



# Outlook 2016 Calendar Tips & Tricks Session Outline

## Overall Aim:

To teach you techniques for viewing, scheduling, managing, and printing your calendar to better suit your time management needs.

## Intended Audience

Any CSUB Faculty, Staff, or Student worker, who has access to Office 365

## Duration

Approximately 90 minutes

## Format

Direct instruction, guided practice, and independent practice

## Lesson Objectives

At the end of the session, the participants will be able to:

- List other devices that you can use Outlook on
- View your calendar in different ways
- Scheduling appointments, events, and meetings
- Use the scheduling assistant to find the best meeting time
- Convert emails to appointments
- Edit appointments and meetings
- Print your calendar
- Use different methods for managing your calendar, such as Categories, Tracking options, and other Outlook options
- Distinguish between the Calendar permission levels

## Reflective Questions

- How can I make the calendar work for me?
- How can I optimize my time using Outlook?

## Course Information

For more information about this class, please visit the Outlook 2016 Calendar Tips & Tricks website:

## Registration Information

To register for this class, please use the Online Registration website: <http://pstraining.csub.edu>

## Contact Information

Tammara Sherman  
Campus Technology Trainer  
Campus Training

661-654-6919  
tsherman@csub.edu  
[www.csub.edu/training/index.html](http://www.csub.edu/training/index.html)