



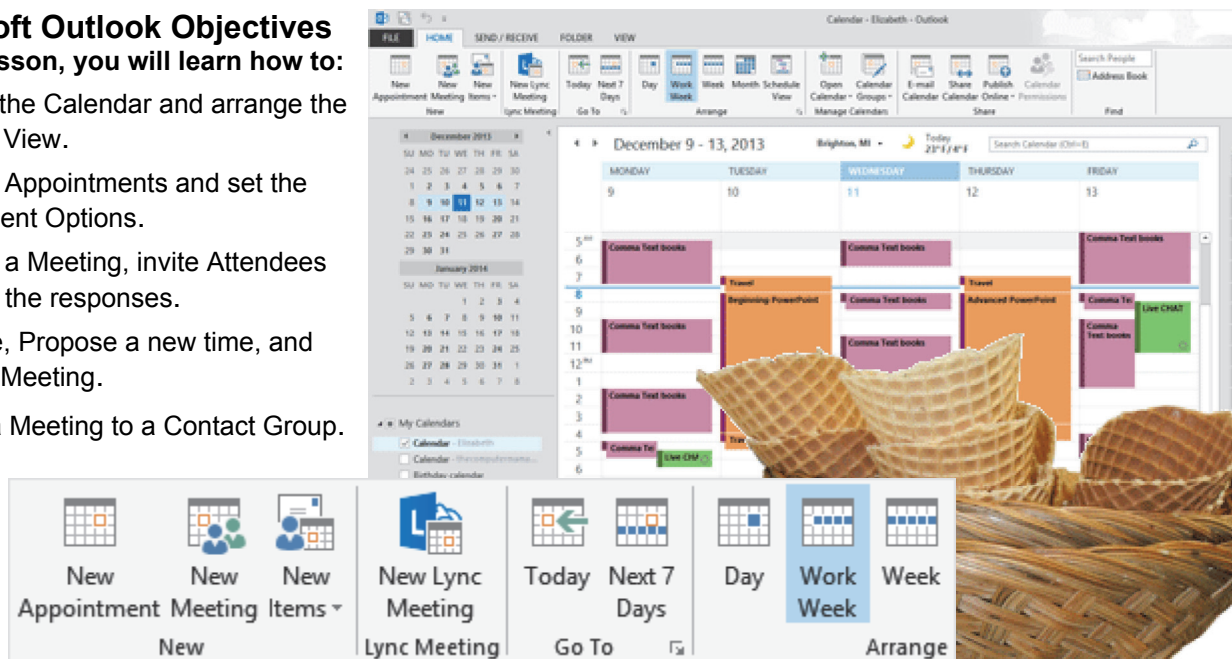
Outlook 2013: Working with the Calendar

Eight Days a Week

Microsoft Outlook Objectives

In this lesson, you will learn how to:

1. Select the Calendar and arrange the Calendar View.
2. Create Appointments and set the Appointment Options.
3. Create a Meeting, invite Attendees and track the responses.
4. Update, Propose a new time, and Cancel a Meeting.
5. Send a Meeting to a Contact Group.



© 2013 Comma Productions, LLC



Lesson 7: Eight Days a Week

1. Readings

Read Lesson 7 in the Microsoft Outlook guide, page 183- 214.

Project

Sample Appointments and Meetings that demonstrate the options on the Home and Appointment Ribbons.

Downloads

[valentine1.gif](#), [valentine2.gif](#), [valentine3.gif](#).

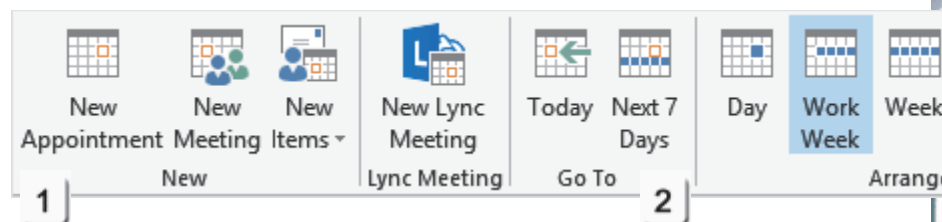
2. Practice

Complete the Practice Activity on page 215.

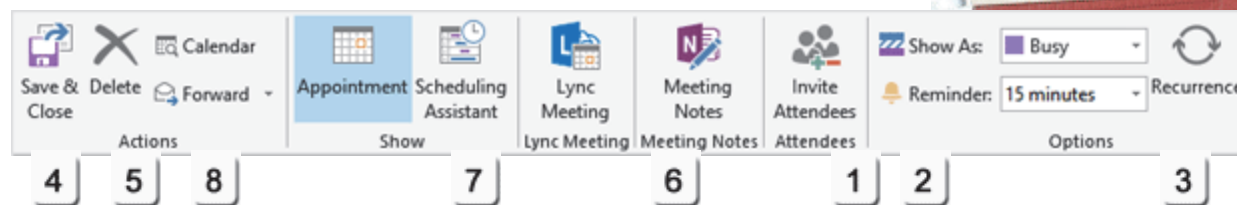
3. Assessment

Review the Test questions on page 216.

Home Ribbon



Appointment Ribbon



Menu Maps

From the **Home Ribbon**.

1. [Home ->New->New Appointment](#), page 188
2. [Home ->Arrange->Work Week](#), page 193
3. [Home ->Respond->Meeting](#), page 211 (not shown)

From the **Meeting Ribbon**

1. [Meeting ->Attendees->Invite Attendees](#), page 200
2. [Meeting ->Respond->Accept](#), page 201
3. [Meeting ->Show->Tracking](#), page 204

More Menu Maps

From the **Appointment Ribbon**

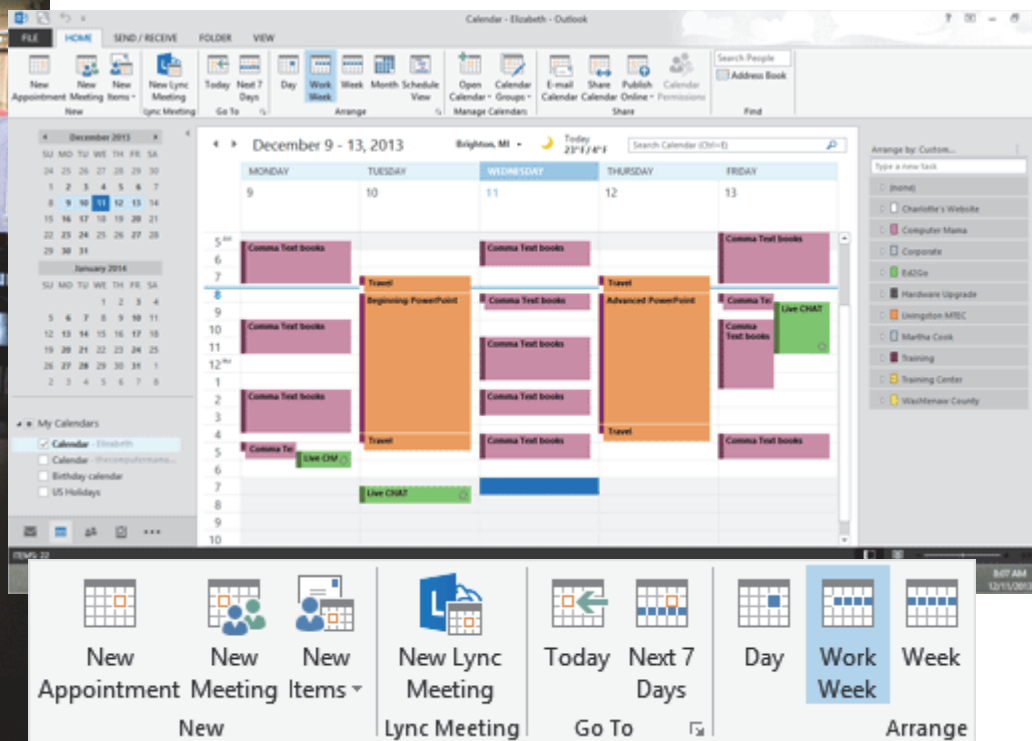
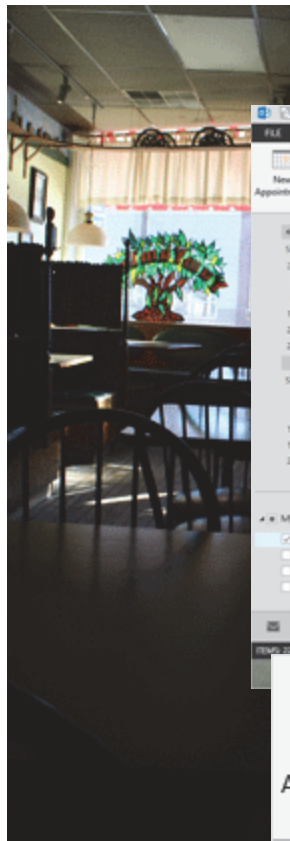
1. [Appointment ->Options->Show As](#), page 190
2. [Appointment ->Options->Reminder](#), page 192
3. [Appointment ->Options->Recurrence](#), page 194
4. [Appointment ->Actions->Save & Close](#), page 194
5. [Appointment Series->Actions->Delete](#), page 196
6. [Appointment ->Attendees->Invite Attendees](#), page 200
7. [Appointment ->Show->Appointment](#), page 203
8. [Appointment ->Actions->Forward](#), page 209





Eight Days a Week

There are two compelling reasons to keep a calendar: tracking your promises and managing your commitments. Microsoft Outlook has a robust Calendar that can help you follow up on your Appointments, Tasks and Contacts. This lesson introduces scheduling with the Calendar. Our examples will include Meetings, Tracking Responses and setting the options.



The restaurant shown on these pages is the Yum Yum Tree, Brighton, Michigan. A little HO train circles the room on a track high above the tables and the ice cream counter.



Before You Begin

By default, Microsoft Outlook opens with the **Inbox** as the initial view.

The **Calendar** can be found using the Folder Pane.

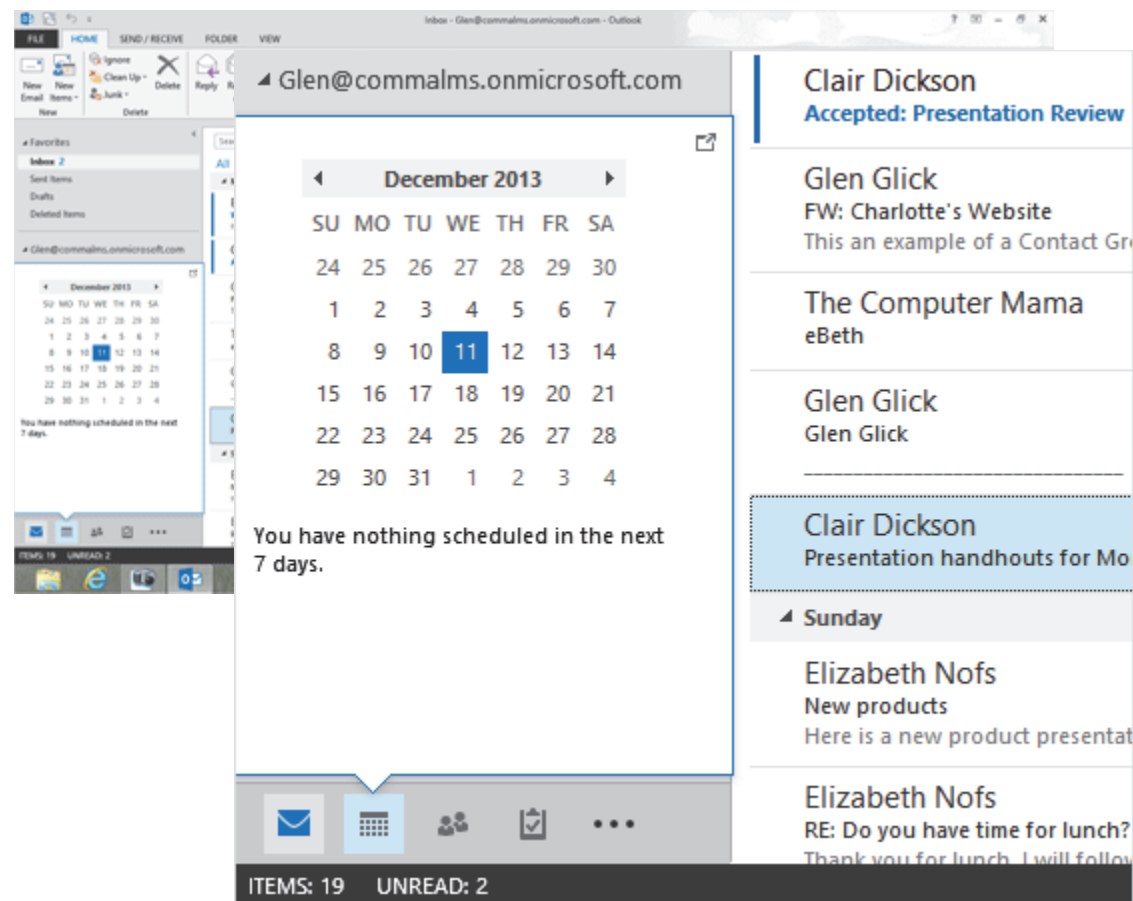
Before You Begin: View the Folders
Go to **View->Layout->Folder Pane**.
Select: **Normal**.

