

## GLAB: Outlook.com Calendar

### Introduction

Another essential part of a corporate work environment is time management. Appearing, at times, like more of an art than a science, Outlook's calendar is the go-to tool for time management.

This lab will familiarize you with various Outlook calendar features and options. Create events and Skype meetings, and learn how Outlook helps to manage your time and helps you communicate with peers like a pro.

In parts 2 and 3 of this lab, you will require an email address of a fellow peer. If you have not already done so, return to **the Discussion: Share Microsoft Account** on Canvas to retrieve and record an email address to utilize during this lab. Make sure to record their full name and @outlook.com email address.

**Note:** Microsoft 365 is constantly evolving. The exact steps and screenshots may differ from this lab.

### Objectives

- Explore the Calendar and create events.
- Share your calendar and schedule a meeting.
- Attend a meeting.

### Recommended Equipment

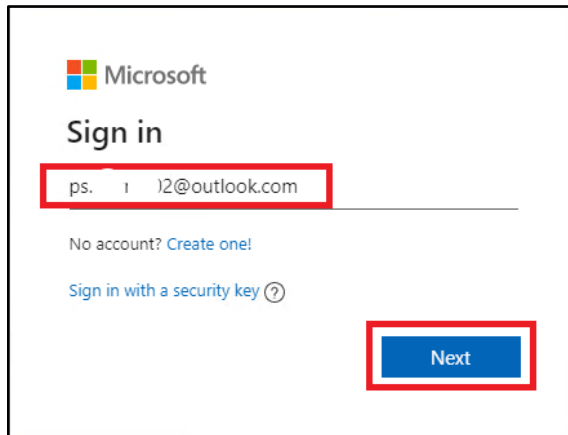
- A Windows computer with Internet access.
- The completion of the following labs:
  - GLAB 114.1.1: Sign Up for a Microsoft Account
  - GLAB 114.2.1: Add Contacts into Outlook
  - GLAB 114.2.2: Outlook.com Email

### Part 1: Explore the Calendar and create events.

#### Step 1: Sign in to Outlook for the web.

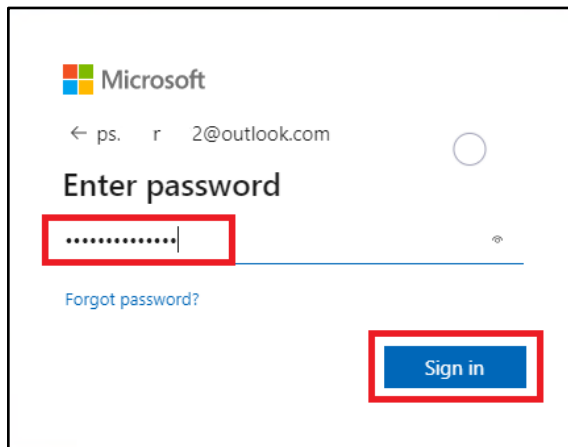
- a. Using a **web browser**, navigate to <https://outlook.live.com>.

- b. On the **Sign in** window, enter **your @outlook.com** account email address, and click on the **Next** button.



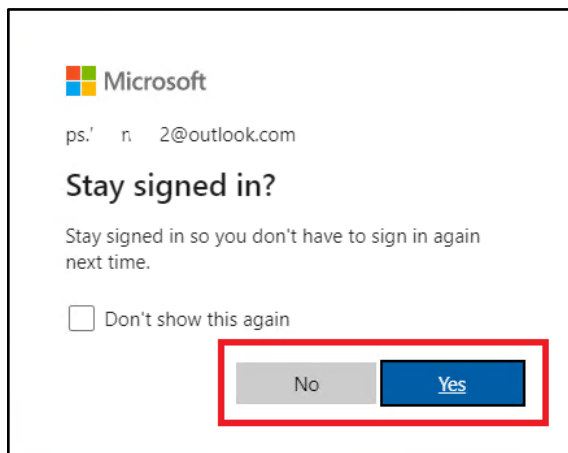
The screenshot shows the Microsoft 'Sign in' page. At the top is the Microsoft logo. Below it is the heading 'Sign in'. A text input field contains the email address 'ps. r 2@outlook.com', which is highlighted with a red rectangular box. Below the input field are two links: 'No account? Create one!' and 'Sign in with a security key (?)'. At the bottom right, there is a blue button labeled 'Next', also highlighted with a red rectangular box.

