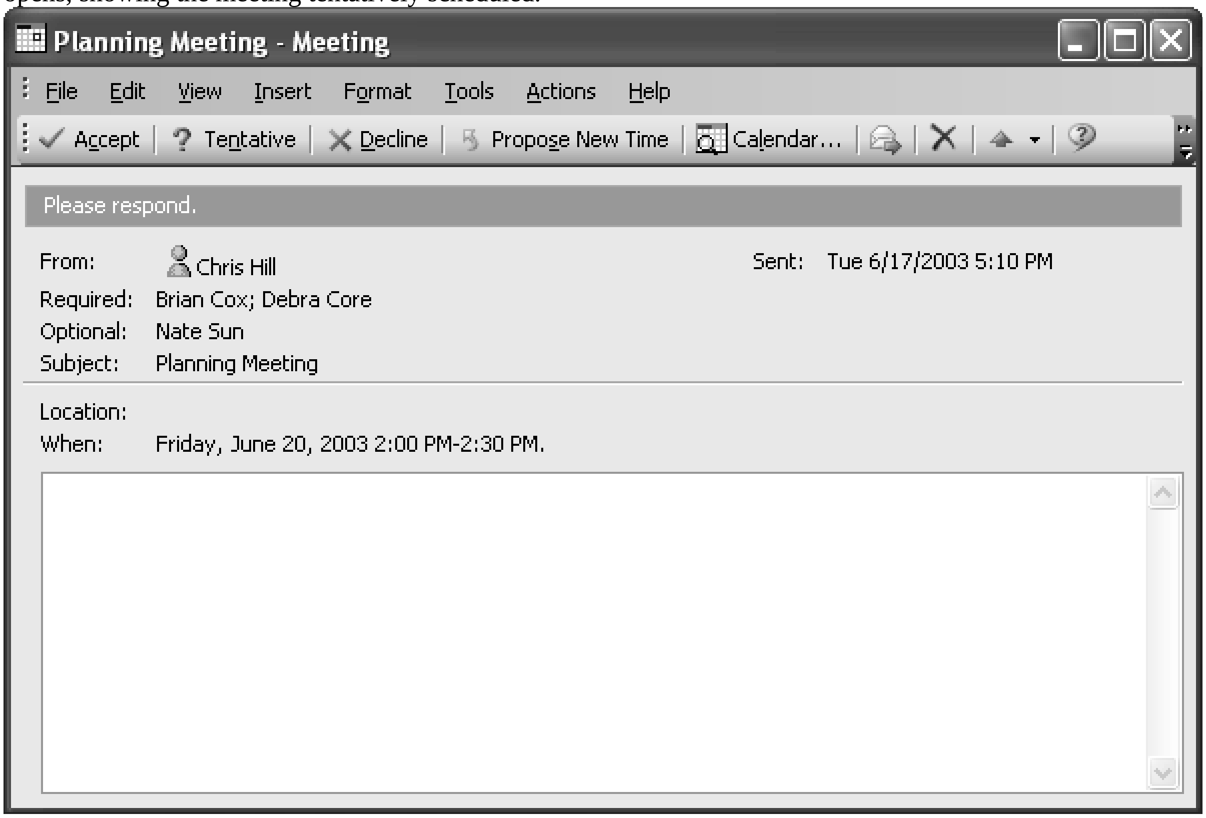
To change any part of a meeting request, including attendees, times, or other information, first double-click the meeting item in the Calendar folder to open it and then make your changes. Click Save And Close to save the changes to the Calendar folder, or click Send Update to send an updated meeting request to the attendees. If you make changes that affect the other attendees, such as adding or removing attendees or changing the time or location, you should click Send Update so that the attendees get the new information.

Responding to a Meeting Request

When you click Send on a meeting form, a meeting request e-mail message is sent to the invited attendees. This message allows the attendees to accept, tentatively accept, or reject the meeting invitation; propose a new time for the meeting; and include a message in the reply.

Receiving a Request for a Meeting

The attendees you've invited to your meeting will receive a meeting request message similar to the one shown in.When an attendee clicks Calendar, a copy of his or her calendar opens, showing the meeting tentatively scheduled.