1. Try it: Find the Calendar Folder
Go to the bottom of the **Folder Pane**.
Select the **Calendar** Folder.

Keep going...

Memo to Self: You do not need to **MATCH** the dates in this book. It is more important that you practice the steps and learn the process.

View->Layout->Folder Pane->Normal



1



Hello, Calendar

2. Try it: Review the Home Ribbon

The screen shot on this page shows a Calendar with many appointments.

The **Home** Ribbon has these Groups:

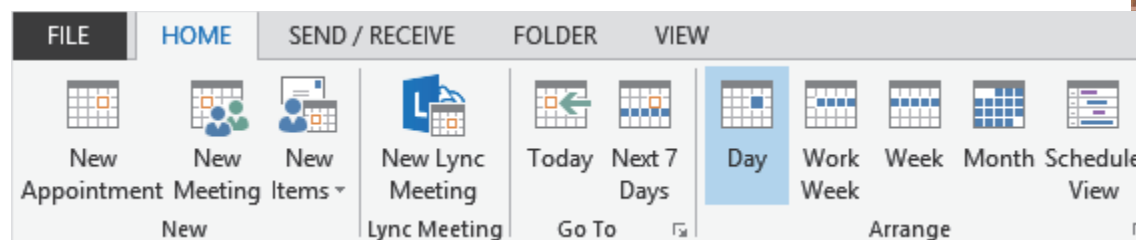
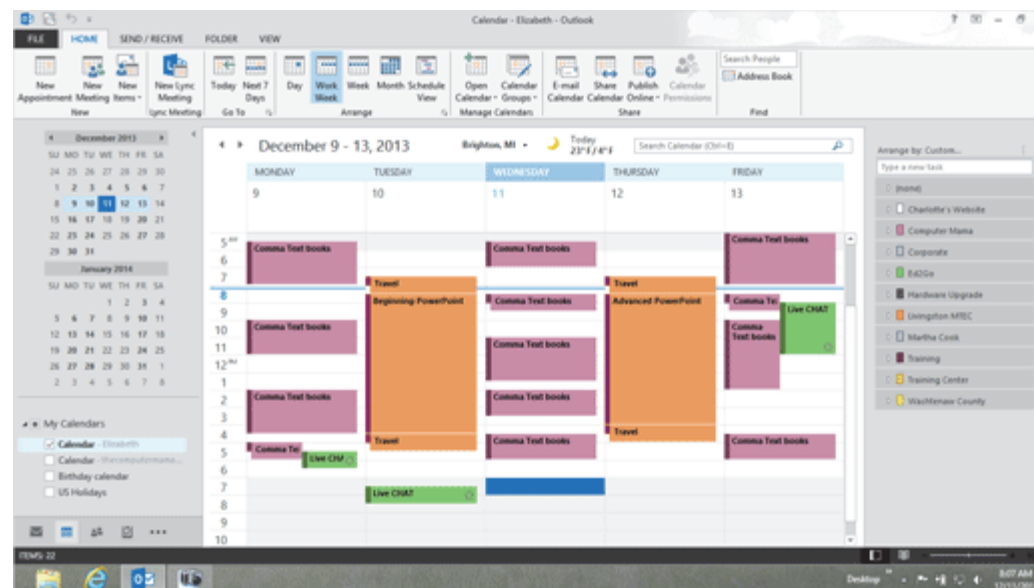
- New
- Lync Meeting
- Go To
- Arrange
- Manage Calendars
- Share
- Find

Try This, Too: Arrange the View

Go to **Home->Arrange->Day**.

Keep going, please...

Microsoft Outlook->Calendar



Exam 77-423: Microsoft Outlook 2013

3.0 Manage Schedules

3.1 Create and Manage Calendars: Adjust Viewing Details for Calendars

2





Create a New Appointment

There are two schools of thought on how to use a calendar. One way teaches that the calendar should be used only for meetings that you have with other people.

The other method uses the calendar to record time that is spent on projects. Those of us who are consultants call that "Billable Hours."

3. Try it: Create a New Appointment

Go to **Home ->New**.

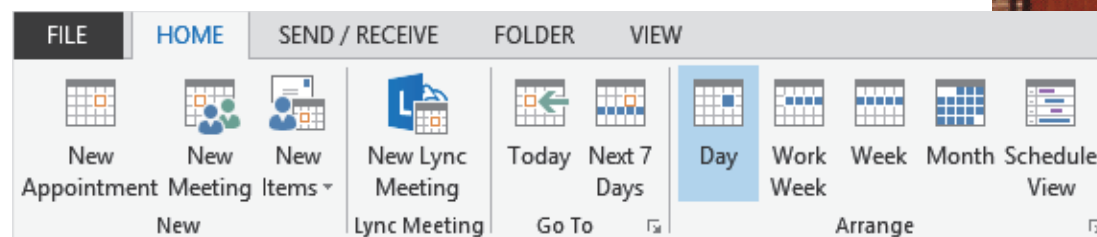
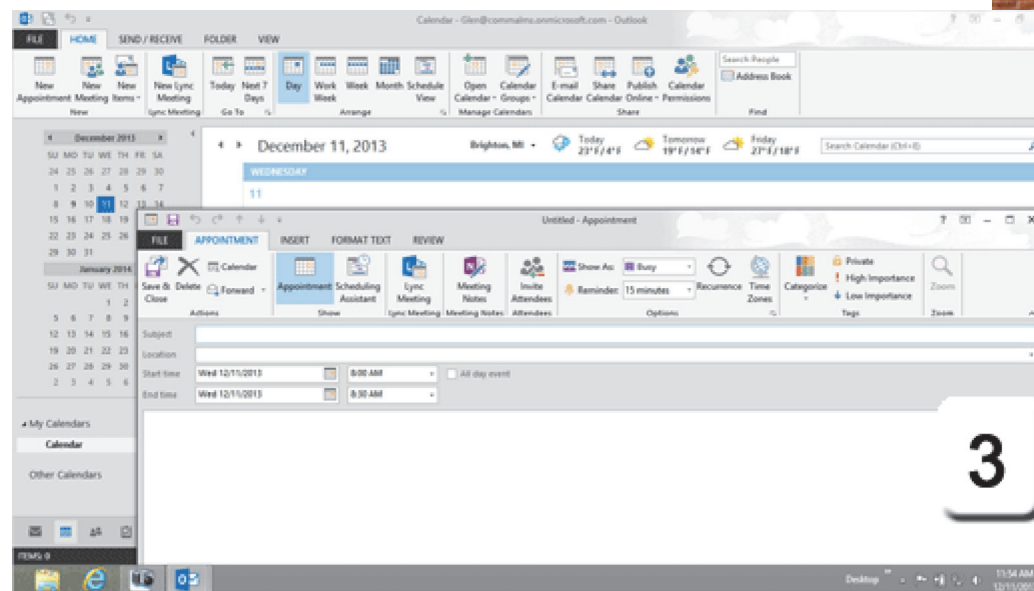
Click on **New Appointment**.

What Do You See? A new Appointment will open. There are four Ribbons: Appointment, Insert, Format Text and Review.

The Insert and Format Text Ribbons are the same as the ones in a new message. This lesson will focus on the Appointment Ribbon.

Keep going...

Home ->New->New Appointment



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.2 Create Appointments, Meetings and Events: Create Calendar Items



Edit the New Appointment

4. Try it: Edit the Appointment

Enter the **Subject**: Outlook Training

Enter the **Location**: Brighton

Select the **Start Time**: 8:30 AM

Select the **End Time**: 4:30 PM

What Do You See? By default, the **Start** and **End times** are set in half hour increments. Please confirm that the Start and End times are on the same day.

Question: What if the class begins at 9:10? You do not have to select one of the times from the list. You can enter another time if you wish. For example, you could type 9:10 AM.

Keep going, please...

Home ->New->New Appointment

Calendar - Glen@commalmu.ams.microsoft.com - Outlook

FILE HOME SEND/RECEIVE FOLDER VIEW

Calendar - Glen@commalmu.ams.microsoft.com - Outlook

Outlook Training - Appointment

FILE APPOINTMENT INSERT FORMAT TEXT REVIEW

Save & Close Forward Appointment Scheduling Assistant Lync Meeting Meeting Notes Invite Attendees Show As: Busy Reminder: 15 minutes Recurrence Time Zones Categories: High Importance Low Importance Tags Zoom

Subject: Outlook Training

Location: Brighton

Start time: Wed 12/11/2013 8:30 AM All day event

End time: Wed 12/11/2013 4:30 PM

My Calendars: Calendar

Other Calendars:

Subject: Outlook Training

Location: Brighton

Start time: Wed 12/11/2013 8:30 AM All day event

End time: Wed 12/11/2013 4:30 PM

4

Exam 77-423: Microsoft Outlook 2013
 3.0 Manage Schedules
 3.2 Create Appointments, Meetings and Events: Set Calendar Item Times



Set the Appointment Options

You can use the **Appointment Options** to document your whereabouts and even remind you when it is time to go.

5. Try it: Set the Appointment Options

Go to **Appointment -> Options->Show As**.
Click on **Out of Office**.

What Do You See? The choices are:

- Free (White)
- Tentative (Blue Pattern)
- Busy (Blue)
- Out of Office (Purple)

The options and colors are displayed when this Calendar is shared on a network, such as an Exchange Server. They are also visible when the Calendar is published online.

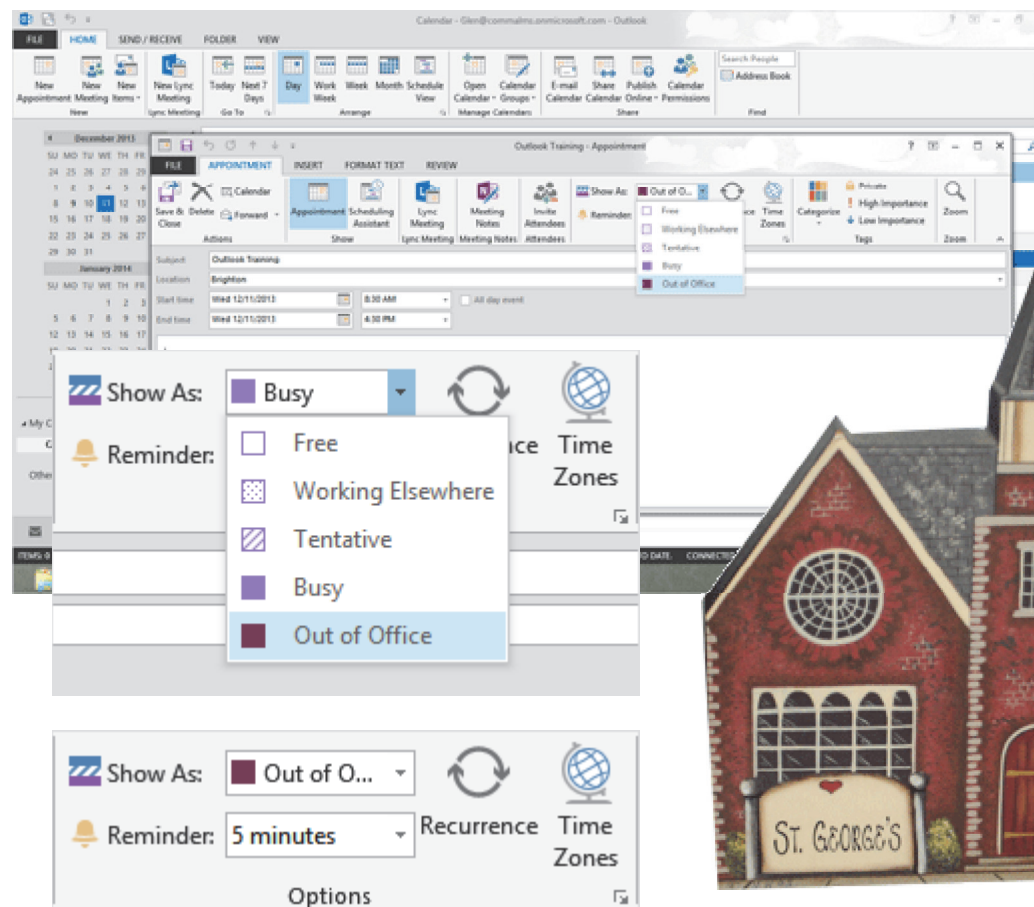
Try This, Too: Set the Reminder

Select: 5 minutes.

Click **Save & Close** to save your appointment and return to the Outlook calendar.

Keep going...

Appointment -> Options->Show As->Out of Office



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.2 Create Appointments, Meetings and Events: Change Availability Status





Review the Appointment

6: Try This: Review the Appointment

There should be a new appointment in the Calendar. The Subject (Outlook Training) and the Location (Brighton) are displayed.

There is a purple band on the left side which means that this appointment is Out of the Office.

On the left side of the screen is a little calendar called the **Date Navigator**. Each day that has an appointment is BOLD.

The Date Navigator is included on the top of the To-Do list by default. Both options can be turned on or off.

What Else Do You See? When you run your mouse over the appointment you may see a tag which shows the details.

Keep going, please...

