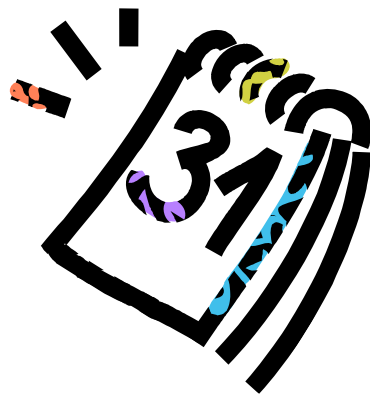
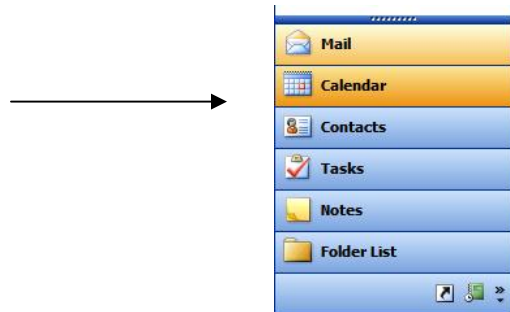


Learning the Basics of Microsoft Outlook Using the Calendar and Task List



To View Your Calendar:

1. To view your calendar click on the calendar link found at the bottom of your email list.

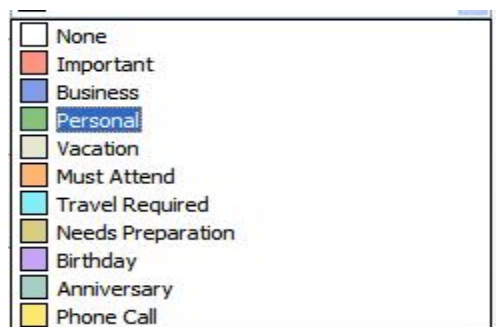


2. The following calendar will appear on your screen:

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
September 25	26	27	28	29	30
					October 1
2	3	4	5	6	7
					8
9	10	11	12	13	14
					15

To Add Events:

1. To add a new event, double click on the date where you want the event to appear.
2. An untitled event window will appear on your screen.
3. **Subject:** Type in the subject of the event. For example, Staff Meeting
4. **Location:** Type the location of the event. For example, Auditorium
5. **Label:** Labels customize your events. The following are preset labels:



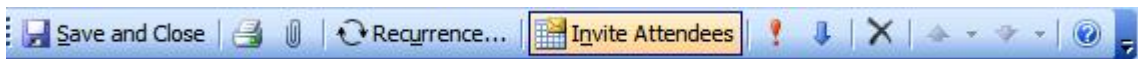
6. **Start and End Date for the Event:** The default date is the date you double-clicked on in the calendar. However, it can be changed using the down arrows next to the date.
7. **All Day Event:** Deselect to set a start time and end time for the event.
8. **Reminder:** A check in the box next to reminder allows the user to set an alarm. Options include 5 minutes to 2 weeks before the event. Furthermore, when the Reminder “rings” the user has the option of snoozing, dismissing, or resetting the reminder ring.
9. **Speaker Button:** allows the user to select the reminder wav file.
10. **Show Time As:** Allows the user to show the selected time as Busy or Free.
11. **Writing Area:** Used to write any notes needed for the event.
12. **Contacts:** Used to access contacts in your Contact List.
13. **Categories:** Used to add, edit, or delete Category options.
14. **Private:** If this option is checked, the event will not show on Shared Calendars.
15. **Save and Close:** Click on Save and Close when completed.

Exercise:

Create the Following Event in your Calendar:

- January 9: Staff meeting at 7:55 in the auditorium - The meeting will last approximately 15 minutes. Set the timer to 5 minutes before the event and the category to Business.

To Invite Attendees:



1. **Create a New Event** using the directions listed above.
2. Click on the button titled, **Invite Attendees**.
3. Click on the link titled, **TO** to access your **Address Book** from Outlook.
4. **Select the names** of those you want to attend your event.
5. **Meeting Workplace:** If the event is to take place in NetMeeting or another selected online place, click on the **Meeting Workplace** link and select the place.
For most purposes, this link will not be used.
6. Click **Send** when completed.

Exercise:

Create and Invite Attendees to the Following Event:

- January 18: Invite three individuals in the room to an after school social event. Mark the event as private and personal. Check their acceptance by using the Scheduling option of the event.
- We did not cover the Scheduling option of the calendar. Click on the Scheduling option to view who accepted your invitation and then answer the following questions.
- **HINT:** *Check your email - take notice to the icon listed next to this email and the Acceptance Bar located at the top of the email.*

Essential Questions to Answer:

- How can I accept an invitation to a scheduled event?
- How can I verify who is attending the event?
- How do I cancel an event?
- What is the connection between Outlook Email and Outlook Calendar?

Additional Notes:



- **Is it possible for me to view another person's calendar?**

Yes, it is possible to view and share calendars. Click on the option, **Share My Calendar** and then select **Add** to select the name of the person(s) you want to see your calendar.