- c. Enter your **password** and click on the **Sign in** button.



The screenshot shows the Microsoft 'Enter password' page. At the top is the Microsoft logo. Below it is the heading 'Enter password'. Above the password input field is a back arrow and the email address 'ps. r 2@outlook.com'. The password input field contains a series of dots and is highlighted with a red rectangular box. To the right of the input field is an eye icon. Below the input field is a link that says 'Forgot password?'. At the bottom right, there is a blue button labeled 'Sign in', highlighted with a red rectangular box.

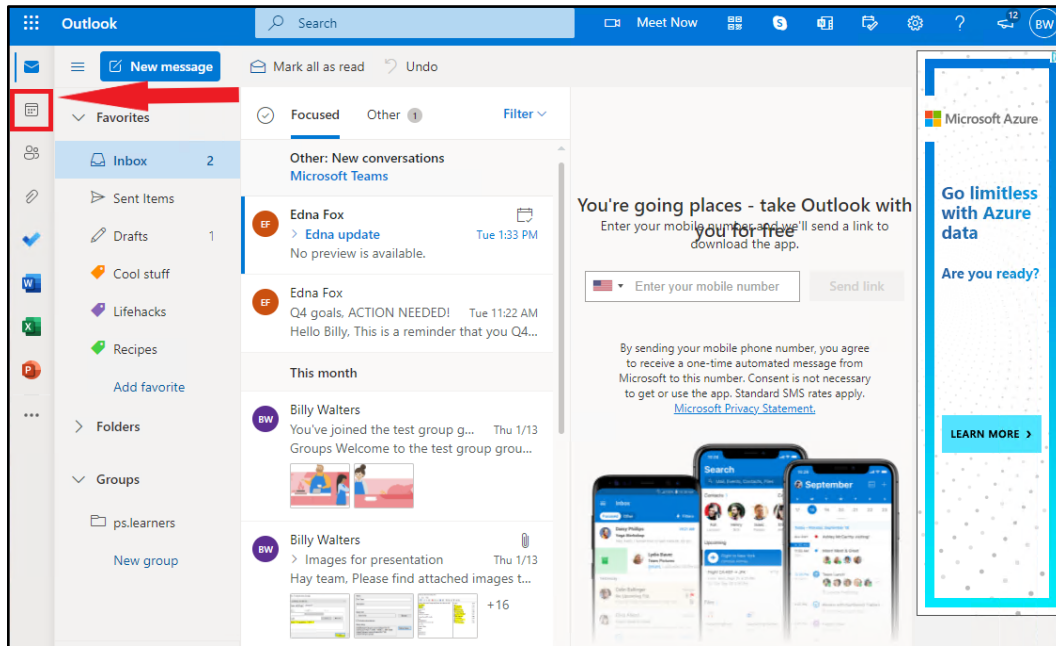
- d. Choose a **Stay signed in** option.



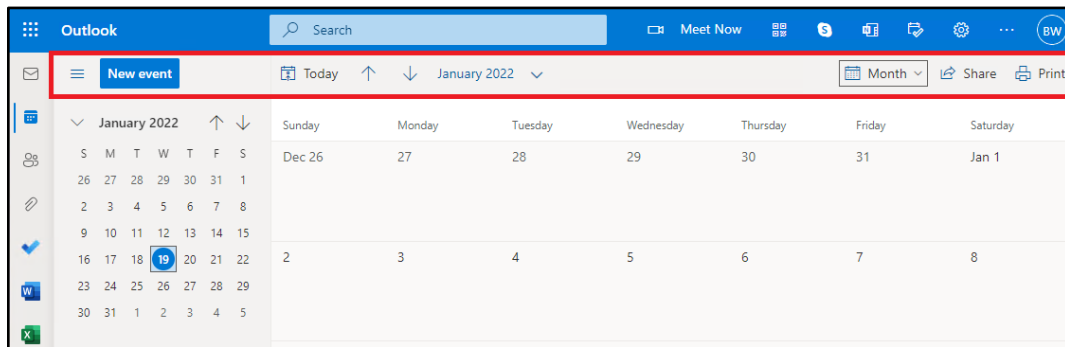
The screenshot shows the Microsoft 'Stay signed in?' page. At the top is the Microsoft logo. Below it is the heading 'Stay signed in?'. Under the heading is the text 'Stay signed in so you don't have to sign in again next time.' Below this text is a checkbox with the label 'Don't show this again'. At the bottom, there are two buttons: a grey button labeled 'No' and a blue button labeled 'Yes'. Both buttons are highlighted with a red rectangular box.

