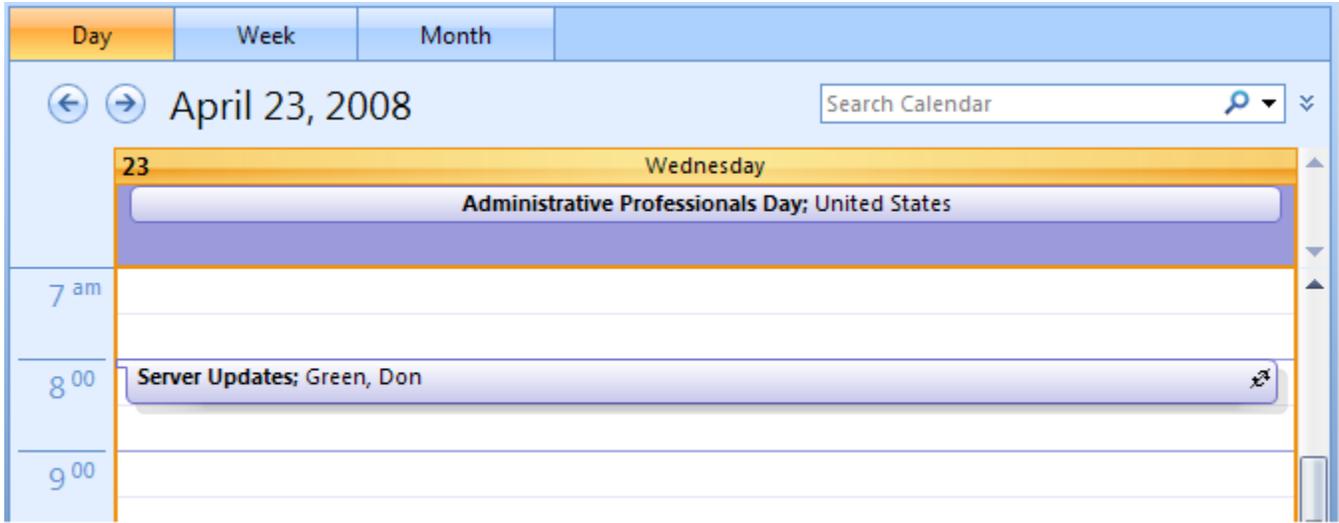


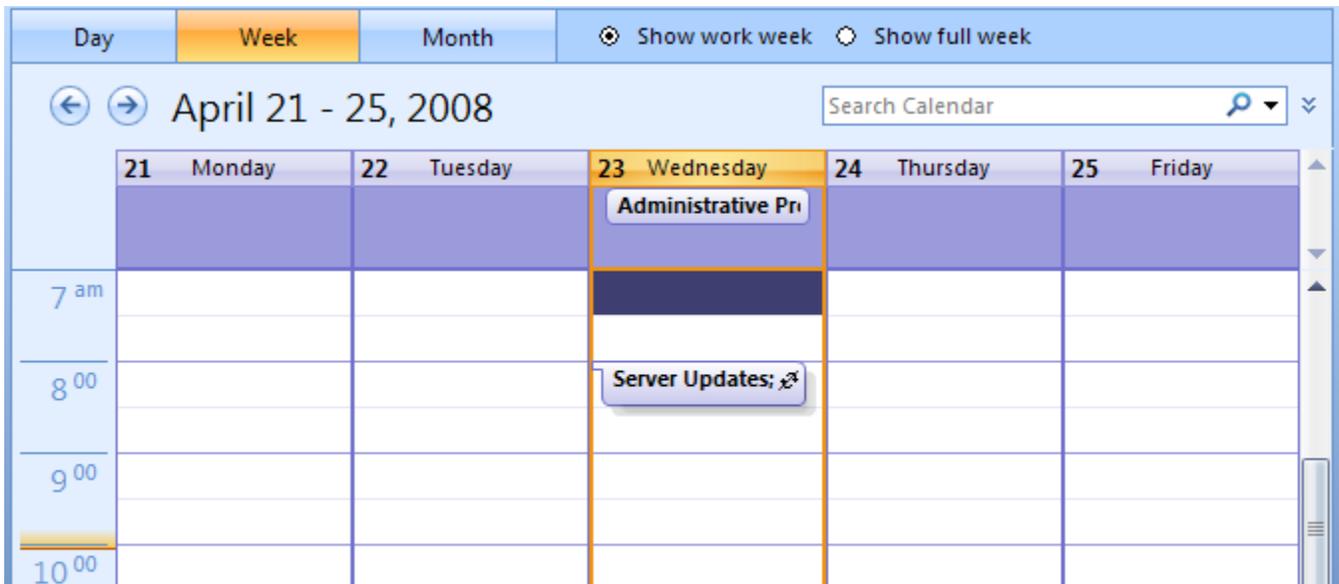
# Outlook Calendar

## Calendar Views

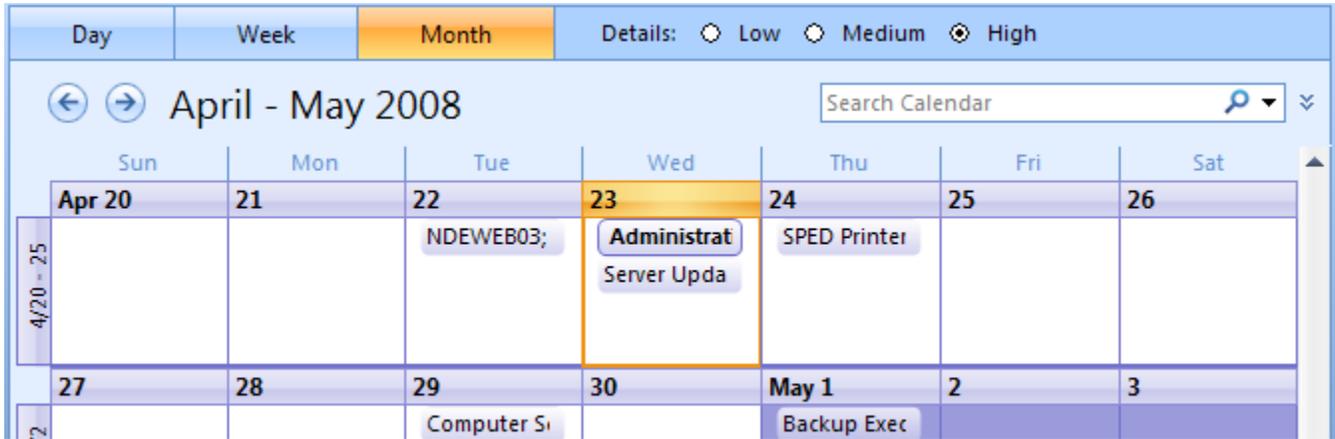
There are three calendar views that are available to you. They are the **Day View**, **Week View**, and the **Month View**.



