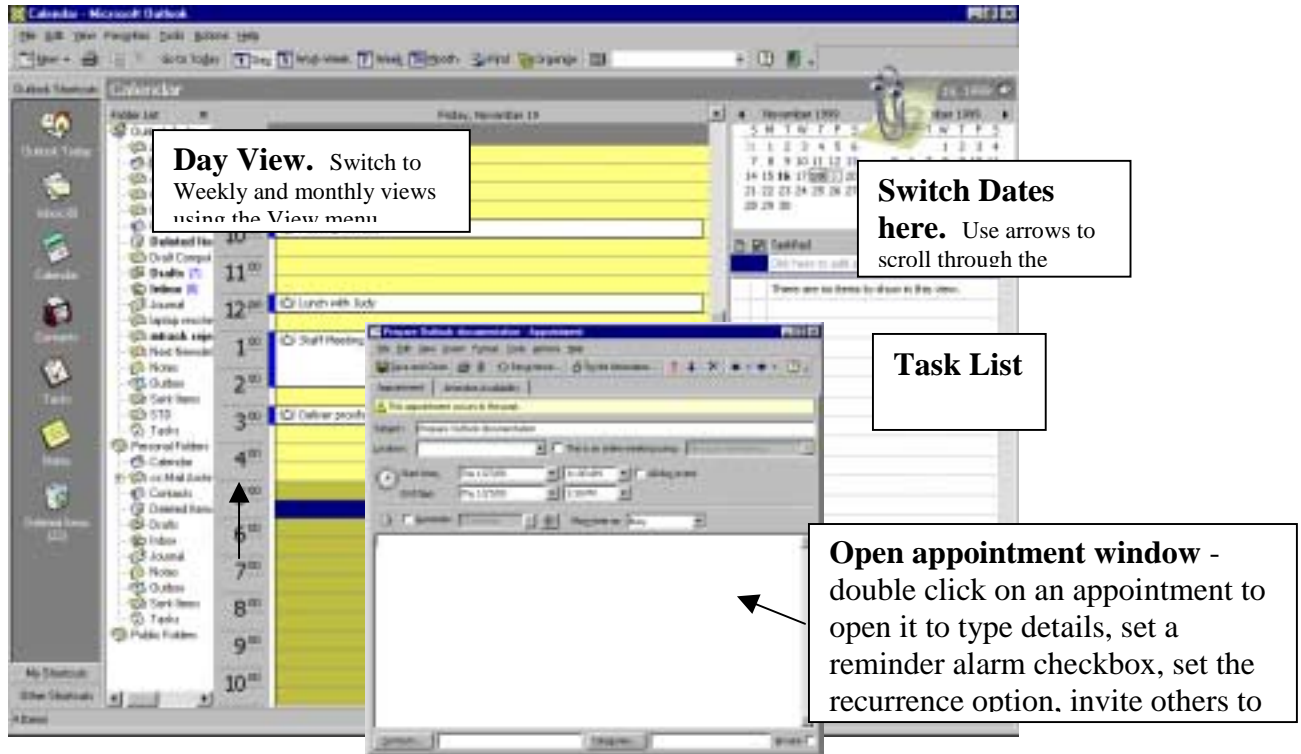


Using Outlook's Calendar



- **Click on a time slot**, or drag to select a block of time, then type in text to create an "Appointment." Double click on the entry to open it and set details.
- **To enter recurring appointments**, open the appointment and click on the Recurrence button, then choose the desired options. If you later need to modify a meeting that reoccurs, it will ask you if you wish to apply the change to all occurrences in the series, or only the one being modified.
- **To set a reminder "alarm,"** open the appointment and check the Reminder box. Use the drop down arrow to choose the time. Uncheck the box to turn it off. By default this box is checked automatically. For Reminder options, go to Tools – Options – Other and click on the General - Advanced Options button, then click on the Reminder Options button.
- **To invite others**, click on the Invite Others button. This changes the "appointment" icon to a "meeting" icon and adds a "To" field to the form. You can then enter their e-mail address to mail them an invitation, and view their schedule for planning on the Attendee Availability tab.