## Step 2: Explore calendar features.

- a. After you sign in, Outlook for the web will display your **Inbox** containing some welcome and promotional messages. Click on the **Calendar icon** on the vertical toolbar to the left.



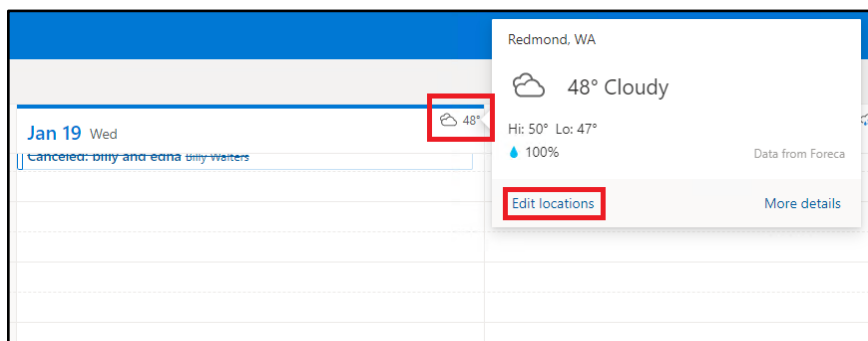
b. **Experiment** with the different buttons and display options on the top toolbar.



c. Set the Calendar to display **three** days.

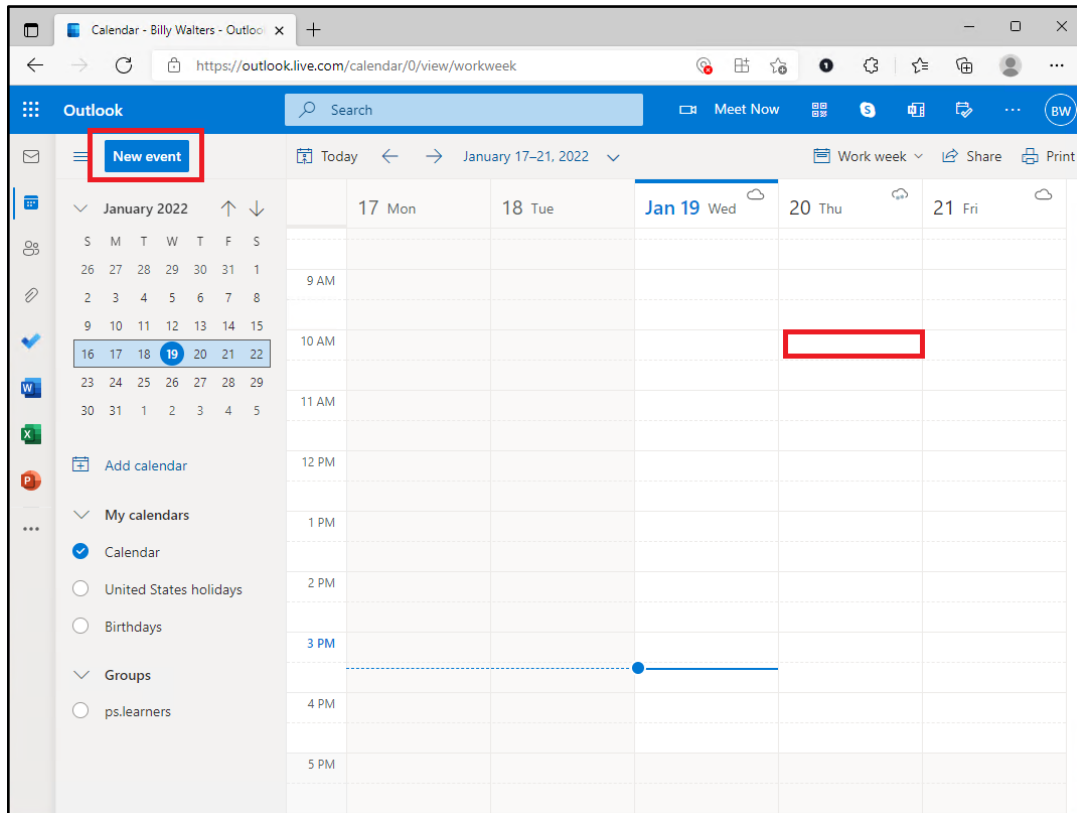
d. Set the Calendar to display the **work week**.

e. Click on the **weather icon** to display more detailed weather information. Use the **Edit locations** link to set the weather forecast to your location.