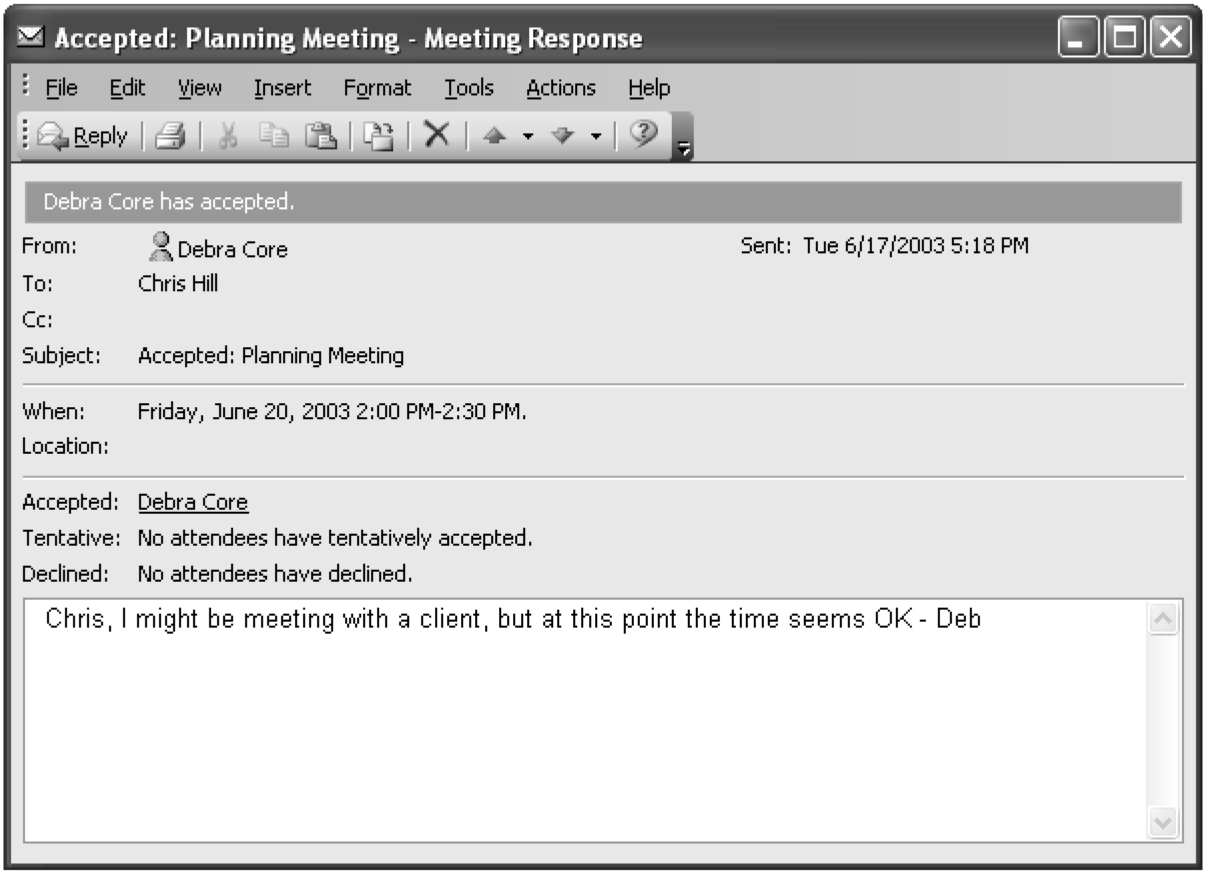
An invited attendee has four options when replying to a meeting request:

- Accept the meeting outright.
- Tentatively accept the meeting.
- Decline the meeting.
- Propose a new time for the meeting.

When an attendee accepts, tentatively accepts, or declines the meeting, he or she can send the response immediately (which sends the default response), edit the response before sending (which allows the attendee to send a message with the response), or send no response.
To propose a new meeting time, the attendee can click Propose New Time. A dialog box appears that is essentially the same as the Scheduling tab of the meeting form. From here, the attendee can select a new time for the meeting and propose it to the meeting organizer by clicking Propose Time.

Receiving a Response to Your Request

When an invited attendee responds to a meeting request, a message is returned to you, the meeting organizer. This message contains the response, including any message the attendee chose to include. In the meeting request response shown in the attendee has accepted the meeting and included a message. Note that the response also lists the attendees who have accepted, tentatively accepted, and declined up to this point.


Accepted: Planning Meeting - Meeting Response
File Edit View Insert Format Tools Actions Help
Reply
Debra Core has accepted.
From: Debra Core
Sent: Tue 6/17/2003 5:18 PM
To: Chris Hill
Cc:
Subject: Accepted: Planning Meeting
When: Friday, June 20, 2003 2:00 PM-2:30 PM.
Location:
Accepted: Debra Core
Tentative: No attendees have tentatively accepted.
Declined: No attendees have declined.
Chris, I might be meeting with a client, but at this point the time seems OK - Deb