[Open a Shared Calendar...](#)
[Share My Calendar...](#)

If a person gives you permission to view his calendar, click on **Open a Shared Calendar** and **select the name** of the person. That person's calendar will appear on the right hand side of your screen. Once permissions have been set, the following will appear:

Other Calendars

- ☐ Nicole Malinoski
- ☐ Larry Helmuth

[Open a Shared Calendar...](#)
[Share My Calendar...](#)

Notice that I can view Nicole's or Larry's calendar anytime of the day by clicking in the box next to his or her name.

Exercise:

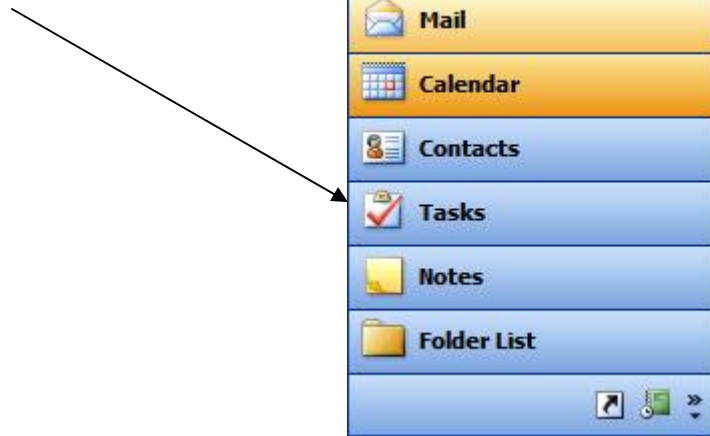
Try sharing your calendar with a friend.

How can you eliminate a person from viewing your calendar after you have given him/her permission?

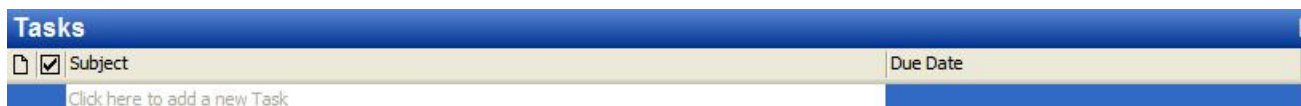
How To.....

Using the Task List

1. Click on the link titled, **Tasks**.

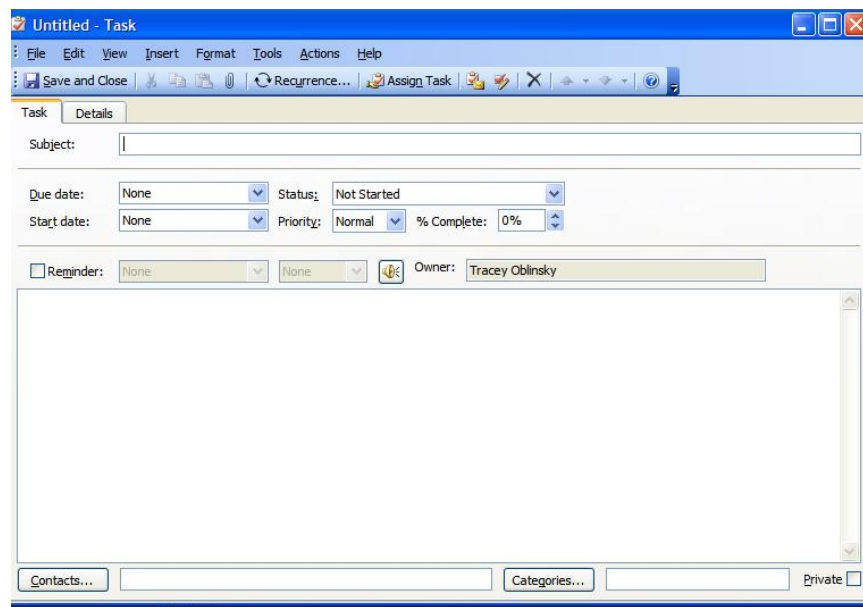


2. The following screen will appear:



To Add a New Task:

