5. The calendars will appear in your left pane under Shared Calendars or Rooms.

Printing Your Calendar

You can print your calendar using the different printing options. To print your calendar,

1. Click the File Tab
2. On the File Tab, click Print
3. In the Settings, select the desired Style

4. In the Printer section, click the Print Options button

5. In the Print Range, selected the start and end dates that you want to print.

6. Check whether you want to hide private appointment details
7. Click Print

NOTES

Learn more at:

Outlook 2016 PC

www.csub.edu/training/pgms/outlookp/index.html

Campus Training

Tammara Sherman
Campus Technology Trainer

(661) 654-6919

tsherman@csub.edu

www.csub.edu/training/

Outlook 2016
Calendar Tips & Tricks

Overall Aim:

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

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?

Outlook 2016 Calendar

Your calendar is one of several modules that come with Outlook 2016. Your calendar allows you to schedule meetings and appointments, to share your calendar with co-workers, to search for calendar items by search word or categories.

Outlook Apps are available for desktop computers, Mac computers, tablets, and mobile phones. Essential-

---

ly, you can view your Outlook Calendar from any device, anywhere, and at anytime provided you have an Internet connection.

For example, you can check your calendar for your availability while in a meeting or at the doctor's office. With the convenient reminders for appointments and meetings, you can avoid missing meetings.

Viewing Calendars

When it comes to view your calendar, you have a number of options.

From your Home tab, you can view your calendar by Day, Work Week, Month, or Schedule View.

List View

You can also view your calendar as a list by:

1. Click the View tab
2. Click Change View
3. Select List
4. Switch back, just select the Calendar view

The List view is helpful if you want to copy and paste your calendar items into an Excel spreadsheet.

Calendar To Do Pane

The Calendar To Do Pane adds a pane on the right which shows a calendar thumbnail and your upcoming appointments. To add your Calendar to the To Do pane,

1. Click the View tab
2. Click the To Do Bar button
3. Click Calendar

Scheduling Appointments and Meetings

Appointments

Appointments are events that do not involve attendees or room reservations. To schedule an appointment,

1. Click the New Appointment button
2. Enter a Subject and Location
3. Select a date and time
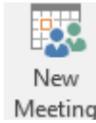4. To make the appointment private, click the Private button
5. Click Send

Meetings

Meetings are events that have attendees and require a room request. To schedule a meeting,

1. Click the New Meeting button
2. Select your attendees
3. Enter a Subject
4. Click Rooms to search for a room
5. Select a date and time
6. Click Send

Scheduling Assistant

The Scheduling Assistant allows you to view the availability of your attendees and room. To use the Scheduling Assistant,
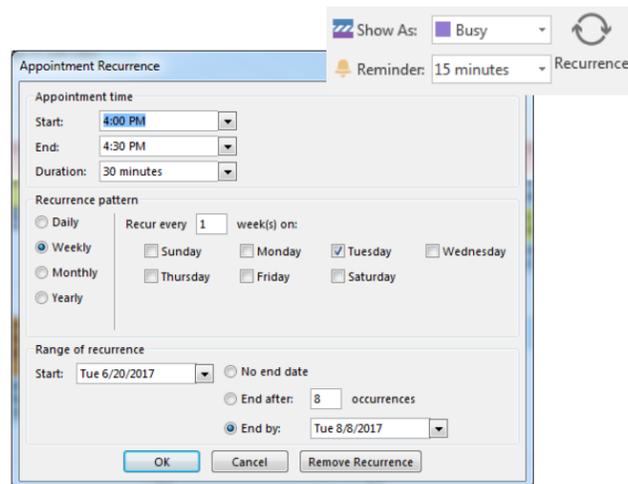
1. Click the New Meeting button
2. Select your attendees
3. Enter a Subject
4. Select a date and time
5. Click the Scheduling Assistant
6. Click Add Rooms to search for a room
7. Drag the slider to adjust the date and time based on the availability of your attendees and room selection
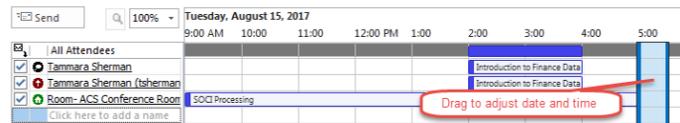
8. Click Send

Recurrence, Reminders, and Show As

You can set the duration for reminders, change your status (Show As), and set recurrence patterns for your appointments and meetings from the Meeting or Appointment tab.

Convert Emails to Appointments

To save time, you can convert an email to appointment.

1. Double-click the desired email to open it.
2. Click the Meeting button on the Message tab

3. Remove the invitee information
4. Add your invitees, if necessary
5. Add the Location
6. Select the date and time
7. Click Send

Editing Your Calendar

Modifying Calendar Entries

You can edit your calendar items by dragging and dropping on your Calendar or by double-clicking the event to open it. Once you made your changes, click the Send Update button. Depending on the changes, your update will be sent to all invitees.