Outlook ->Calendar

6

The screenshot shows the Outlook 2013 interface with the Calendar view selected. The top ribbon includes 'FILE', 'HOME', 'SEND / RECEIVE', 'FOLDER', 'VIEW', and 'APPOINTMENT'. The 'APPOINTMENT' tab is active, showing options like 'Show As', 'Out of Office', 'Reminder', 'Name', and 'Recurrence'. The main calendar area displays a monthly view for December 2013, with the 11th highlighted in blue. A detailed view of the appointment for 'Outlook Training' is shown on the right, indicating it is on Wednesday, December 11, 2013, from 8:30 AM to 4:30 PM in Brighton. A purple band on the left side of the appointment indicates it is 'Out of the Office'. A tag on the appointment shows the following details:

- Outlook Training**
- Start: 12/11/2013 8:30 AM
- End: 12/11/2013 4:30 PM
- Location: Brighton
- Reminder: 5 minutes

At the bottom of the screenshot, there is a small illustration of a street scene with a 'Vitamin Company' and a 'Great Harvest Bread' shop.



Snooze, You Loose

If you set the Appointment Reminder, a little alert will pop up and chime when it is time to go.

7. Try it: Set the Snooze

Go to the time and select: 5 minutes.

Click on **Snooze**.

Try This, Too: Dismiss the Reminder

In 5 minutes, the Reminder should chime again.

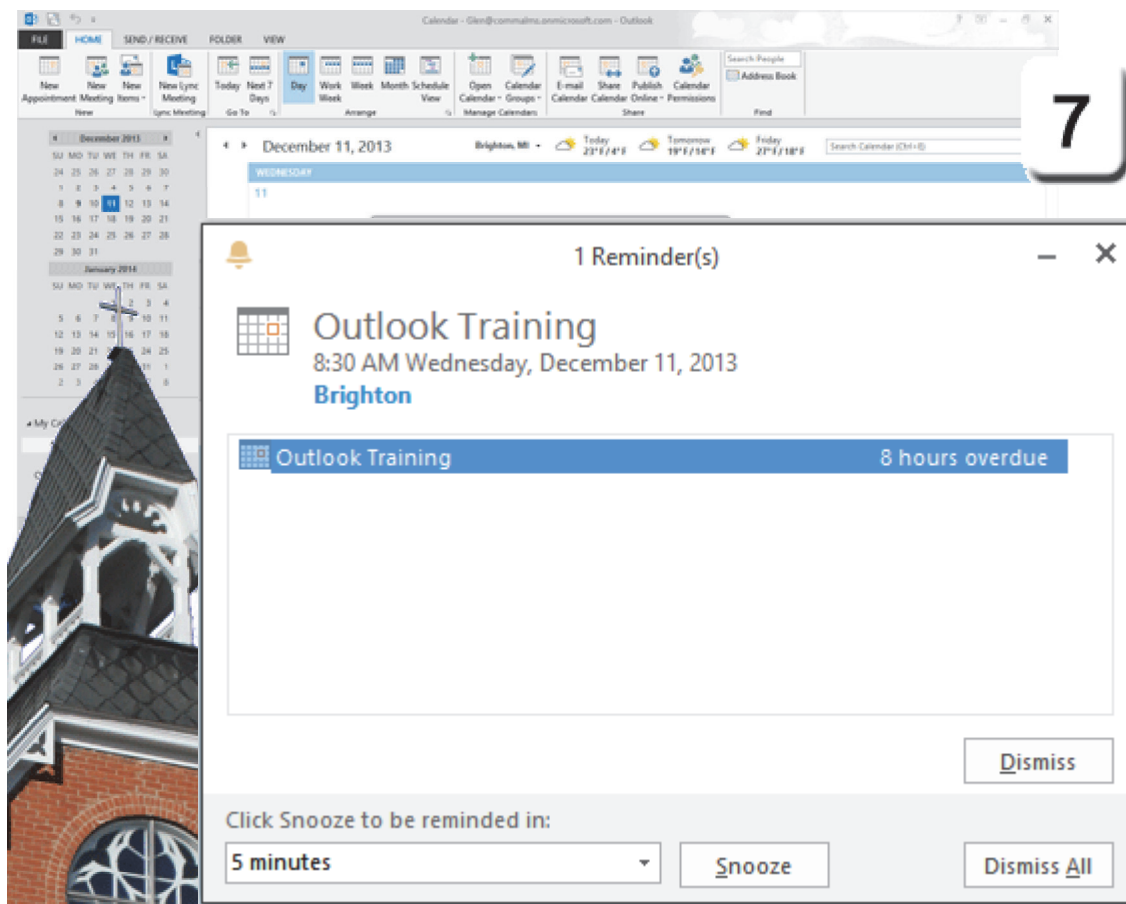
This time, click on **Dismiss All**.

What Do You See, Now? The **Reminder** for this appointment will be set to None.

So far, so good.

Memo to Self: Your appointments and reminder do not need to match the dates and times in these screen shots. It is more important that you review the options.

Calendar Tools ->Appointment->Options-> Reminder



Exam 77-423: Microsoft Outlook 2013

3.0 Manage Schedules

3.2 Create Appointments, Meetings and Events: Cancel Calendar Items



Before You Begin: Arrange the Calendar

1. Try it: Add Another Appointment

Go to **Home ->New-> New Appointment.**

Click on Wednesday at 8:00 AM.
Enter the Subject: Breakfast Club
Enter the Location: Brighton
Select the Start Time: 7:00 AM
Select the End Time: 8:00 AM

Try This, Too: Copy and Paste

Select the Breakfast Club Appointment.

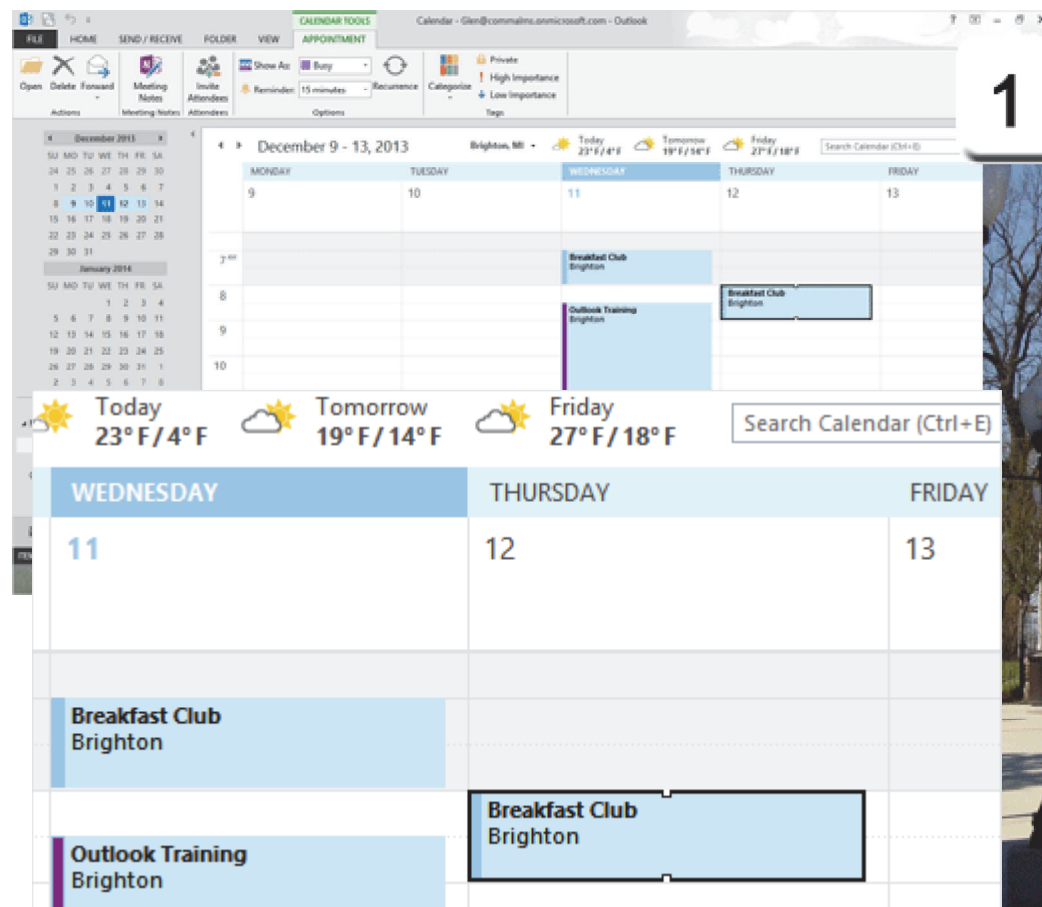
Type on the keyboard: **CTRL +C**

Click on Thursday` at 8:00 AM.

Type on the keyboard: **CTRL +V**

There are better options. Keep going...

Home ->Arrange->Work Week



Exam 77-423: Microsoft Outlook 2013

3.0 Manage Schedules

3.2 Create Appointments, Meetings and Events: Create Calendar Items

Recurring Appointments

A **Recurring Appointment** can set up many meetings at once. It is a nice bit of programming that saves a lot of time because it is much faster than using Copy/Paste.

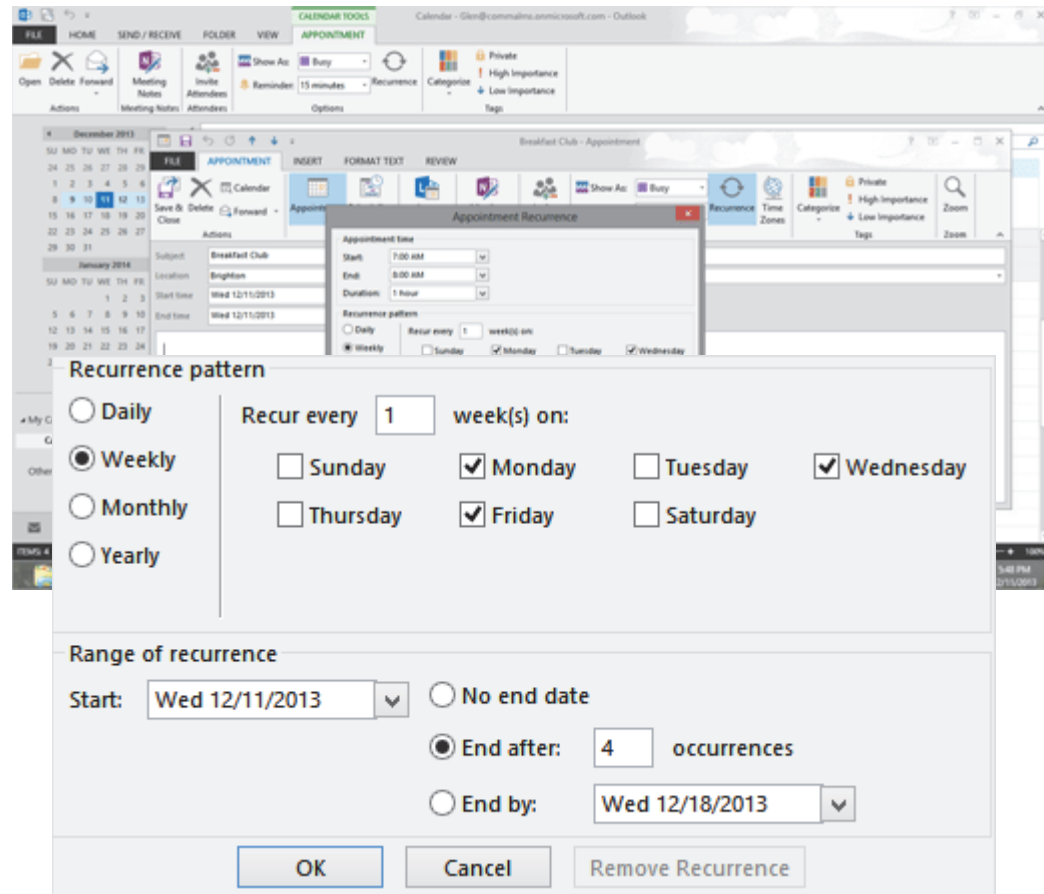
2. Try it: Create a Recurring Appointment

Go to Wednesday at 7:00 AM. Double-click the Breakfast Club appointment to open it, again. The Appointment Ribbon should be available. Go to **Appointment ->Options**. Click on **Recurrence**.

Try This, Too: Edit the Recurrence Options

Edit the Recurrence Pattern: Weekly.
Select: Monday, Wednesday, Friday.
Edit the Range: End after 4 occurrences.

Click **OK**



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.2 Create Appointments, Meetings and Event: Create Recurring Calendar Items



Verify the Appointments

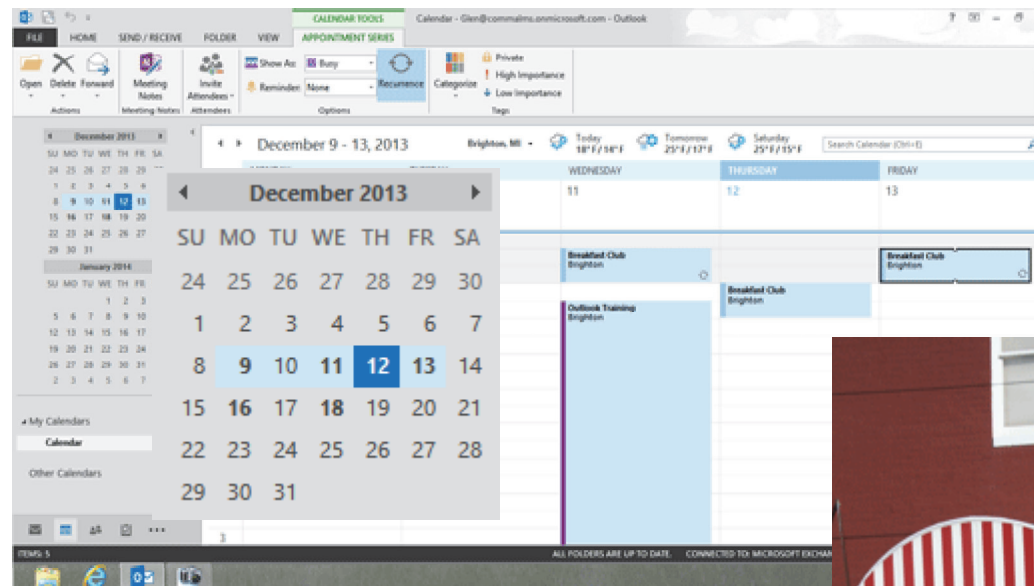
3. Try it: Verify the Appointments
Go to Home ->Arrange->Work Week.