Day view



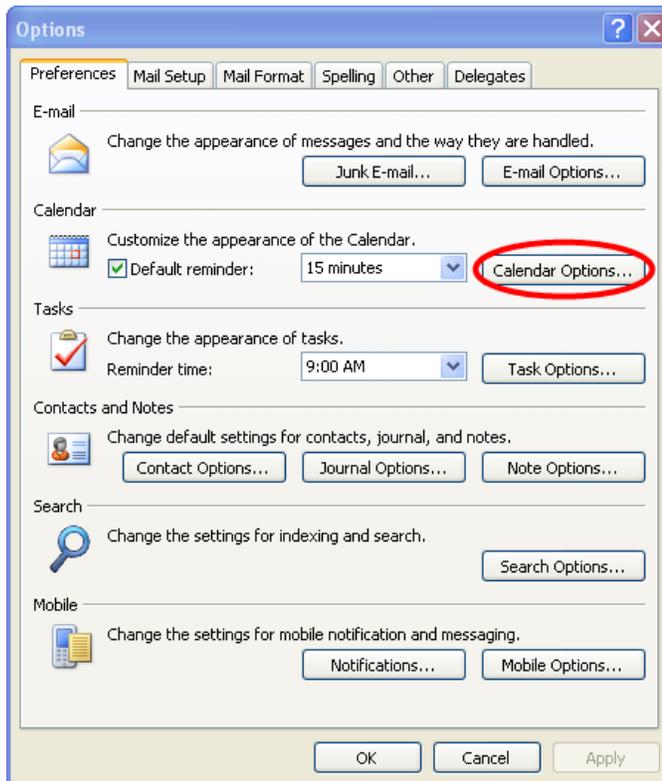
Week View



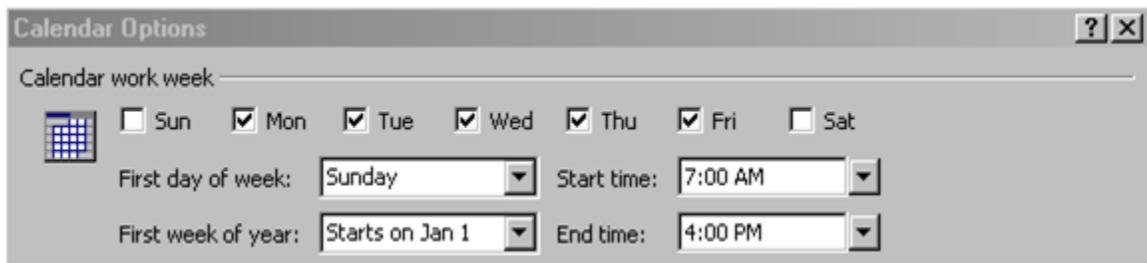
Month view

## Setting Workdays and Times

1. From the Menu bar click on **Tools** then **Options**.
2. In the Options dialog box, click on **Calendar Options...** button.



3. Edit the information to reflect your work week.

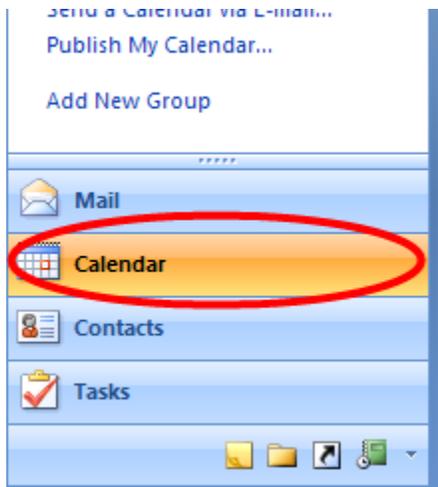


4. When you are done making changes click on the **OK** button.

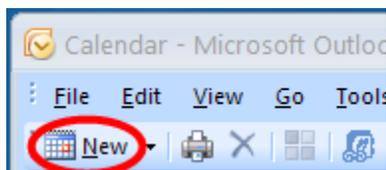
## Creating an Appointment or Event

### Creating a One-time Appointment or Event

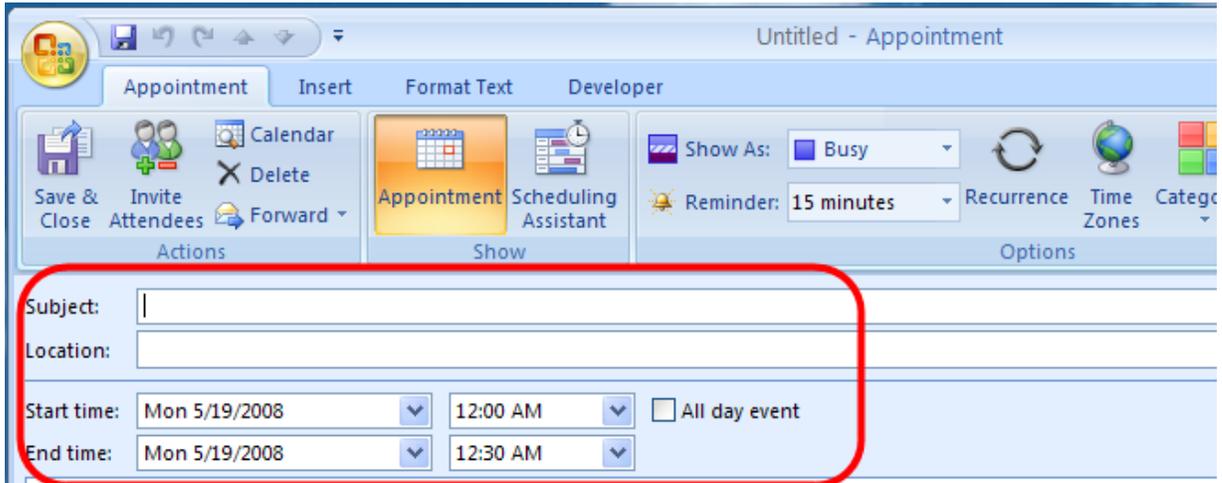
1. Select the **Calendar** button from the Navigation pane.