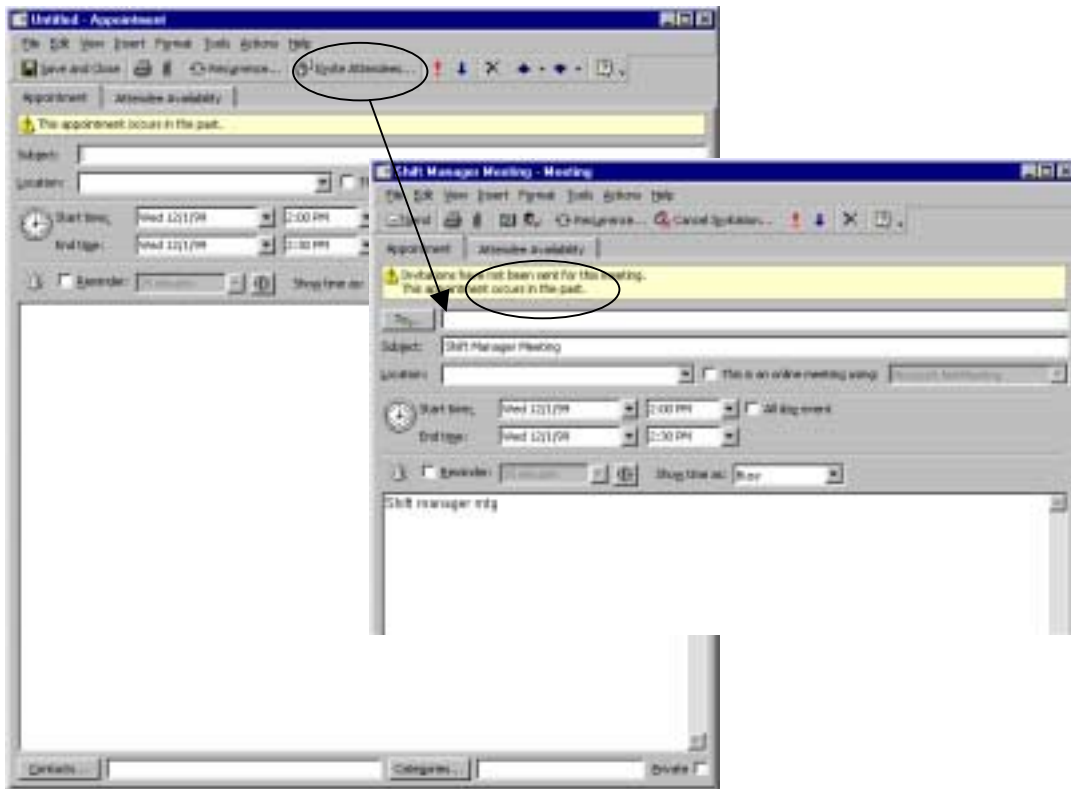
This uses the Global Address List to access the free and busy times of Business School Exchange users. Enter the names exactly as you would address and e-mail to them. See the following section.

- ***To delete a calendar entry***, Right click on the appointment then choose *Delete*, or select it and press *Ctrl + D*, or choose *Edit - Delete*. Be sure you have the appointment select and are not in *Editing mode* – click on the border to select the appointment.
- ***To change calendar views***, use the *View* menu or click on the small monthly calendar in the upper left corner.
- ***To Print A Copy Of Your Calendar***, in *Calendar mode*, go to *File - Print*. Under *Print Style*, choose the desired layout.

Inviting Others to a Meeting

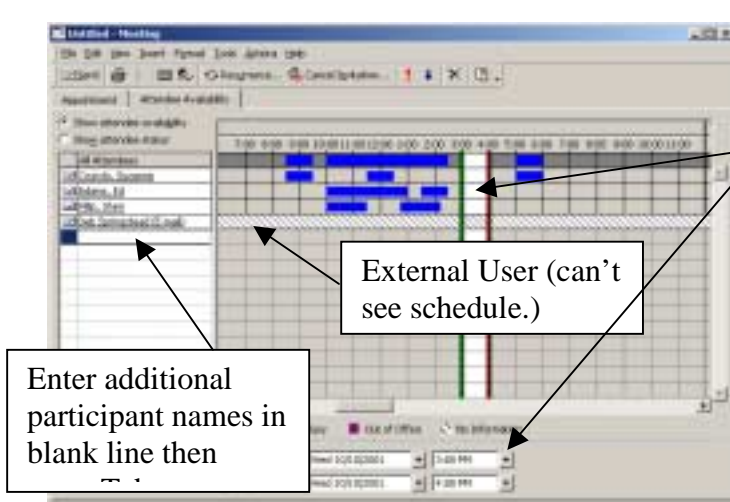
Outlook allows you to create a calendar event, select the e-mail addresses of those you wish to invite, view their calendars to determine the best time, then automatically e-mail them an invitation and tentatively place the event on THEIR calendar! When they receive your e-mail invitation, their invitation message will have buttons to decline or accept. When they click on these buttons, it will automatically e-mail you back their response, with the option to edit the reply to personalize it. As the meeting coordinator, you can quickly get a summary of who will attend. Following are details:

In Calendar mode, click on the New button on the toolbar, or double click on an event already on your calendar. Click on the Invite Attendees button and a To field will appear in which you can enter E-mail addresses.