What Do You See? There are appointments on Monday, Wednesday and Friday.

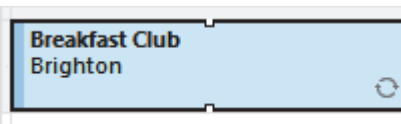
What Do Else You See? Look on the **Date Navigator** on the left side. Each date that has an appointment is **BOLD**.

Keep going, please...

Home ->Arrange->Work Week



3



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.2 Create Appointments, Meetings and Event: Create Recurring Calendar Items



Delete a Recurring Appointment

This lesson created two different appointments on Wednesday. The Recurring Appointment has an icon (a circle with two arrows) in the bottom right. The appointment for Outlook training does not.

What happens if you delete a Recurring Appointment?

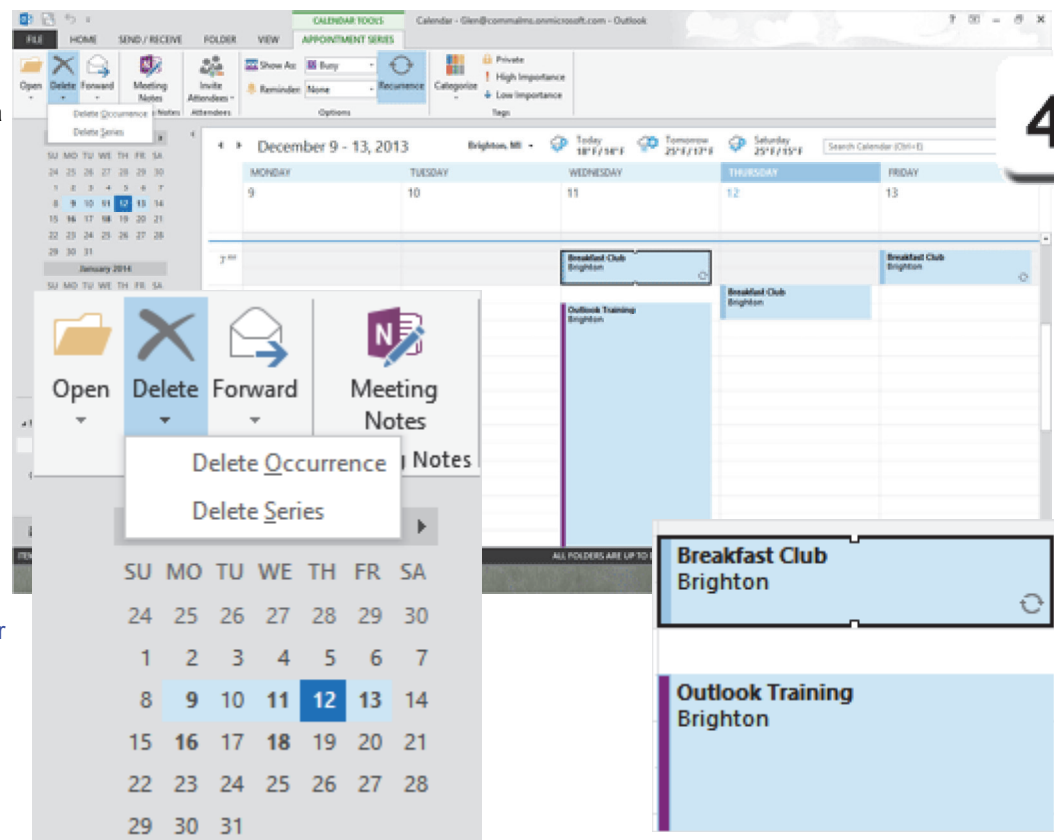
4. Try it: Delete an Appointment

Select one of the Recurring Appointments.
The **Calendar Tools** should be available.
Go to: **Calendar Tools ->Appointment Series**.
Go to **Actions->Delete**.
Click on **Delete Occurrence**.

What Do You See? You can choose to Delete this Occurrence or Delete the Series.

Memo to Self: Say you deleted an appointment in a series by using the Delete on your keyboard. Then Outlook would ask you to choose just this occurrence or the whole series.

Calendar Tools ->Appointment Series->Actions->Delete



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.2 Create Appointments, Meetings and Event: Create Recurring Calendar Items



Schedule an Event

An **Event** is displayed a little differently than an Appointment. An Event doesn't have a Start or End Time: It is scheduled as "All day."

Events can be recurring as well. For example, a birthday is an all day Event that brings happy returns each year.

1. Try it: Schedule an Event

Please go to February 14th.

Go to **Home ->New-> New Appointment**.

Enter the Subject: Valentine

Select the check box: **All day event**.

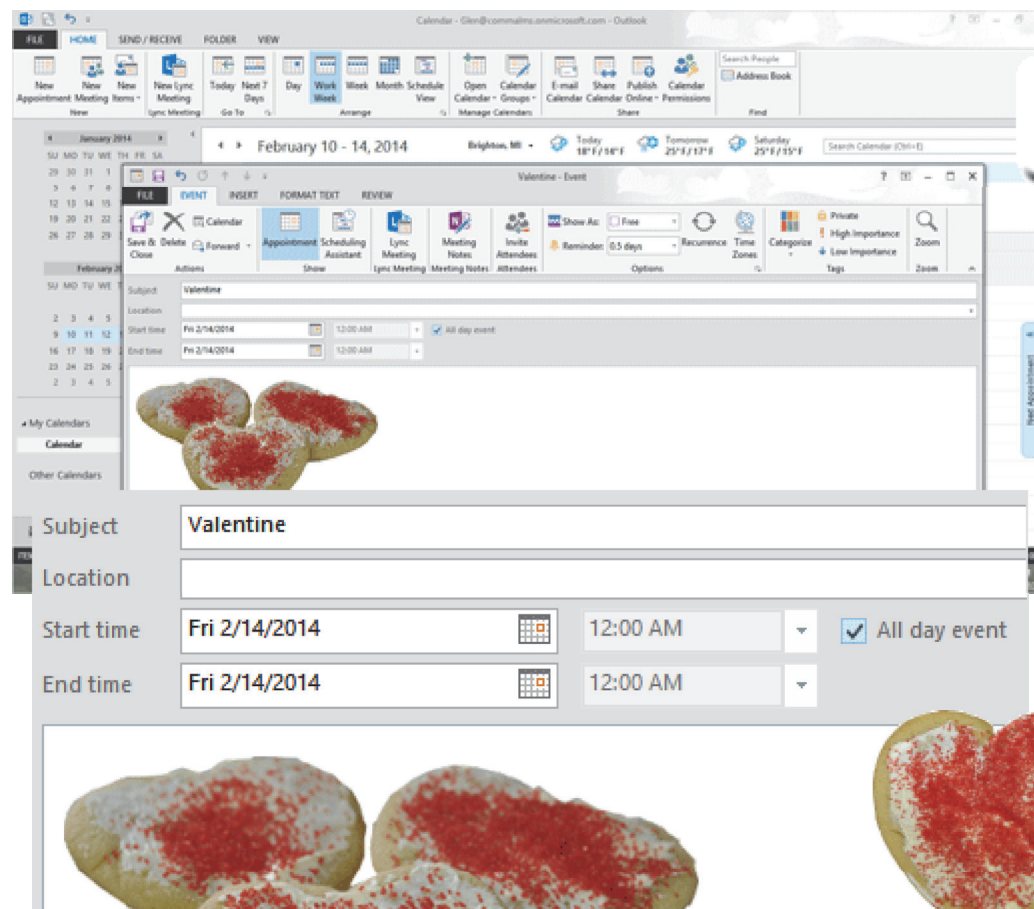
Insert->Illustrations->Picture (if you wish).

What Do You See? When you select **All day event**, the Start and End times are disabled. The Ribbon at the top now says Event.

Go to **Event->Actions->Save & Close**.

Keep going, please...

Home ->New-> New Appointment



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.2 Create Appointments, Meetings and Event: Create Recurring Calendar Items



Hello, Again, Hello

What does an Event look like in the Calendar?

2. Try it: Review the Event

Go to **Home ->Arrange->Work Week**.

What Do You See? The Event is shown above the hours in the Calendar. In this example, the Valentine Event has an attachment.

Extra for Experts: Make It a Yearly Event

Double click the Event to open it, again.

The Appointment Ribbon should be available.

Go to **Appointment ->Options-> Recurrence**.

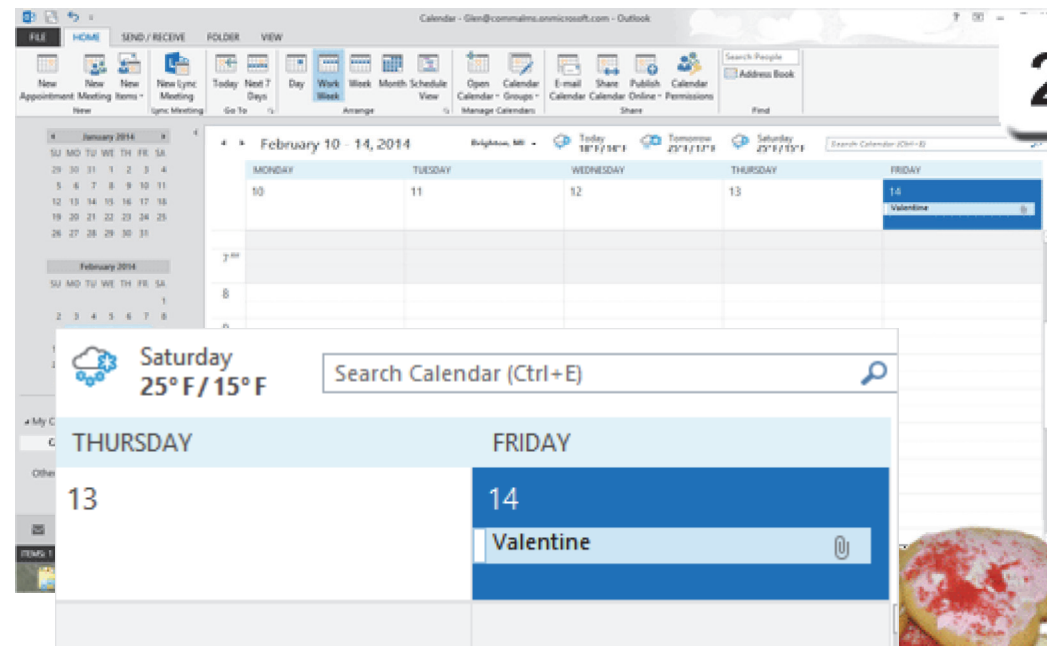
Try This, Too: Edit the Recurrence Options

Edit the Recurrence Pattern: Yearly.

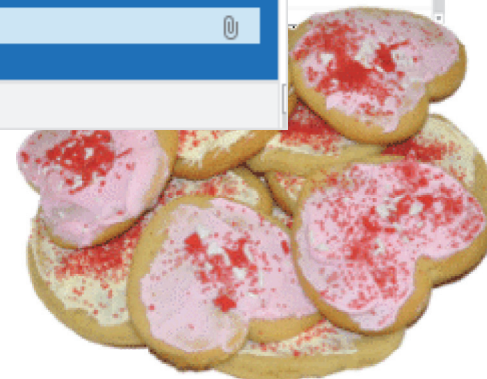
Click **OK** to return to the Appointment.

Click **Save & Close** to return to the Calendar.

Home ->Arrange->Work Week



2



Exam 77-423: Microsoft Outlook 2013

3.0 Manage Schedules

3.2 Create Appointments, Meetings and Event: Create Recurring Calendar Items



Create a Meeting

Meetings and messages go together like donuts and coffee. If you want someone to attend a meeting, then you need to invite them....if that doesn't work, offer them ice cream.

There are two sides to each example in this lesson: The **Meeting Organizer** (the one who invites folks to the Meeting and brings donuts) and the **Attendees** (the ones who respond to the Meeting Request.)

1. Try it: Create a New Appointment

Go to **Home ->New-> New Appointment**.

Enter the Subject: Team Meeting

Select the Start Time: 11:00 AM

Select the End Time: 1:00 PM

Type the Location: The Yum Yum Tree, Brighton

Go to **Appointment->Options**.

Show As: **Out of the Office**.