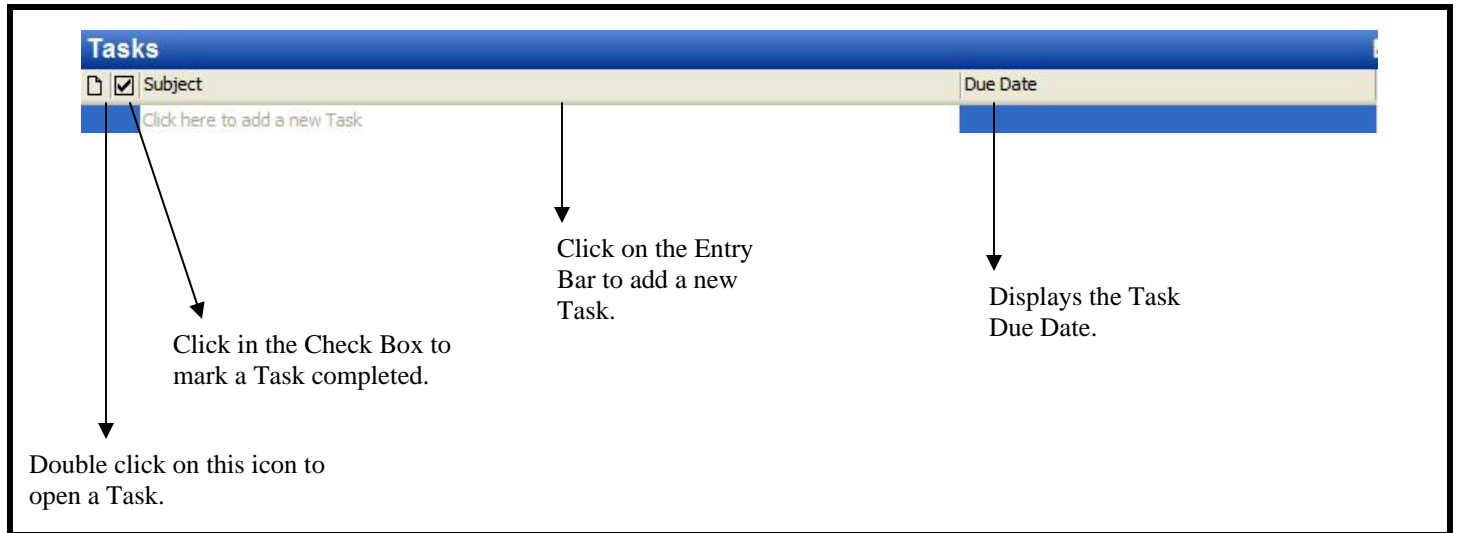
1. Click on the Entry Bar titled, **Click Here to Add a New Task** or double click on a blank entry line.
2. When you double click on a new task an **Untitled Task** window will appear. *Notice that the options offered are similar to creating a new event in the calendar.*



- Type** the information needed for the Task and then click on **Save and Close**.
- When the Task is completed, click on the **checkmark box** located to the left of the Task name. A Task marked complete will appear gray with a white line.

To Delete a Task:

- Click on the **Task** to select it and then press **delete**.



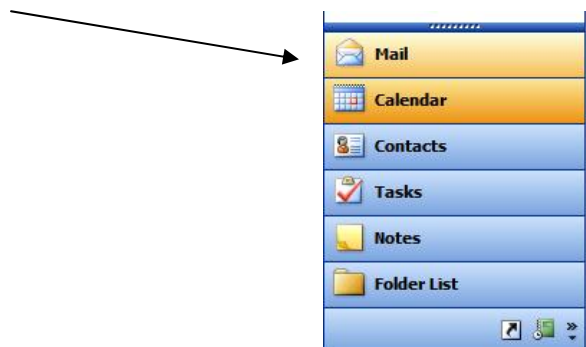
Exercise:

Create a Task for the Following Event:

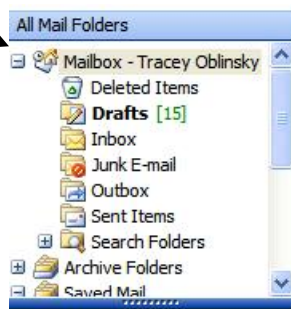
- Your lesson plans are due in the main office on Friday. Create a task that contains a reminder. The reminder should be set for Thursday so that you have time to gather your materials.
- On Monday, you prepare your plans for Tuesday. How do you update the task to show that Tuesday's plans have been completed? Wednesday? Thursday?
- How do you delete the task or edit the task for the next week?*
- List at least three other uses of the Task List:

Putting it All Together

- Click on the **Mail** icon on the left hand side of the screen.



2. Click on the icon titled, **Mailbox – Your Name.**



The Final Organized Product

Calendar Events

Defined Tasks

Email Messages

Mailbox - Tracey Oblinsky - Outlook Today
Tuesday, December 12, 2006
Customize Outlook Today ...

Calendar

Today

- Multi-day event: One on One with Staff Member (MS)
- All day event: Work on Outlook Calander/Task List Workshop Handout (MS)
- Multi-day event: Parent Portal Updates
- 7:55 AM - 8:25 AM: TAC Meeting (Library - MS)
- 8:30 AM - 12:30 PM: Yearbook Photo CD (MS)
- 12:30 PM - 12:35 PM: Computer Problem (MS - A-19)
- 2:15 PM - 2:30 PM: Computer Problem (MS)
- 4:15 PM - 5:45 PM: CLEA Meeting (Timbers)

Wednesday

- 12:00 PM - 3:00 PM: Ebenezer repair Walt

Thursday

- 9:00 AM - 12:00 PM: Take Five For Technology (Cornwall Elem - Fac Lounge)

Friday

- All day event: Payday
- 11:00 AM - 1:00 PM: Lunch with MS Admin (Admin Lunch Room)

Tasks

- ☐ Make Appointment for Silvia (1/31/2007)
- ☐ PSEA Handbook Change (None)
- ☐ File Transfers to Complete (None)

Messages

Inbox	0
Drafts	15
Outbox	0