### Step 3: Create an event.

- a. Click on an **available time slot** in the future **or** click the **New event** button.



- b. On the **event dialog box**, schedule a future coffee break between **10 AM and 10:15 AM**. Select a **location** for the event. Have the event **repeat every weekday for the next month**. Set the reminder to go off **at the time of the event**. When you are done, click on the **Save** button.

The screenshot shows the 'New Event' dialog box in Outlook. The event is titled 'Coffee'. The date is set to 1/20/2022, and the time is 10:00 AM to 10:15 AM. The location is 'Dunkin' Donuts Center'. The repeat settings are set to 'Weekly' with days Monday through Friday selected. The end date is 'Feb 20, 2022'. The reminder is set to 'At time of event'. The 'Save' button is highlighted with a red box.

- c. Navigate to the **Month** view on your calendar and take note that the meeting has been created and appears on your calendar.

- d. Create the following events on your calendar:

Title	Date	Start Time	End Time	Location	Repeat	Reminder
Dentist	Sometime next week	You Choose	one hour	Set location	No	2 hours before
Grocery shopping	Sometime next week	You Choose	2 hours	Set location	Once a week for two months.	30 minutes before.
Study time	Sometime next week	You Choose	3 hours	Set location	every other day, not on the	10 min before

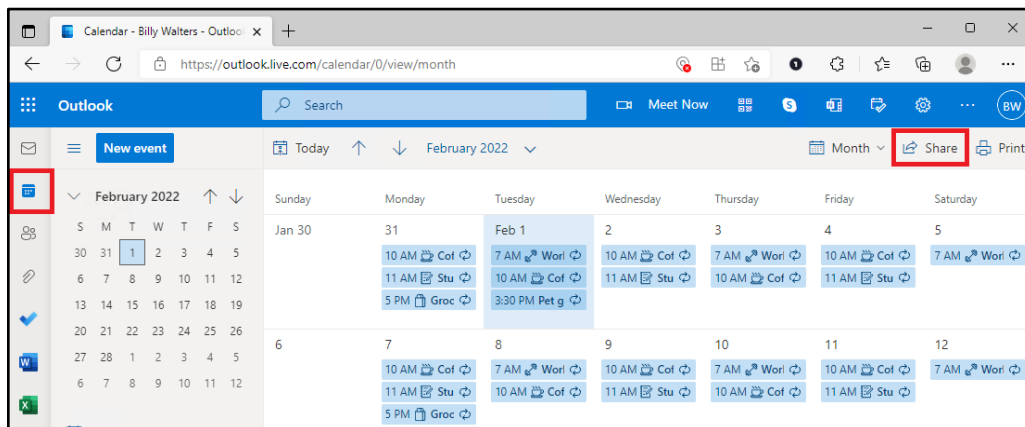
					<i>weekends for two weeks.</i>	
<i>Desktop support Job interview - in person.</i>	<i>A week from now</i>	<i>12:30 pm</i>	<i>1:30 pm</i>	<i>TEKsystems</i>	<i>No</i>	<i>1 hour before</i>
<i>Pet grooming</i>	<i>First Tuesday next month</i>	<i>3:30 PM</i>	<i>5:30 PM</i>	<i>Set location</i>	<i>Once a month for one year.</i>	<i>1 day before</i>
<i>Workout</i>	<i>Sometime next week</i>	<i>7:00 am</i>	<i>8:30 am</i>	<i>Set location</i>	<i>every other day, no end date.</i>	<i>At the time of the event.</i>