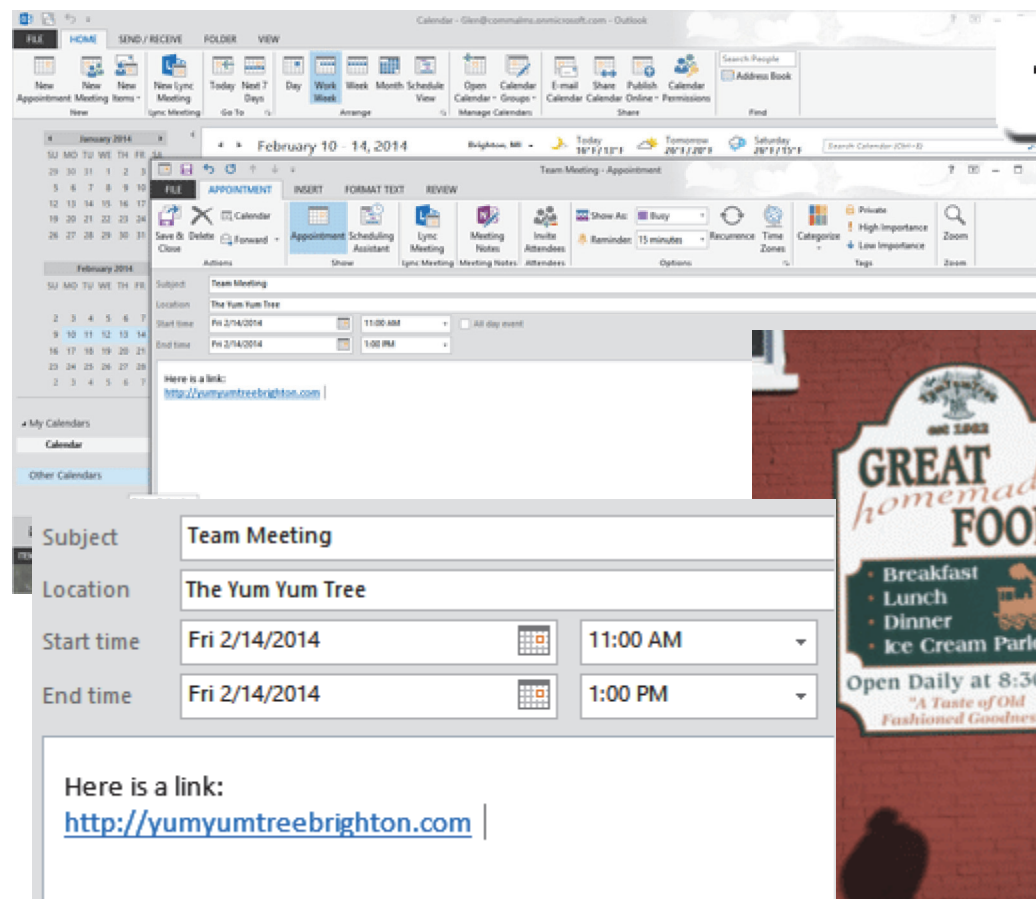
Try This, Too: Add a Hyperlink to the Meeting

Type the following, please.

Here is a link:

<http://www.yumyumtreebrighton.com/> .

Home ->New->New Appointment



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.2 Create Appointments, Meetings and Event: Create a Meeting



Invite Attendees

Attendees are people who can come to your meeting. When you ask someone to attend a meeting they will receive an invitation by E-mail. The recipient can Accept, Decline or Propose a different Time. Let's walk through the steps.

2. Try it: Invite Attendees

The appointment is still open.

Go to **Meeting ->Attendees**.

Click on **Invite Attendees**.

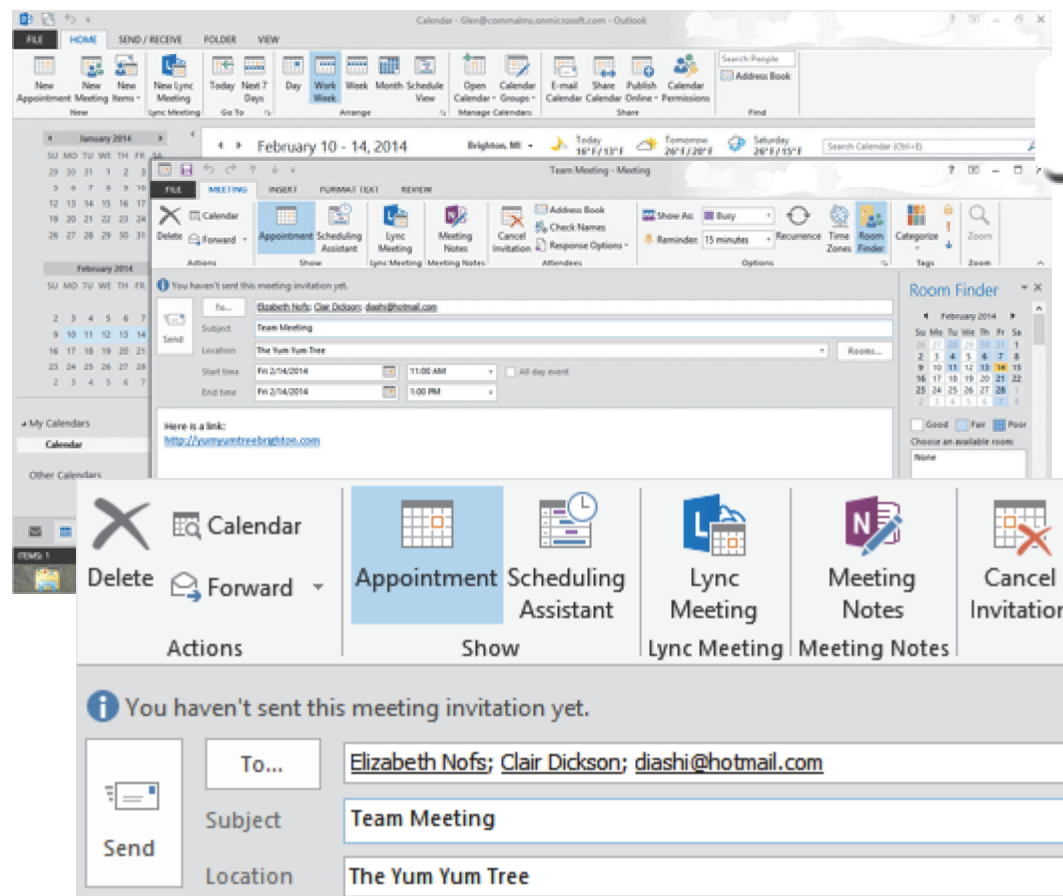
What Do You See? Look above the Subject. The E-mail field is available now.

Enter a partner's E-mail address.
Click **Send** to E-mail the invitation.

Keep going, please...

Request: The Invitation is Addressed and Sent

Meeting ->Attendees->Invite Attendees



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.3 Organize and Manage Appointments, Meetings, and Events: Invite Attendees



Receive an Invitation

An invitation has arrived in the Inbox inviting you to a meeting. How would you respond? Let's look at the options.

The Meeting Ribbon includes:

Accept
Tentative
Decline
Propose New Time
Respond

3. Try it: Respond to a Meeting Request

Go to Meeting ->Respond->Accept.

What Do You See? For each Response--Accept, Decline, etc.-- you can choose to:
Edit the Response before Sending
Send the Response Now (don't edit the E-mail)
Do Not Send a Response.

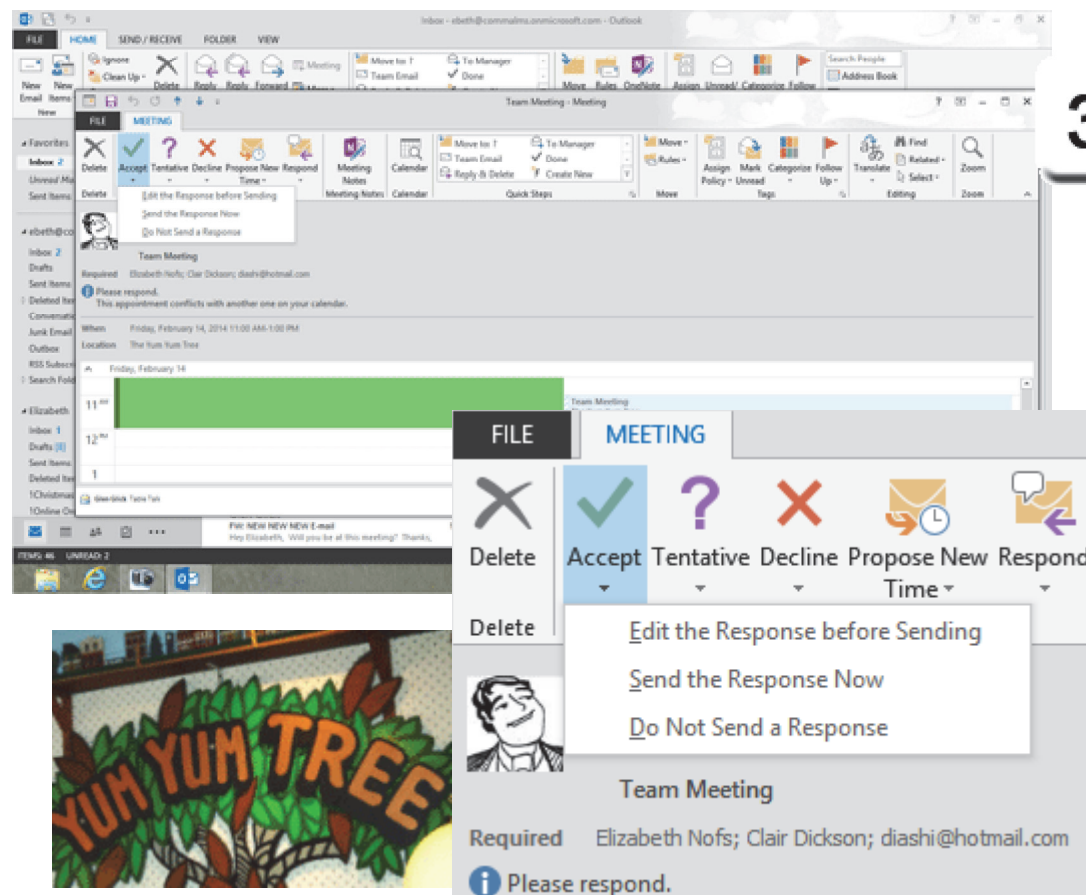
Select: **Send the Response Now.**

An Acceptance E-mail will be sent and the Invitation will be moved to the Deleted Items folder automatically.

Keep going, please...

Respond: The Recipient's Inbox

Meeting ->Respond->Accept



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.3 Organize and Manage Appointments, Meetings, and Events: Respond to Invitations



Receive the Responses

4. Try it: Review the Responses

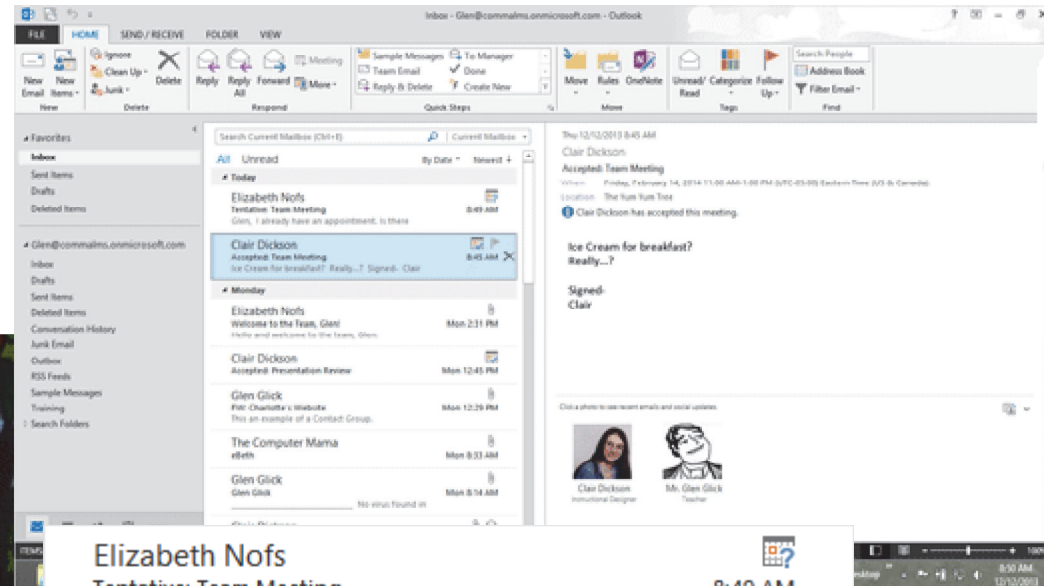
If the donuts are good, the Sender's Inbox should fill up with responses. Each response can be tracked in two places: the E-mail and the Appointment.

Keep going, please...



Review: The Sender's Inbox

Outlook ->Inbox



Elizabeth Nofs

Tentative: Team Meeting

Glen, I already have an appointment. Is there

8:49 AM

Clair Dickson

Accepted: Team Meeting

Ice Cream for breakfast? Really...? Signed- Clair

8:45 AM

Exam 77-423: Microsoft Outlook 2013

3.0 Manage Schedules

3.3 Organize and Manage Appointments, Meetings, and Events: Invite Attendees



Review the Attendee Responses

The Responses are also tallied in the appointment.

5. Try it: Review the Attendee Response

Go to the **Calendar**.

Double click the Team Meeting to open it.

