

## Sharing Your Calendar

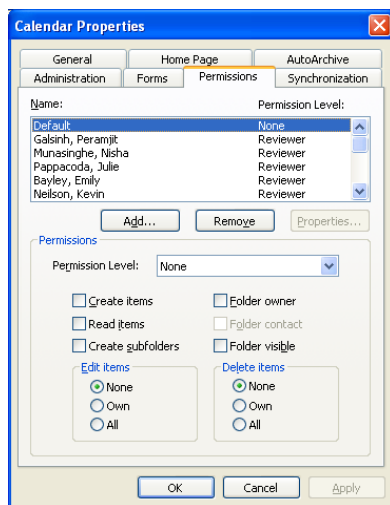
It is often useful to be able to view another person's Calendar in Outlook. In order to be able to do this, the other person must first have given you permission to look at their Calendar.

### To grant other users permission to view your Calendar:

- Select the **Calendar** folder in your Outlook Navigation bar



- Click the **Share My Calendar** hyperlink
- The dialog box below will appear with the **Permissions** tab selected:



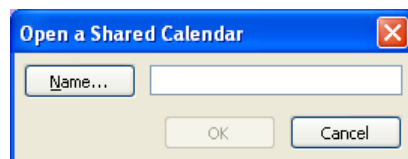
- Click on the **Add...** button to choose the user(s) to whom you are giving permission to look at your Calendar
- Click **OK**

- For each user who now shows on the Permissions tab, choose a **role**. For example, the role of **Reviewer** means that the person can view but not change entries in your Calendar
- Click **OK**

### To view another user's Calendar:

You view somebody else's Calendar by opening that folder:

- Make sure that you have been granted permission (as above)
- Click the **Open a Shared Calendar...** hyperlink from the Navigation bar in Calendar



- Type in the name, or click on the **Name...** button and choose from the list
- Make sure that the Folder showing is Calendar and click **OK**




### Quickly opening another user's Calendar

If you regularly need to view another user's Calendar then it is worth using a shortcut.

Once you have opened another user's Calendar, then you will find that they are listed in the Navigation Bar. A list of your most recently opened calendars appears, tick the box against the calendar you wish to open



## Scheduling an Appointment

- **Scheduling an appointment:** Click the  button or press **[Ctrl]+[N]**
- **To schedule a recurring meeting:** Open the Appointments window, click the  button, specify the occurrence pattern and click **OK**
- **To schedule a meeting request:** Click the **New** button **down arrow** and select **Meeting Request** 


### To change an appointment start/end time

- In **Day** view, point to the top or bottom border of the appointment
- The mouse pointer changes to a two-headed arrow
- Drag the border to increase/decrease the appointment start/end time

## Recurring Appointments

You can schedule recurring appointments in Calendar so that you do not have to enter the meeting information each week or month.

### To set recurring appointments:

- Open the Appointments dialog box and enter the details of the appointment
- Click the **Recurrence** icon  on the Toolbar to open the Appointment Recurrence dialog box

- Specify the occurrence pattern by selecting the appropriate actions
- Click **OK**
- The recurrence information appears on the Appointment tab of the appointment form
- Click the **Save and Close** icon

## Organising a Meeting

Use Outlook to assist you in planning a meeting by sending out invitations to attendees and recording their responses.

### To plan a meeting:

- Open the **Actions** menu and select the **New Meeting Request** command, or press **Ctrl+Shift+Q**
- Enter details of the appointment
- Select the **Scheduling** tab
- Specify the attendees of the meeting by clicking the **Add Others** button then **Add from Address Book**
- The **Select Attendees and Resources** dialog box is displayed

- Select a name from the list on the Select Attendees and Resources dialog box and click one of the following buttons:

### This Button: Does This:

**Required ->**

The selected person is a required attendee of the meeting

**Optional ->**

The selected person is an optional attendee of the meeting

- Repeat the process for all attendees
- Click **OK** to close the Select Attendees and Resources dialog box
- Select a date and time for the meeting.
- Select the Appointment tab
- Type a short description of the meeting into the **Subject** field
- Type or select from the drop down list the location of the meeting in the **Location** field
- Click the **Send** icon to send the meeting invitations

### Adding attendees to meeting

- Open the meeting
- On the **Actions** menu, select **Add or Remove Attendees**
- To add an attendee, select from the Address Book and then click **Required** or **Optional**
- Click the **Send Update** button
- Select the option to send update to added or deleted attendees
- Click **OK**



City of Westminster

## Microsoft Outlook Calendar

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