

Using Outlook calendar

Introduction

The Outlook calendar can contain 3 types of item. Appointments – these are items which involve only you. Events – these are appointments that last more than 24 hours. Meetings – these are appointments where you invite other people or schedule resources.

Creating a new appointment

There are a number of ways to create a new appointment in Outlook.

- From the Menu toolbar select **File | New | Appointment**
- When the Calendar is open by click the **New** button
- When Outlook is open by clicking the drop-down arrow to the right of the New button and selecting Appointment
- By clicking a timeslot in the Calendar and typing the subject of the appointment.

Using any of the above methods will display the Outlook appointment form.

Using this form you can add additional information to your calendar item e.g. a Subject and Start/End times.

Inviting attendees

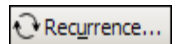
- 1 To invite attendees to an appointment, click the Invite Attendees button.

Contact details for all ITS Exchange users are listed in the Global Address

Book, as are the details for any resources available for booking. You should use these details for booking people and resources. However, you may use additional information in your Contacts for people not listed in the Global Address Book.

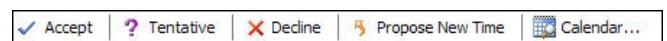
- 2 Select the person (s) or resource (s) you wish to invite to a meeting and click the Required, Optional or Resources buttons as required.

- 3 If the meeting is recurrent, click the **Recurrence...** button and add the recurred data in the Appointment Recurrence dialogue box - click **OK** to add the dates to the meeting
- 4 Once information required for your meeting is complete, click the **Send** button to invite the attendees to the meeting.



Handling meeting attendance requests

If you are invited to a meeting, you will receive an email message which you are required to act upon. The options are Accept, Tentative, Decline, Propose New Time, Calendar. Click the appropriate option, the invitee will receive notification by email message of your response to the meeting request.



Moving or deleting appointments and meetings

You can move and/or delete appointments created by yourself, or meetings created by other people.

Moving appointments or meetings

Appointments may be moved by selecting the appointment and dragging it to another

date/time. The same applies to meetings. However, you must choose to send an update to any people or resources you have invited to the meeting

Deleting an appointment

- Click the outer left border of the appointment and press the Delete key on your keyboard

Or

- Right-click the appointment and select Delete from the options displayed.

Deleting a meeting

- 1 Use either of the options listed above to delete the meeting
- 2 Send a meeting update when prompted – this is important as resources need this information to free up the resource for other users.

Opening another calendar

You can open calendars for people and resources providing you have the appropriate permissions.

- 1 Open your Calendar in Outlook
- 2 Click the link to **Open a shared Calendar**
- 3 Type the person or resource username or us the Name.... button to search the global address book
- 4 Select the required name and click the **Add** button
- 5 Click **OK**

The required address book is opened alongside your own. To close the address book, uncheck the tick box to the left of person/resources name.

Calendars you open often can be copied to the My Calendars list by selecting the person/resource and dragging it up to the My Calendars list.

You can remove a calendar from the My and Other Calendars list by right-clicking the person/resource and selecting Remove from My or Other Calendars.

Sharing your calendar

In order for someone to open your calendar you must set the appropriate viewing rights.

- 1 Open your calendar in Outlook
- 2 Click the **Share my Calendar...** option
- 3 Click the **Add** button

- 4 Type the person or resource username or us the **Name....** button to search the global address book
- 5 Select the required name and click the **Add** button
- 6 Click the **OK** button
- 7 Choose the appropriate Permissions Level from the drop-down menu then click the **OK** button.

Good practice

- Calendar requests must be processed as soon as possible. If you have Outlook running, any meeting requests are added to your calendar as tentative meetings. When you accept a meeting it is added as a meeting in your calendar and by default the timeslot is displayed as busy
- If you change the time of a meeting, you must send an update notification to the attendees (especially important for resources)
- If you delete a meeting, you must send an update notification to the attendees (especially important for resources)
- If you are unsure whether you will be able to attend a meeting, reply to the request as tentative until you can confirm your intention to attend or not. If you decline the meeting request, the email is deleted from your Inbox
- Meeting requests should be left in your Inbox until they have been process.