Tracking Invites

The Tracking Option allows you to monitor your invite list. You must be the meeting organizer to use this feature. To begin,

1. Double-click the desired meeting
2. On the Meeting tab, click Tracking
3. A list of your invitees and rooms will be displayed with their responses.

The following responses to this meeting have been received:

Name	Attendance	Response
Tammara Sherman	Meeting Organizer	None
Kelse	Required Attendee	None
Eve	Required Attendee	Accepted

Managing Your Calendar

To manage your calendar, you can set your work hours, share your calendar, search for entries, add categories, and import calendars.
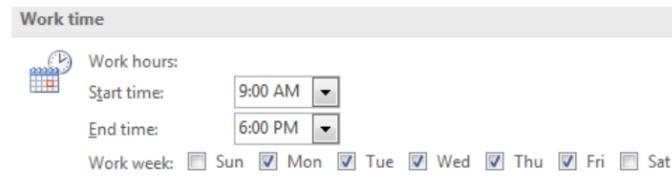
Set Work Hours

Setting your work hours helps with scheduling appointments and meetings. It does not prevent others from scheduling events, outside your working hours times. To set your work hours,

1. Click the Calendar Options button
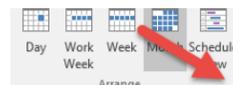
2. Under Work Time, make your selections

Work time

Work hours:
Start time: 9:00 AM
End time: 6:00 PM
Work week: Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☐ Sat

3. Click OK

Share Calendar

You can give read only or read and create permissions to your calendar.

1. Click the Calendar Permissions button
2. Click Add
3. Search for the desired person and double-click their name
4. Click OK
5. Under Permission Level, select Reviewer (Read only) or Editory (Read and Create)
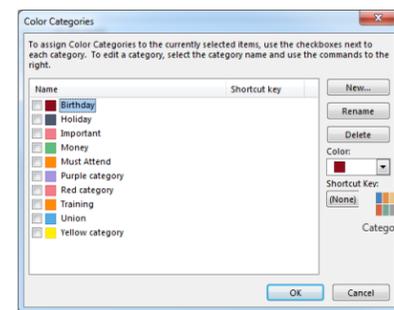6. Click OK

For Delegate Access, please refer to the Granting Delegate Access job aid at: http://www.csub.edu/training/pgms/outlookp/index.html

Categorize Your Calendar

Categories allow you to color-code your calendar and email items for fast identification. Setting up your categories before using them is recommended.

Setting up your Categories

1. Click the Categorize button
2. Click All Categories
3. On the Color Categories, rename or add your categories.

4. When you are finished, click OK

Using Categories
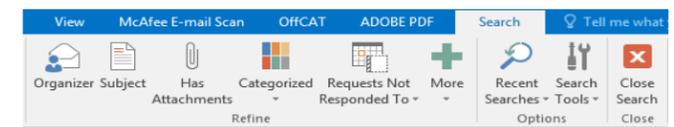
1. Select the calendar item you want to categorize

2. Click the Categorize Button
3. Select the desired category

- ■ Attend if possible
- ■ Holiday
- ■ Important
- ■ Must Attend
- ■ Subject Matter Experts
- ■ Training
- ■ User Support Committee
- ■ Red category
- ■ Yellow category

Search Calendar

Use the Search feature to find your events quickly.

1. Click in the Search Box
2. Enter your search criteria
3. Use the Search tab to refine your search

4. Your results will appear as a list

Import Calendars

To import the CSUB Holiday Calendar or CSUB Summer Schedule, please refer to the Importing CSUB Holiday Calendar job aid at:

www.csub.edu/training/pgms/outlookp/index.html

Viewing Shared or Room Calendars

You can view any calendars that are shared with you. By default, all rooms are shared with you. To open a shared or room calendar,

1. Click the Open Calendar button
2. From the menu, click either From Room List or Open Shared Calendar

- From Address Book...
- From Room List...
- From Internet...
- Create New Blank Calendar...
- Open Shared Calendar...
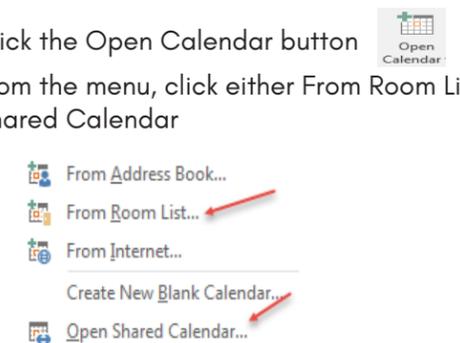
3. If you selected the From Room List, search for the room name. All rooms start with *Room–*. Double-click the desired room and click OK.
4. If you selected the Open Shared Calendar, click Name to search for the person, select their name, and click OK (twice).