## Part 2: Share your calendar and schedule a meeting.

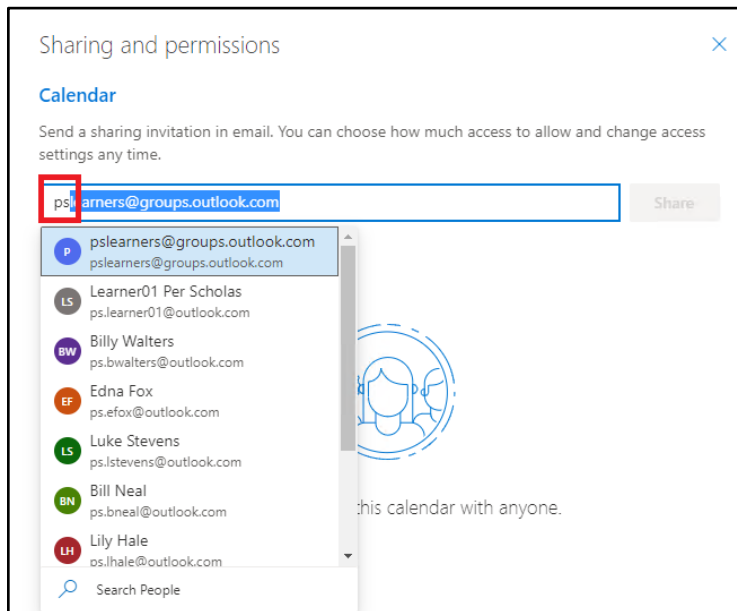
In part 2, you will share your calendar with a peer. Once you can view your peer's available time slots, you will set up a meeting and send an invite. If you do not receive an invite to a shared calendar, carefully review the steps below to prepare for a discussion.

### Step 1: Share your calendar.

- Once logged into Outlook, under the **Calendar** section, click on the **Share** button.

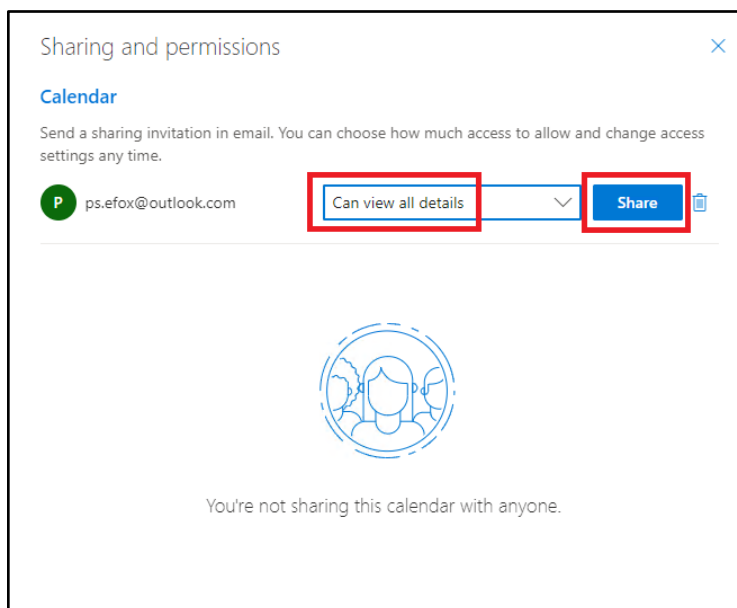


- b. On the **Sharing and permissions** window, start typing **ps** into the **Enter an email address or contact name** text field. Outlook will scan your contacts list and display matching entries.



- c. Select your **peer's email** from the list. If your peer's email is not on the list, type the entire address into the text field. Next, ensure that the permissions are set to **Can view all details**, and click on the **Share** button.

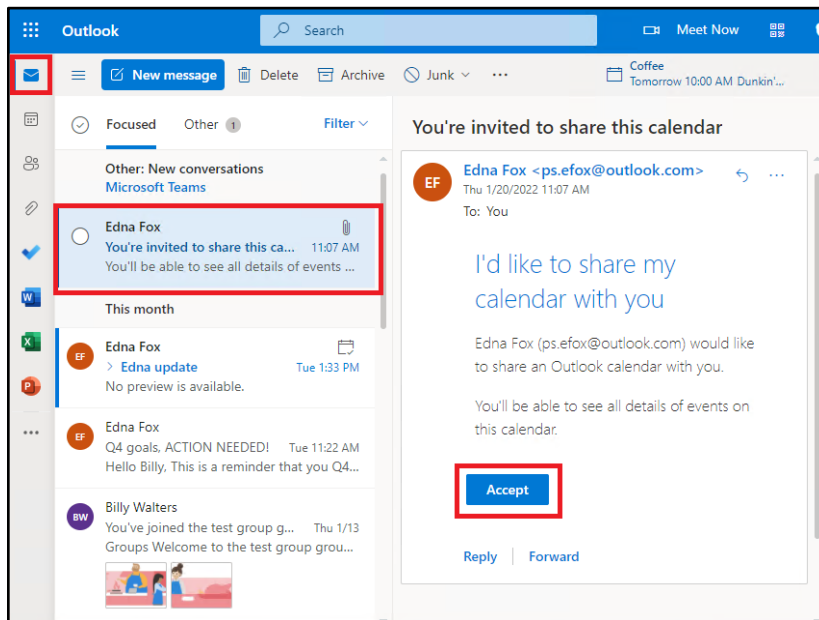
**Note:** You can share your calendar with multiple people and revoke sharing any time by clicking on the garbage can icon.



