


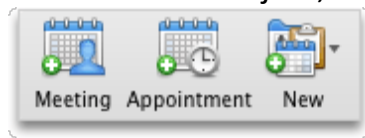
Outlook – The essential guide

A. Adding appointments to your Outlook calendar

- At the bottom of the navigation pane, click **Calendar** 
- You can change the view of the calendar by clicking selecting one of the icons on the top of the page in the home tab:



- There are two ways you can add an appointment:
 - Click on appointment at the top of the screen. Then enter the details of subject, location and start/finish times.
- You can make an appointment recurring (eg a duty) by clicking on **Recurrence**, and then select a recurrence pattern. You can also select a timed reminder.



- Double-clicking a time period in the day, week, or month view. The date and time of your selection are automatically entered in a new event window.



- Once complete, click Save & Close

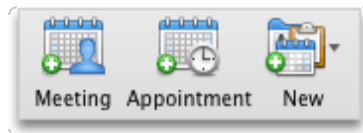


B. Adding meetings to your Outlook calendar

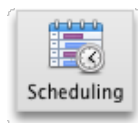
- There are two ways to invite people to a meeting:
 - You can 'invite' people to a pre-existing appointment by clicking on the **invite** icon. You can then select the email addresses of the people you wish to invite. Once email addresses are added, click **send**



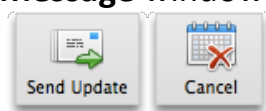
- On the **Home** tab click **meeting**.



- When inviting people to meeting you may wish to see their schedules so as to avoid clashes. You can do this by selecting the **Scheduling** icon

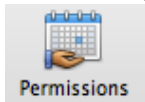


- You can also assign a category (colour-coded) for your meetings and appointments by double-clicking an appointment or meeting and selecting the '**category**' icon. Please note that you can edit the categories as you see fit (Eg assign a certain colour to all your duties)
- You can also update a meeting by double-clicking it on your calendar and then changing the different options as you wish. Once done click '**update & send**'. Cancelling also follows the same procedure, except that you click the cancel icon. Note if the meeting is reoccurring then it will give options whether you wish to delete single occurrence or the series. You can also type a message to the invitees (eg to explain why it is cancelled) in the **Message** window



C. Share your calendar with other staff members Share your calendar with other staff members

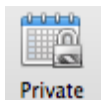
- Click **calendar** in navigation pane
- Click the **permissions** icon at the top of the page



- Click '**add user**'
- Type in the name of the person you wish to add, then click find
- Then set the permission level (you can use a pre-set level, or you can customize access as you wish).

D. Making your Appointments or Meetings private!

- You may not want to share all your appointments with everyone...so you can make use of the private function, which will make it invisible to everyone who shares your calendar.
- Double click on an existing appointment/meeting
- Click the private, then Save and Close



- Remember that if it is a reoccurring meeting/appointment, then you'll need to click the edit series icon before it will allow you to click the private function.




Helpful Hint

I would advise that you keep your outlook calendar for work purposes only (as well as your outlook email)...as this keep things much more simple!

E. Creating Tasks and Reminders

You can create tasks to keep track of the things that you have to do, and you can set start dates, due dates, and reminders for them. When you finish a task, you can mark it as complete by selecting the check box next to the task in the Tasks list. An overdue task appears in the Tasks list in red type.

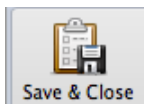
- At the bottom of the navigation pane, click **Tasks** 
- To create a new task, click **Task** on the **Home** tab



- Enter a title for the task and if necessary add more detail in the task body
- You can set due dates and reminders by adding dates and times to the **Due**, **Start** and **Reminder** fields
- You can select a recurring pattern for tasks (eg completing class newsletter articles) by clicking on **recurrence** icon in the **task** tab (or by double clicking a task).
- Click **custom** if you want to create your own reoccurring pattern. You can also select a start and end date here).




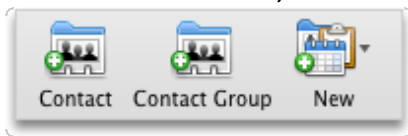
- You can also edit, rename, delete and assign categories by doubling clicking on a specific task
- When done, don't forget to click '**Save and Close**'




F. Creating Contact Groups

A contact group, also known as a distribution list, is a grouping of e-mail addresses collected under one name. A message sent to a contact group goes to all recipients listed in the group. You can include contact groups in messages, meeting requests, and in other contact groups.

- At the bottom of the **navigation pane**, click **Contacts** .
- On the **Home** tab, click **Contact Group**.



- Enter a name for the contact group
- To add a staff member to your newly created contact group, Click **Add** , type the first few letters of the person or group's name, and then click the appropriate entry on the pop-up menu.
- Click **Save & Close**.



- The group appears in your Outlook contacts, and you can send messages to the group exactly as you would to one person.

Now it's your turn...!

1. Create an appointment for the next Campus based meeting (January 16)
2. Create a reoccurring 'appointment' on your calendar for each of your duties. Set a reminder to go off 15 mins prior to the duties.
3. Set a task (to hand out Mid-Year Reports to students) due Friday (18th) next week...give a reminder for Friday morning at 7:45am
4. Share your calendar with me (I'll let you chose the permission level!)
5. Set up a contact group which contains all the members of your Year Level