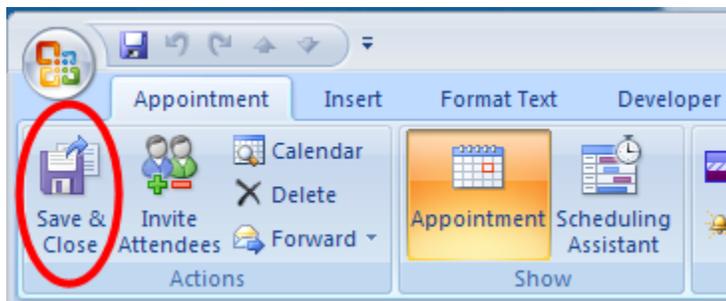
2. Click on the **New** button to bring up a new Appointment screen.



3. When the Appointment dialog box appears fill in the *Subject:*, *Location:*, *Start time:* and *End time:*. Make any notes that you wish in the body of the Appointment dialog box.



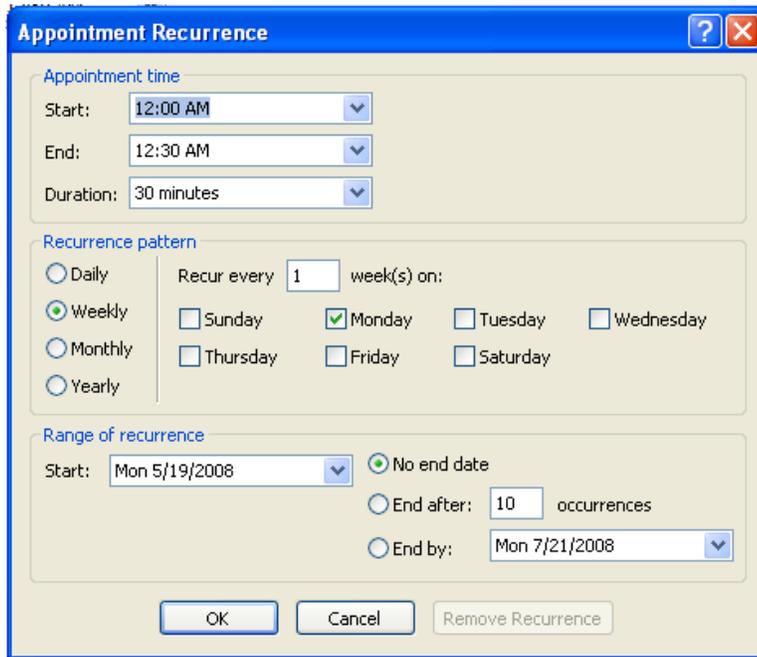
4. When you are finished click the **Save & Close** button.



### Creating a Recurring Appointment or Event

1. Select the **Calendar** button from the Navigation pane.
2. On the Menu bar, click **Actions** then click on **"New Recurring Appointment"** from the selection list.

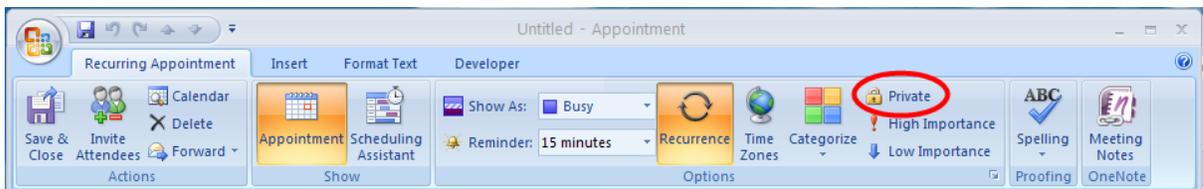
- When the Appointment Recurrence dialog box appears, complete all of fields that apply to your recurring appointment. The three areas that can be changed are: Appointment time, Recurrence pattern and Range of recurrence.



- When you are finished click the **OK** button.

### Marking an Appointment or Event as Private

To mark an appointment or event as private so only you can see the details, click the padlock icon on the Appointment ribbon, Options group. This can be set for any appointment, event and recurring appointments and events.



## Modifying Appointments or Events

1. Open up any Calendar view that the appointment or event is displayed.
2. Double-click on the calendar item to be edited.
3. When the appointment or event dialog box opens, edit the fields to be changed.
4. Select the **Save & Close** button to save and exit the dialog box.

## Deleting Appointments or Events

1. Click once on the calendar item to be deleted.
2. Press the **Delete key** on the keyboard to delete the item.