

Calendar Tips

For both Mac and PC Users:

▶ **Change a scheduled appointment to another time or day.**


In the **Day** view, click the appointment - but don't open it just select it. To move the appointment to another time, position the mouse pointer over the left edge of the appointment and then drag the appointment to a new time.

PC Users Only - To move the appointment to another day, position the mouse pointer over the left edge of the appointment then drag the appointment to a new day.


▶ **Set Outlook to remind you of an appointment.**

In the **Appointment** window, click the **Reminder** option check box. Outlook will play a brief sound and display a dialog box 15 minutes before a scheduled appointment.

▶ **Schedule a recurring appointment.**

You can schedule a recurring appointment, such as a weekly or monthly meeting. In the **Appointment** window, click the **Recurrence** button  **Recurrence...**. In the **Appointment Recurrence** dialog box, specify when you want the appointment to reoccur and end.

▶ **Quickly delete an appointment.**

You can delete an appointment that has been cancelled or that you no longer want to keep. In **Day** view, select the appointment then click the **Delete** button .


PC Users Only – Outlook 2003:

▶ **Show Saturday and Sunday in separate boxes in your monthly calendar.**

To show weekend days in separate boxes in the **Month View**, right-click anywhere in the calendar view then select **Other Settings**. Clear the **Compress Weekend Days** check box.

▶ **Did you know that you can change the time periods shown in the Calendar grid?**

In the **Calendar Time Grid**, you can change the default setting for 30-minute time slots to be 5-, 6-, 10-, 15-, or 60-minute time slots. Right-click in the Calendar View, select **Other Settings**, and then select the number you want from the **Time Scale List**.

- ▶ **Learn to quickly turn a message into a meeting request or appointment.**
To turn a message into an appointment or meeting request, click the message in the message list, and then drag it to the calendar button  in the Navigation Pane. A new appointment form with the information from the message appears. To turn the appointment into a meeting request, flick the **Scheduling** tab and add the invitees.

- ▶ **Need a consensus on a meeting time? – Let invitees propose new meeting time.**
Click **Tools** on the menu bar and select **Options**. Click the **Preference** tab and click the **Calendar Options** button. In the **Calendar Options** section, select the **Allow Attendees to Propose New Meeting Times for Meetings you Organize** check box.

- ▶ **Coloring your appointments and meetings.**
Outlook has 10 colors that you can use to color appointments and meetings. You can color individual or recurring appointments and meetings manually, or you can use results to automatically color items that meet certain conditions, such as when a certain word is used in the subject or when a meeting request is sent by a certain person. Right-click on the calendar grid then select **Automatic Formatting**. Click **Add** and enter name for the rule. In the **Label** list select a color. Click **Condition** to specify the conditions under which the color will be applied.

- ▶ **Display appointments for multiple days in the Day View.**
Hold down the **Ctrl** key as you click each day you want to display appointments for.

- ▶ **Is the Calendar displaying the wrong time?**
Outlook uses the time set in your computer to determine the time. Click **Tools** then select **Options**. In the **Preference** tab, click **Calendar Options**. Click **Time Zone** and make sure that the time zone reflects **Alaska**.