What Do You See? In the example on this page all three attendees accepted the invitation.

What Else Do You See? When you open a meeting, the default view is Appointment. You can show the Tracking as well. Here is how...

Memo to Self: These Tracking options may not be available if you made a practice invitation that is addressed to yourself, only.



Meeting ->Show->Appointment

Calendar - Glen@comcast.net - Outlook

February 10 - 14, 2014

Team Meeting - Meeting

Attendee responses: 1 accepted, 1 tentatively accepted, 0 declined.

To... Elizabeth Nofs; Clair Dickson; diashi@hotmail.com

Subject Team Meeting

Location The Yum Yum Tree

Start time Feb 14/2014 11:00 AM

End time Feb 14/2014 1:00 PM

Actions: Cancel Meeting, Forward, Send Update

MEETING: Appointment, Scheduling Assistant, Tracking, Lync Meeting

Exam 77-423: Microsoft Outlook 2013
 3.0 Manage Schedules
 3.3 Organize and Manage Appointments, Meetings, and Events: Receive Attendee Responses



Show the Tracking

6. Try it: Show the Tracking

The Team Meeting is open.

Go to **Meeting ->Show->Tracking**.

What Do You See? The responses are listed by name. The person who sent the invitation is the **Meeting Organizer**. The other Attendees responded to the invitation. These responses can be edited if you wish.

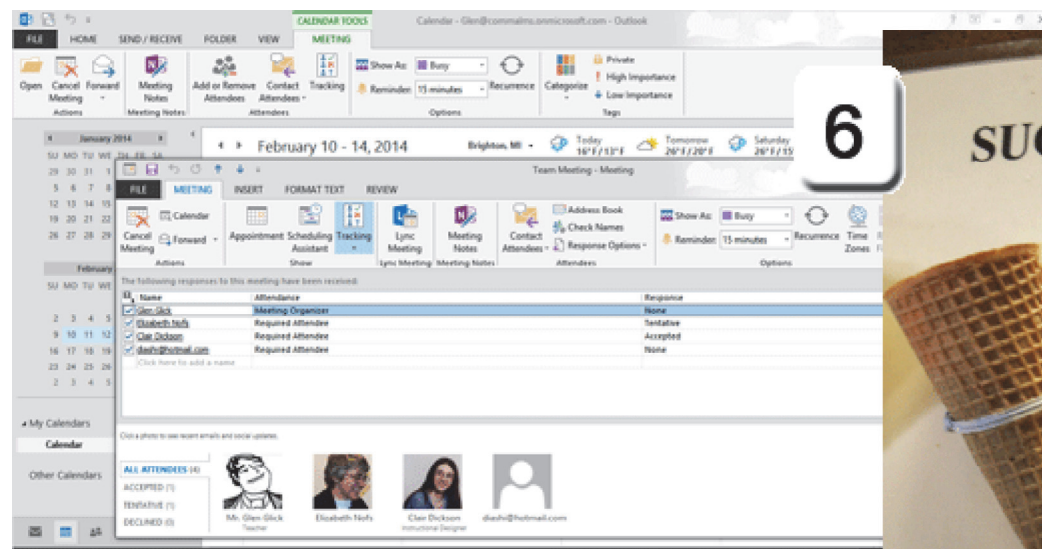
Attendance has three options:
Required Attendee
Optional Attendee
Resource (Room or Equipment)

Response has four options:
Accepted
Declined
Tentative
None

Try This, Too: Return to the Appointment
Go to **Meeting ->Show->Appointment**.

Keep going, please...

Meeting ->Show->Tracking



Name	Attendance	Response
Glen Glick	Meeting Organizer	None
Elizabeth Nofs	Required Attendee	Tentative
Clair Dickson	Required Attendee	Accepted
diashi@hotmail.com	Required Attendee	None
Click here to add a name	Required Attendee	
	Optional Attendee	
	Resource (Room or Equipment)	

Exam 77-423: Microsoft Outlook 2013

3.0 Manage Schedules

3.3 Organize and Manage Appointments, Meetings, and Events: Track Responses



Propose a New Time

Say one of your recipients has a scheduling conflict. How would she propose a new time?

1. Try it: Propose a New Time

We are looking at the Attendee's Calendar. When she accepted the invitation, the Team Meeting was added to her Calendar.

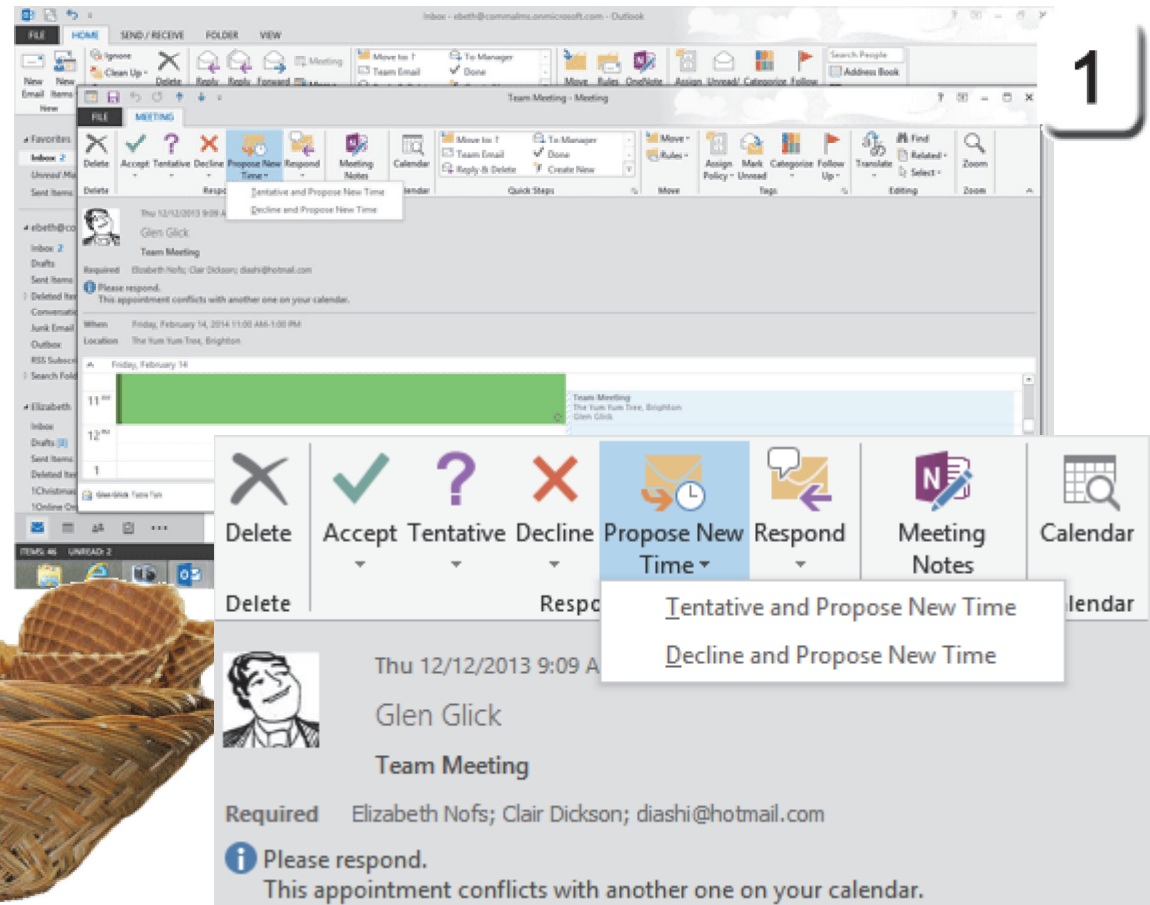
The Team Meeting in her Calendar is open. Go to **Meeting ->Respond**. Click on **Propose New Time**. Select: **Tentative and Propose New Time**.

Keep going, please...



Respond: The Attendee's Calendar

Meeting ->Respond->Propose New Time



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.3 Organize and Manage Appointments, Meetings, and Events: Update Calendar Items (Propose New Time)



Use the Scheduling Assistant

2. Try This: Use the Scheduling Assistant

The discussion returns to the Sender. The Attendees have responded. What does the Calendar look like? The **Scheduling Assistant** offers a different view of the meeting. Each Attendee is listed on the left. The Calendar is on the right. The Meeting time is shaded yellow.

The **Proposed New Time** is shown.

The Start Time is the line at 11:00.

The End Time is the line at 1:00.

What Do You See? Two Attendees, Elizabeth and Clair, already have appointments. The times are shown as blue, for Busy. One Attendee is unknown: He isn't a member of our company so his Calendar is not available. You may only see hash lines instead of the Free/Busy data.

What Else Do You See? The Calendar at the top of the **Room Finder** combines all of the Attendees' Free/Busy times and displays the dates as Good (everyone is free), Fair (someone has a conflict) and Poor (nobody home.)

At the bottom of the **Room Finder** is a list of **Suggested times**. Keep going...

Review: The Sender's Calendar

Meeting ->Show->Scheduling Assistant

Room Finder

February 2014

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Good Fair Poor

Choose an available room:

None

All Attendees

	8:00 AM	9:00	10:00	11:00	12:00 PM	1:00
Glen Glick						
Elizabeth Nofs						
Clair Dickson						
diashi@hotmail.com						

Exam 77-423: Microsoft Outlook 2013

3.0 Manage Schedules

3.2 Create Appointments, Meetings and Events: Use The Scheduling Assistant



Find a Time: AutoPick

3. OK, So Try This: AutoPick Next

Another way to find a time without conflicts is to use **AutoPick Next**. AutoPick reviews the Calendars and selects the next Start Time that is free for everyone. If there is no data, the Start Time will advance to the next half hour.

3. OK, So Try This: AutoPick Next

Go to **Options->AutoPick**.

What Do You See? The options include:

All People and Resources

All People and One Resource

Required People

Required People and One Resource

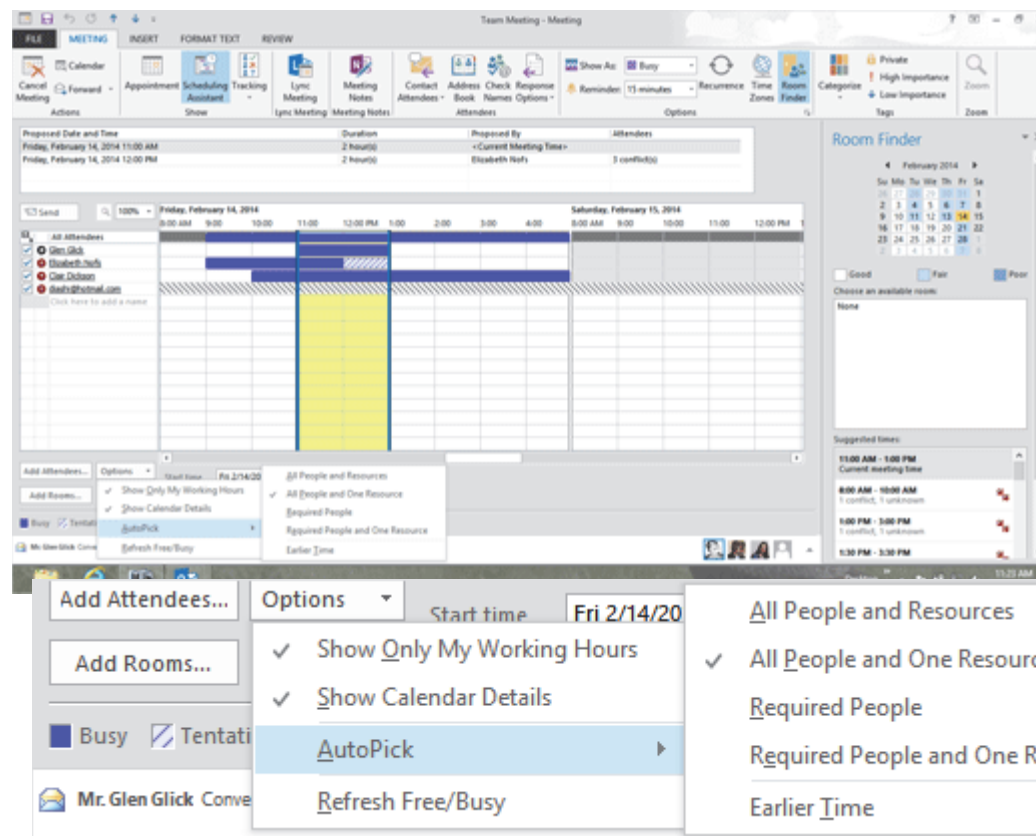
If all else fails, try an Earlier Time.

Keep going, please...

The Computer Sez: We prepared a slide show for a meeting at 2:00 AM once!

Review: The Sender's Calendar

Meeting ->Show->Scheduling Assistant



3

Exam 77-423: Microsoft Outlook 2013

3.0 Manage Schedules

3.2 Create Appointments, Meetings and Events: Use The Room Finder



Meeting: Contact Attendees

What Do You See? When you use the Scheduling Assistant Outlook will show Attendees Calendars.

What Don't You See? These screen shots do not show the **Free/Busy** times for all of the Attendees. Our Attendees may use Outlook for their scheduling, however, the Calendars may not be available online. We will look at the options for publishing a Calendar later in our book.

Right now, the question is: How can we determine if there is a better time for this meeting?. If there is no data online, how can you find out more? Ask.