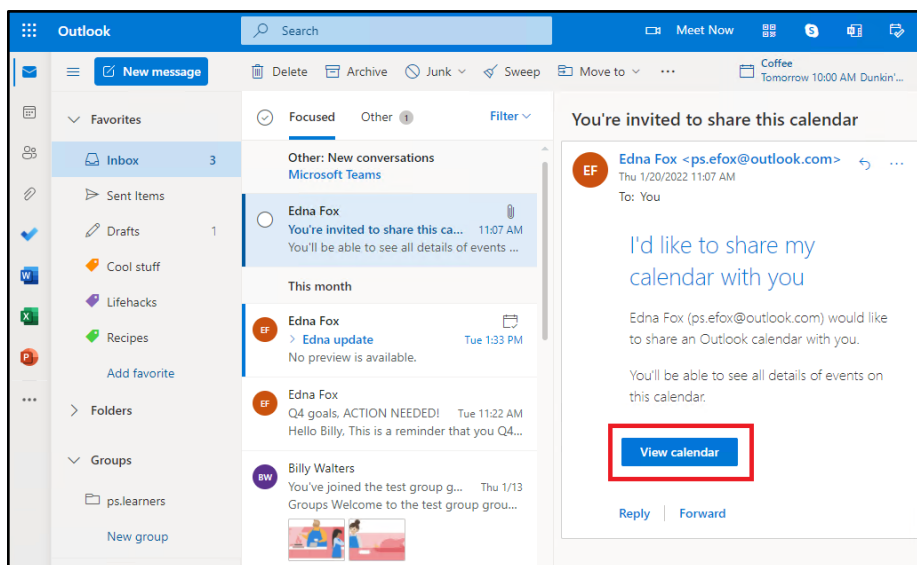
- d. Close the **Sharing and permissions** window.



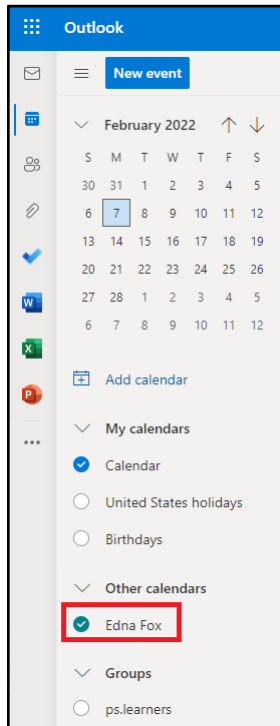
- e. To **accept** your peer's invitation to view their calendar, navigate to your email's **inbox**. Find and click on your peer's **invitation** email. In the email's content pane, click the **Accept** button.



- f. To view your peer's calendar, click the **View calendar** button in the email's content pane.