Once you have selected Exchange users in the To field, click on the Attendee Availability Tab to see the calendars of the other Exchange users invited. You can add other names to the list simply by typing in their name on each line and pressing the Tab key. (Alternatively, you can begin with this method and enter all names this way.)

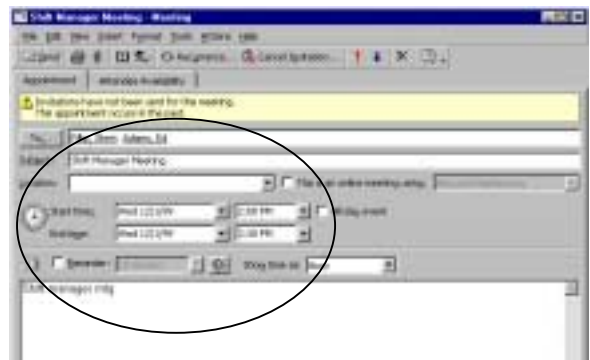
Their calendars will display, with scheduled and open times. Observe the best time to schedule the meeting. Click on the desired time then drag the borders to select the desired time slot. This will automatically update the meeting date\time and your calendar entry.



Please Note: You can see why it is important that everyone use their Outlook calendar and why it is important to keep your calendar entries current. Co-workers may be planning around your calendar, and invite you at a time they think you're free when

If you are inviting someone that is not a Business School Exchange user, they will receive your message invitation, but you will not be able to view their calendar and it will not place it on their calendar. Their schedule will appear with a barred line.

Return to the Appointment tab. Note the meeting date and time. Be sure to enter a subject, and a clear location (i.e. "Dean's Office, D1248" is clear, while "My Office" may be confusing). Note there is also room to enter text for an agenda, etc.

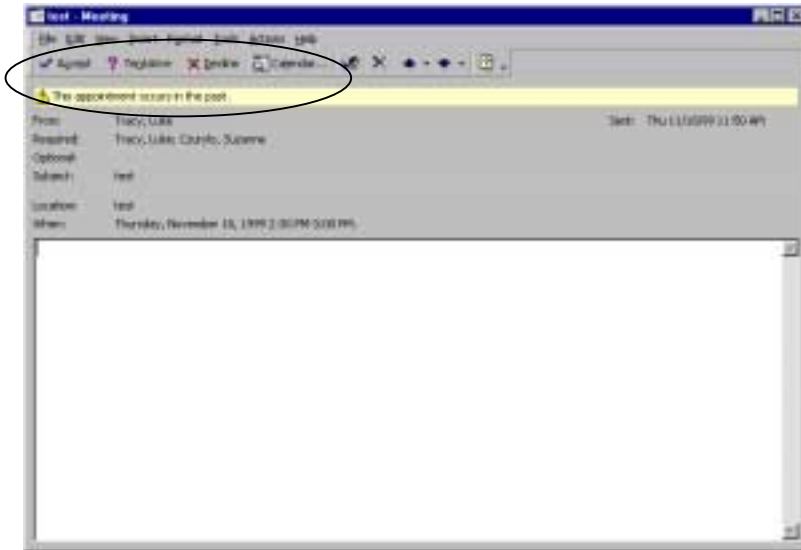


Click Send when you are ready, and wait for their individual e-mail responses.

To quickly see a summary of responses, double click on the meeting appointment on your calendar to open it, then click on the Attendee Availability tab for a list. (Note only the original person who sent the invitations can see this list).

Responding to a Meeting Invitation

Individuals invited to a meeting will receive a message. The invitation message will look like this:



Please Note: You cannot see the Accept, Tentative and Decline buttons in the Preview Pane. You must double click on the message to open it in order to see and respond with the invitation buttons.

You can tell a message in your inbox is a meeting invitation if you look carefully at the identifying icon - meeting invitations have the meeting icon (a profile of multiple people) next to the envelope icon.



Click on the button to automatically send a response. You will be prompted to edit the response, in which you can personalize the response with text, etc.



Please note: There is a check box setting to “Delete Meeting Request from Inbox when Responding” in Tools – Options – Email Preferences – E-Mail Options - Advanced E-Mail Options. This is personal preference, but if you later can't find your meeting request in your inbox, this is why!