4. Try it: Contact the Attendees

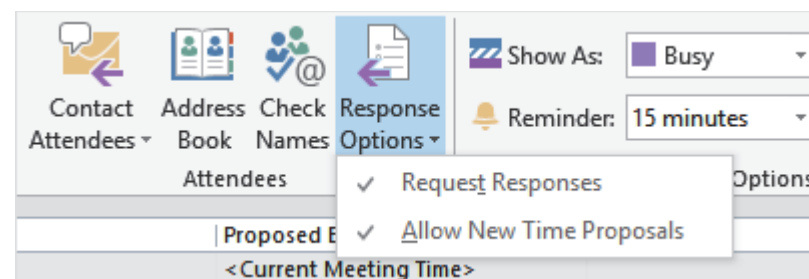
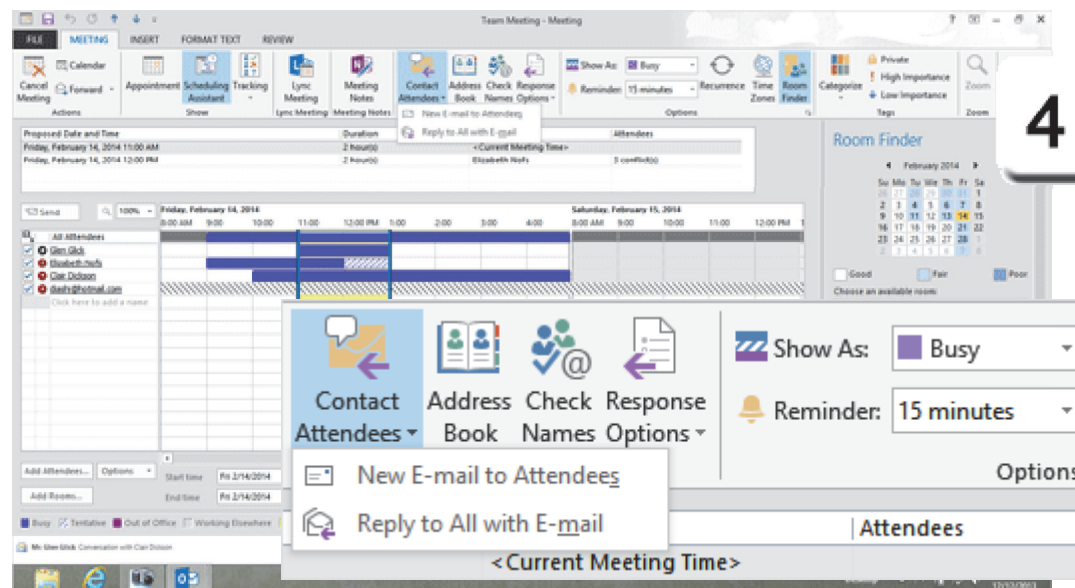
Go to **Meeting ->Attendees**.
Click on **Contact Attendees**.

Now, What Do You See? You can reach out to your Attendees with a New E-mail or Reply to All.

What Else Do You See? By default, the Attendees **Response Options** include Request Responses and Allow New Time Proposals.

OK, Please **Close** the Meeting. Keep going...

Meeting ->Attendees->Contact Attendees



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.2 Create Appointments, Meetings and Events: Use The Scheduling Assistant



Forward the Meeting

Let's look at other ways to share a meeting, especially if it is going to be at the Yum Yum Tree.

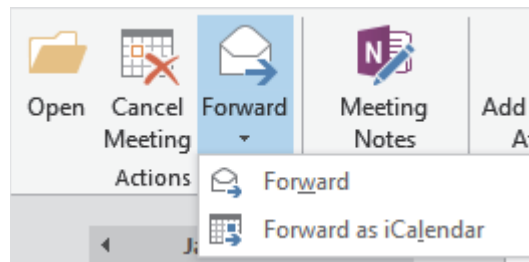
5. Try it: Forward a Meeting

The Team Meeting is still selected.

The Calendar Tools should be available.

Go to **Calendar Tools ->Actions->Forward**.

Select: **Forward as iCalendar**.



What Do You See? A new message will open. The iCalendar is an attachment.

Try it, Too: Edit the Forwarded Message

Click **To** and browse the Address Book.

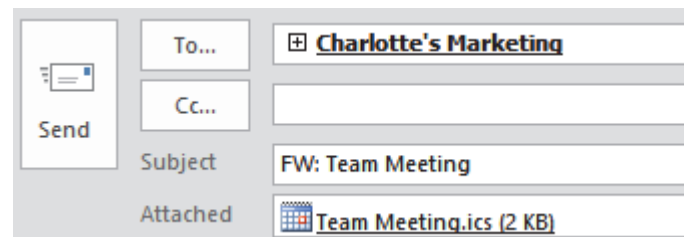
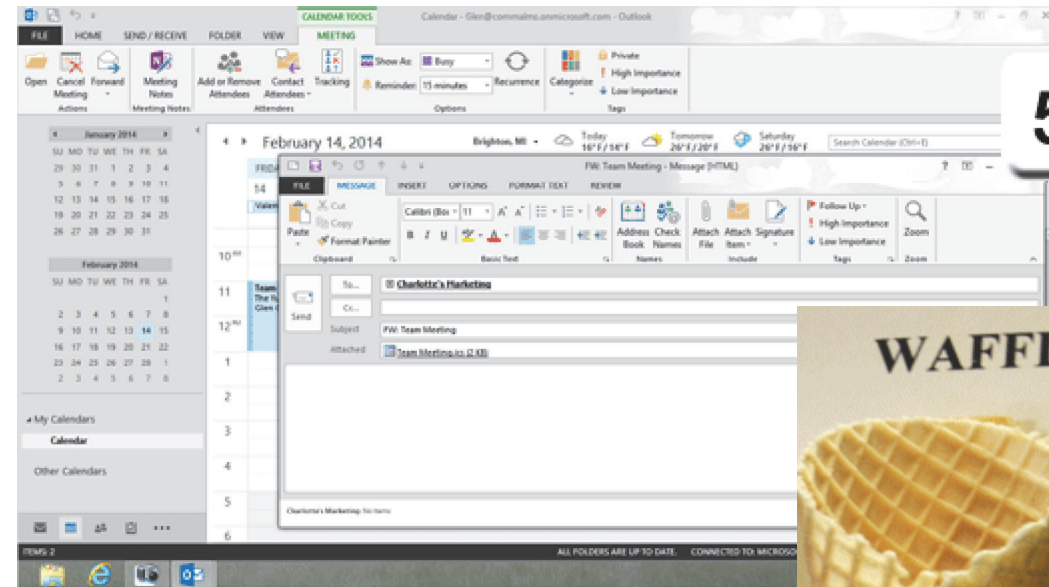
Select the **Contact Group**: Charlotte's Marketing.

(Yep, invite them all!) Click **Send**.

Keep going...

Forward: The Sender's Calendar

Calendar Tools ->Actions->Forward



Exam 77-423: Microsoft Outlook 2013

3.0 Manage Schedules

3.3 Organize and Manage Appointments, Meetings, and Events: Forward Calendar Items



Open the iCalendar

When you forward a meeting as an iCalendar, the iCalendar arrives as an attachment. This is a form, so it must be opened to see the details. It does not have a preview. Here are the steps.

6. Try it: Open an iCalendar

Double-click the iCalendar attachment. The Team Meeting should open and the Meeting Ribbon should be available.

The recipients, location and time are listed. The meeting is shown as a Calendar. The link that we typed into the notes is also included.

OK, there are few more ways to work with scheduling.

Keep going...



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.3 Organize and Manage Appointments, Meetings, and Events: Forward Calendar Items

Respond: The Recipient's Inbox

Meeting ->Respond

Team Meeting - Meeting

When Friday, February 14, 2014 11:00 AM-1:00 PM

Location The Yum Yum Tree, Brighton

Friday, February 14

11 AM **Team Meeting**
The Yum Yum Tree, Brighton
Glen Glick

12 PM

1

Here is the link:
www.yumyumtreebrighton.com



Respond with a Meeting

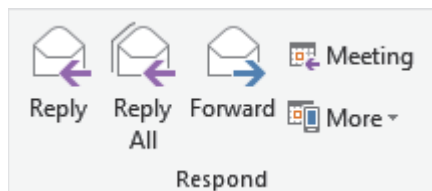
Here is a simple step that saves a lot of time. Go to the Inbox and look at the **Home** Ribbon, again. The **Respond** Group has a **Meeting** button. You can invite someone to discuss their E-mail over lunch if you wish.

7. Try it: Respond with a Meeting

Go to the Inbox.

Select a message from one of your Contacts.

Go to **Home ->Respond->Meeting**.

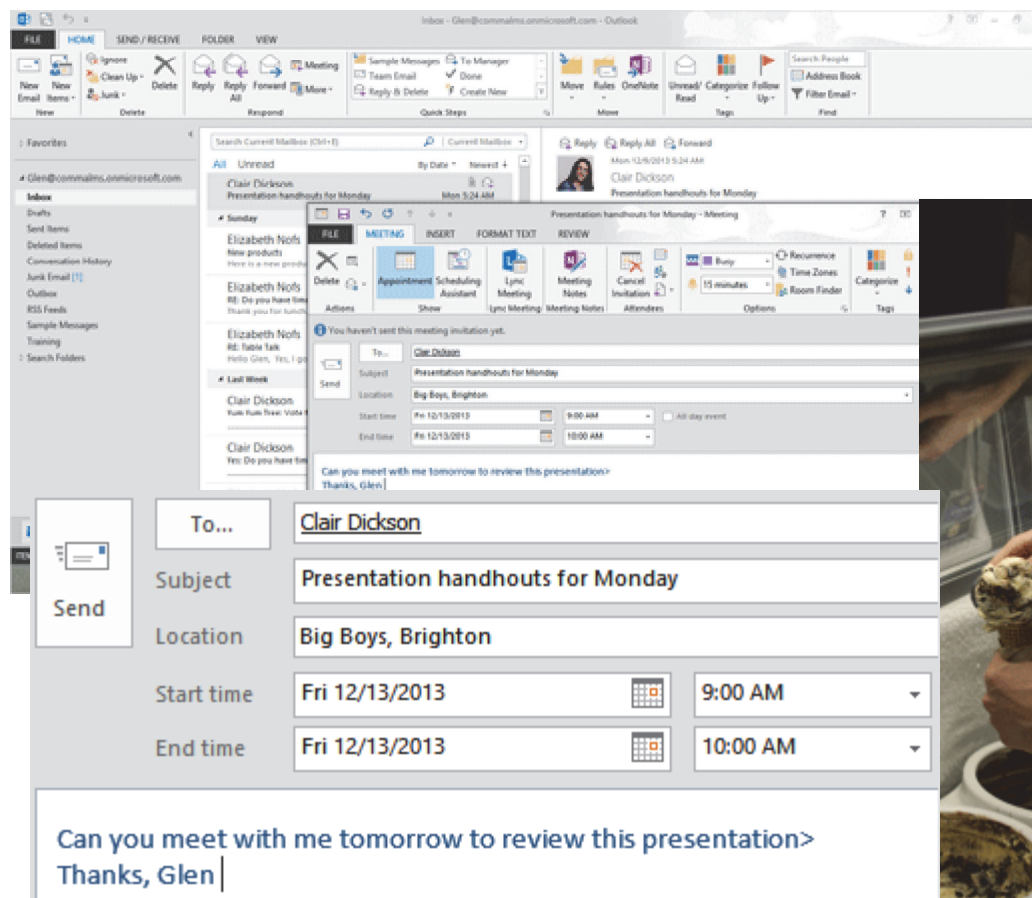


What Do You See? An invitation will open addressed to your Contact. You can edit the location, date and times before you send the invitation. You can also edit the message.

Click **Send**.

Keep going, please...

Home ->Respond->Meeting



Exam 77-423: Microsoft Outlook 2013

3.0 Manage Schedules

3.2 Create Appointments, Meetings and Events: Create Calendar Items From Messages



Where's the Meeting?

8. Try it: Review the Meeting

Go to the Calendar. The meeting is already placed on your agenda.