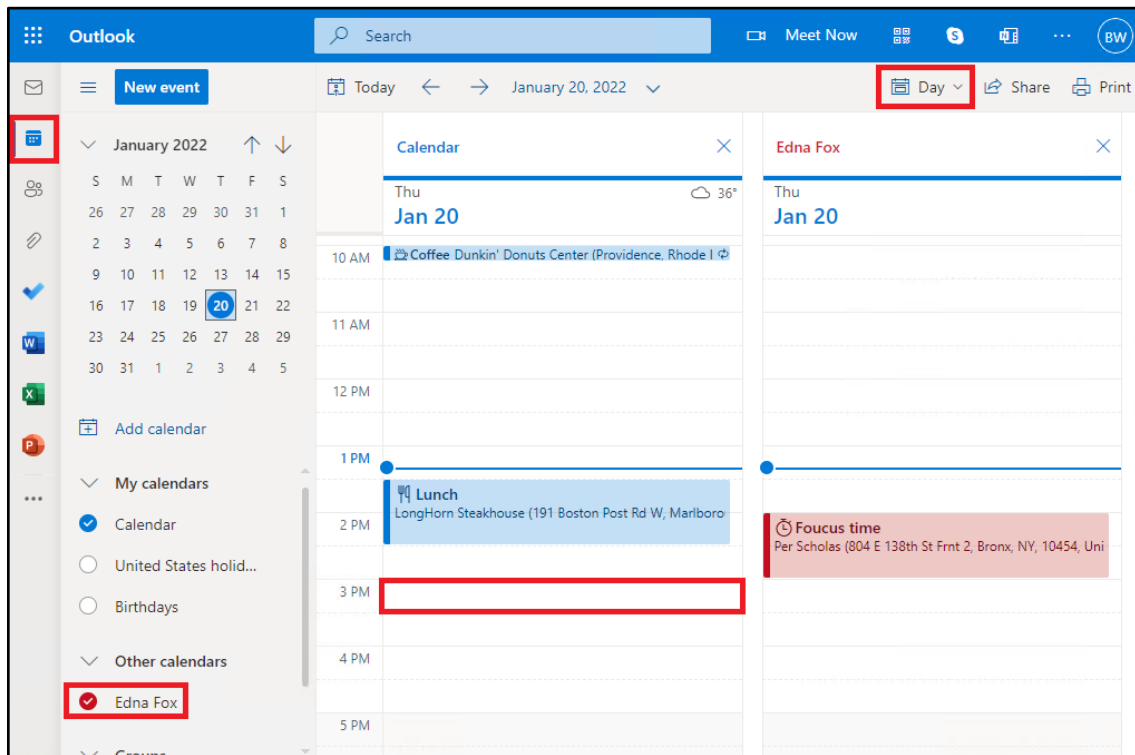
- g. Outlook will **display** events on your peer's calendar in **addition** to your calendar events. You can **toggle** this display by clicking on the **checkmark** next to your peer's calendar under the **Other calendars** section.



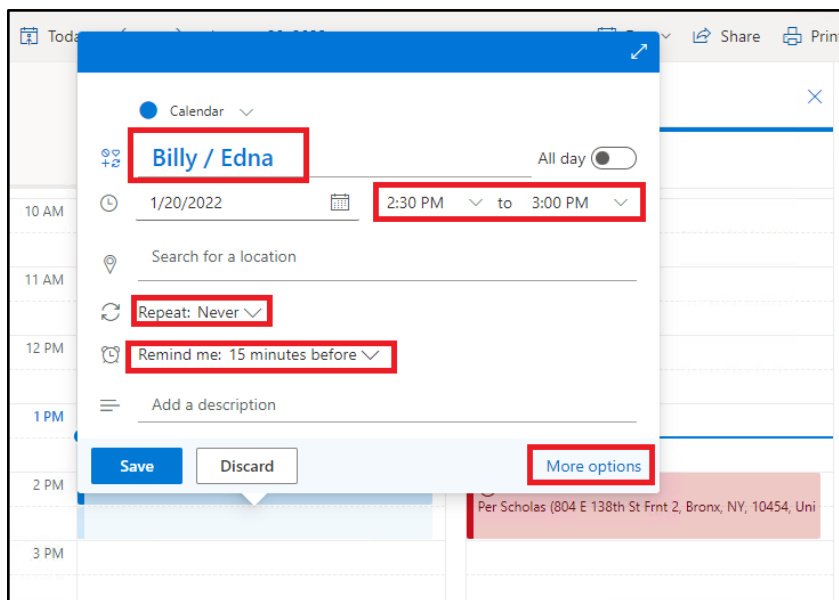
## Step 2: Create a meeting.

In step 2, you will set up an online meeting with your peer. At this point, we will use Skype for the video conference. Microsoft 365 also has a tool named Teams for this purpose, but we will stick with Skype for now. While you are setting up a meeting with your peer, your peer will be setting up a meeting with you. Note that you should have two meetings at the end of this section — one that you set up and another that your peer set up. Again, if you have not received an invite to complete this step of the guided lab, review the directions carefully on how to schedule a Skype meeting with other attendees.