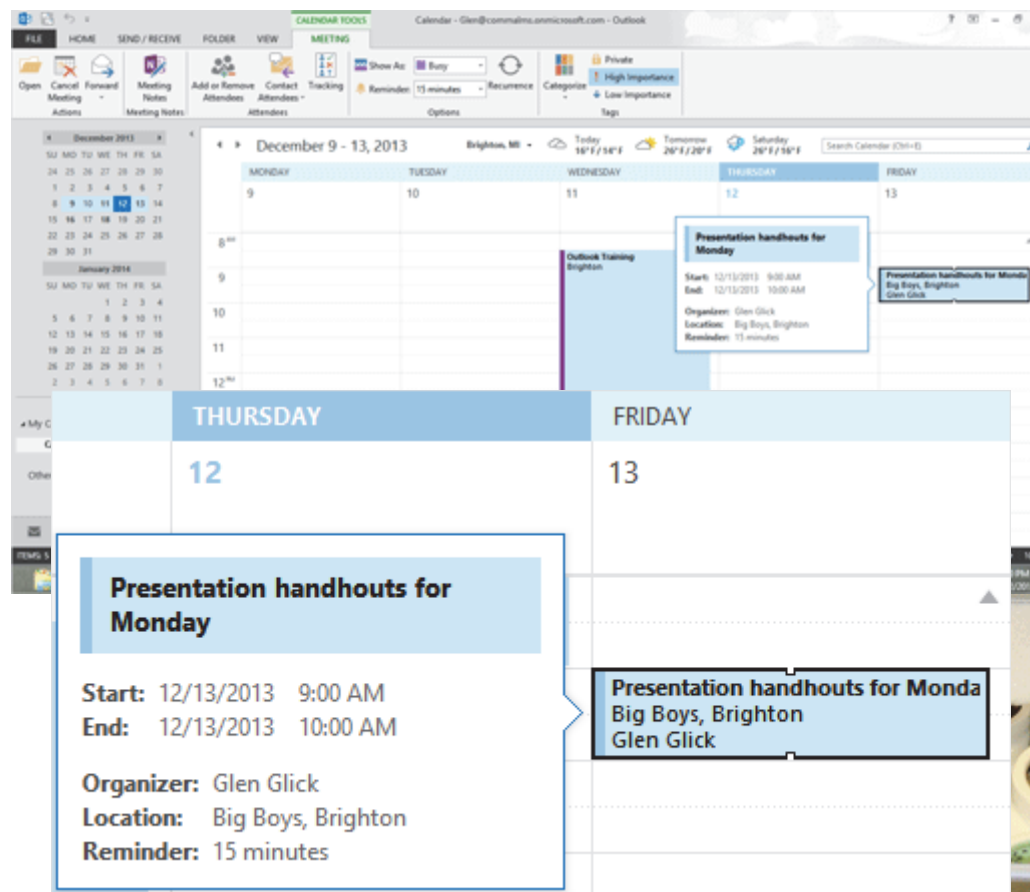
When you click on the Meeting, the Calendar Tools will be available.

You may also see a little Tag that shows the Subject, Start and End Times, Organizer (Hello, Glen), Location and Reminder.

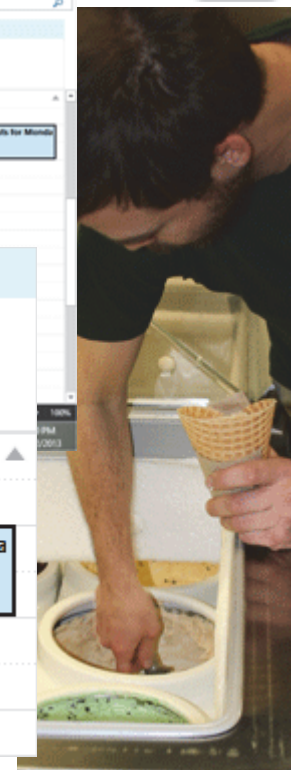
One more option to review.

Keep going...

Calendar Tools ->Meeting->Respond



8



Exam 77-423: Microsoft Outlook 2013
 3.0 Manage Schedules
 3.2 Create Appointments, Meetings and Events: Create Calendar Items From Messages



Cancel the Meeting

Some days, the donuts are stale and the meeting invitations aren't accepted.

The **Meeting Organizer** can **Cancel** the Meeting. Outlook will notify all of the Attendees. How does that work?

9. Try it: Cancel the Meeting

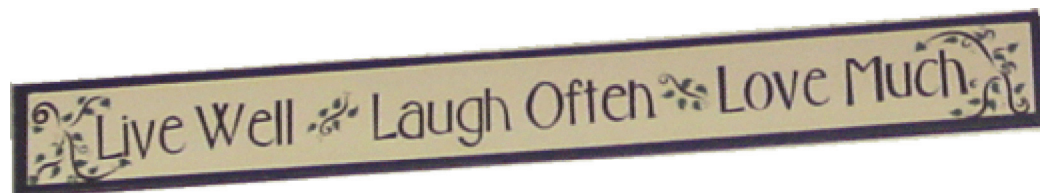
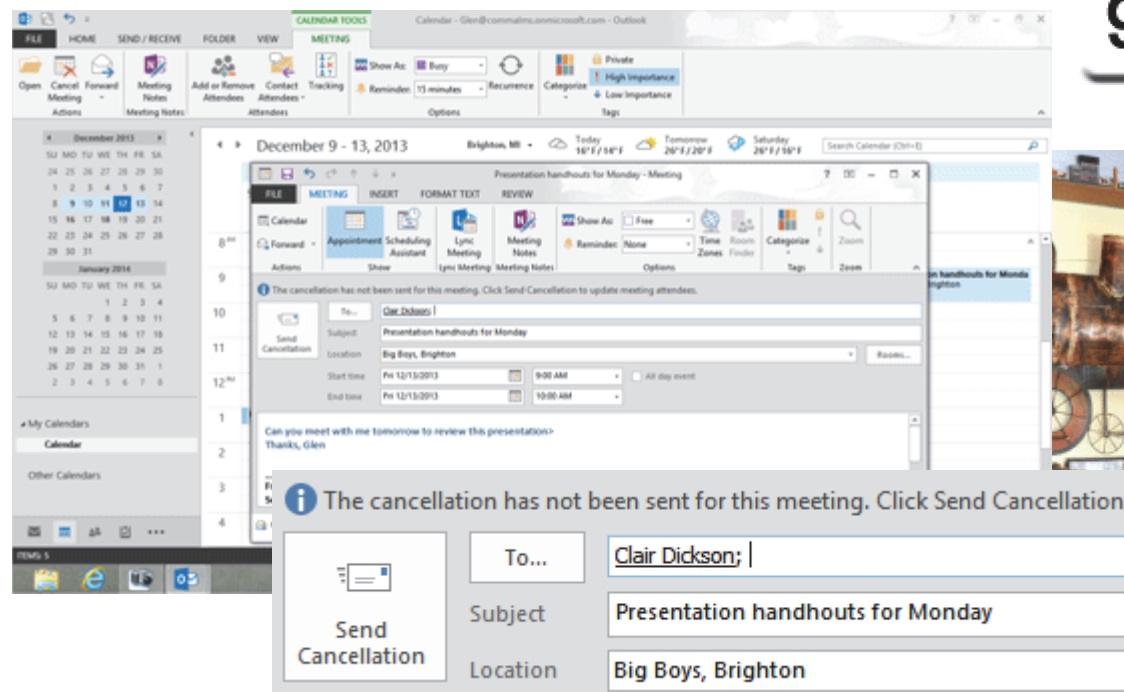
Go to the Calendar which is still open.
The sample meeting is selected.
Go to **Calendar Tools ->Meeting->Actions**.
Click on **Cancel Meeting**.

What Do You See? A new E-mail will open, addressed to the Attendees.

Click **Send Cancellation**. Outlook will E-mail all of your Attendees. No donuts.

Keep going, please...

Calendar Tools ->Meeting->Actions->Cancel Meeting



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.2 Create Appointments, Meetings and Events: Cancel a Meeting



Regrets

The Cancellation notice arrives in the Attendee's Inbox. The E-mail is Tagged as Important (!).

There should be an option to Remove the Meeting from the Calendar.

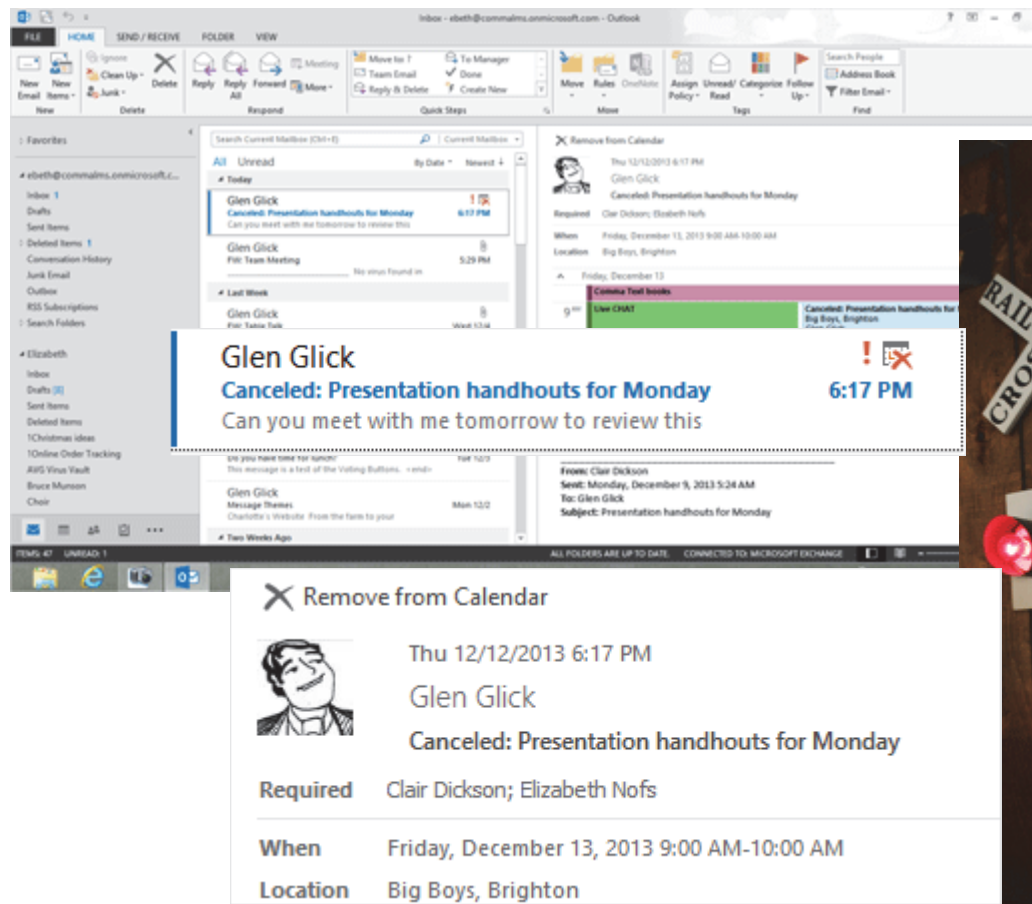
OK, no donuts or ice cream.

Memo to Self: The Computer Mama was cleaning the office one Friday morning (blue jeans and Beatles) when the phone rings. It was an important Contact, asking if I was coming to Ann Arbor for a meeting that morning....?

After a long pause she asked, "Did I forget to E-mail an invitation?"

So, if you do not receive a response from the E-mail invitations, you might consider picking up the phone and calling to confirm, OK?

The Attendee's Inbox



Exam 77-423: Microsoft Outlook 2013
3.0 Manage Schedules
3.2 Create Appointments, Meetings and Events: Cancel a Meeting



Summary

This lesson introduced the Calendar. Our examples reviewed the Calendar Tools as well as the Meeting Ribbon options.

This lesson was interesting because there were two sides to each example: the Meeting Organizer and the Attendees. Many of the pages were titled: request, respond, review.

Well, you done good.
Go ahead, get some ice cream!



Practice Activities

Lesson: Eight Days a Week

Before You Begin: Start Microsoft Outlook.
Select the Calendar Folder.

Try This: Do the following steps

1. Create a new Appointment.
2. Name the appointment Test.
3. Set the start time as 10 minutes from your current time.
4. Set the reminder to go off 5 minutes before the Appointment.
5. Create a new Meeting.
6. Invite one or more attendees.
7. Set the Meeting as Out of Office.
8. Arrange the calendar as Work Week.
9. When the Reminder goes off, use the Dismiss option.
10. Cancel the Appointment.





Test Yourself

1. Which of the following are fields for creating an Appointment? (Give all correct answers.)

(Give all correct answers.)

- a. Subject
- b. Location
- c. Start Time
- d. End Time

Tip: Complete Guide to Outlook, page 189

2. Outlook does not allow custom times, say 8:20am, to be used in Appointments.

- A. True
- B. False

Tip: Complete Guide to Outlook, page 189

3. How does the calendar date navigator indicate dates with an appointment?

- a. Date is in red font
- b. Date is in bold font
- c. Date blinks
- d. Date has no special formatting

Tip: Complete Guide to Outlook, page 191

4. Which of the following are true about Events. (Give all correct answers.)

- a. An Event is an all day occurrence, without a start or end time
- b. Events can be recurring

Tip: Complete Guide to Outlook, page 197

5. Which of the following is true about repeating an Appointment? (Give all correct answers.)

- a. An appointment can be copied and pasted using the keyboard commands Ctrl+C and Ctrl+V
- b. An appointment cannot be copied and pasted
- c. An appointment can be copied and pasted using the commands on the Home Ribbon
- d. An appointment can be set as a recurring appointment

Tip: Complete Guide to Outlook, page 194

6. Which of the following are true about Meeting attendees? (Give all correct answers.)

- a. When attendees are added to a meeting, Outlook will E-mail an appointment to the attendees
- b. A meeting request E-mail has buttons for attendees to automate responses, such as accept or decline
- c. Attendee responses are tracked in both E-mail and the meeting Appointment

Tip: Complete Guide to Outlook, page 200-202

7. Which of the following are Attendee Options in Meeting Tracking? (Give all correct answers.)

- a. Required Attendee
- b. Tentative Attendee
- c. Optional Attendee
- s. Resource (Room or Equipment)
- e. Other Attendee

Tip: Complete Guide to Outlook, page 204

8. A Meeting can only be forwarded to individuals, not to a Contact Group.

- a. True
- b. False

Tip: Complete Guide to Outlook, page 209

Application Question: You are scheduling a mandatory training session for several employees. What Appointment and/ or Meeting options would you use?