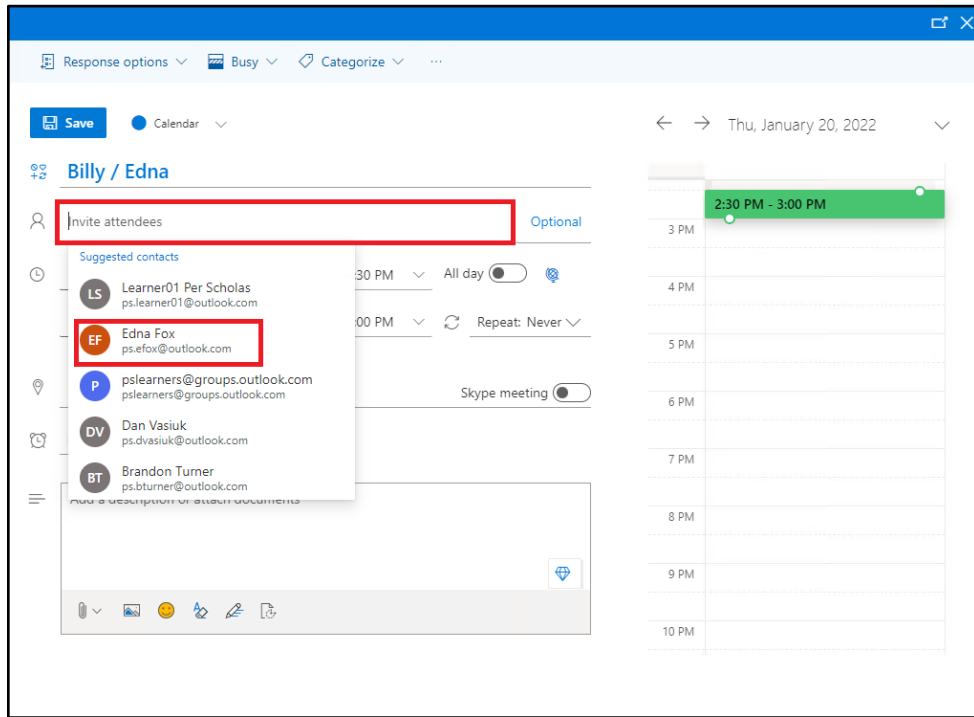
- a. On your **Outlook calendar**, switch to **Day** view (you can activate the **Split view** option if you like. The **Split view** option is active on the image below). While considering your peer's events, find some free time **later today** to schedule a 30-minute **video call**.



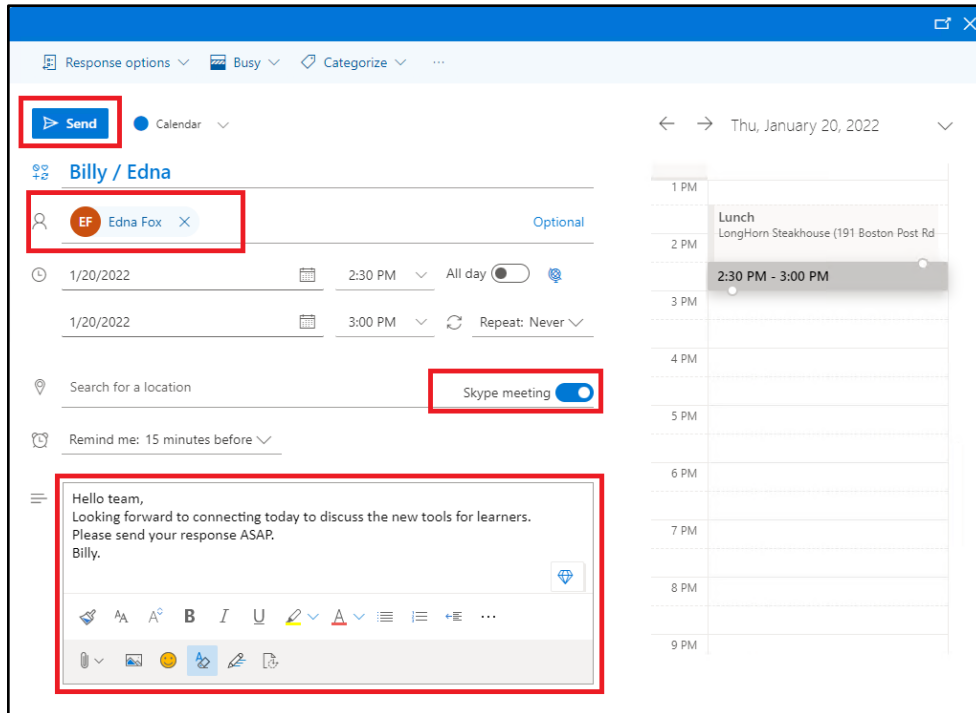
- b. Click on the **available** time slot. Enter **your name / peer's name** as the **title**. Ensure that the **time settings** are correct, the event **does not repeat**, and the **15 minutes reminder** is set. Next, click on the **More options** link.



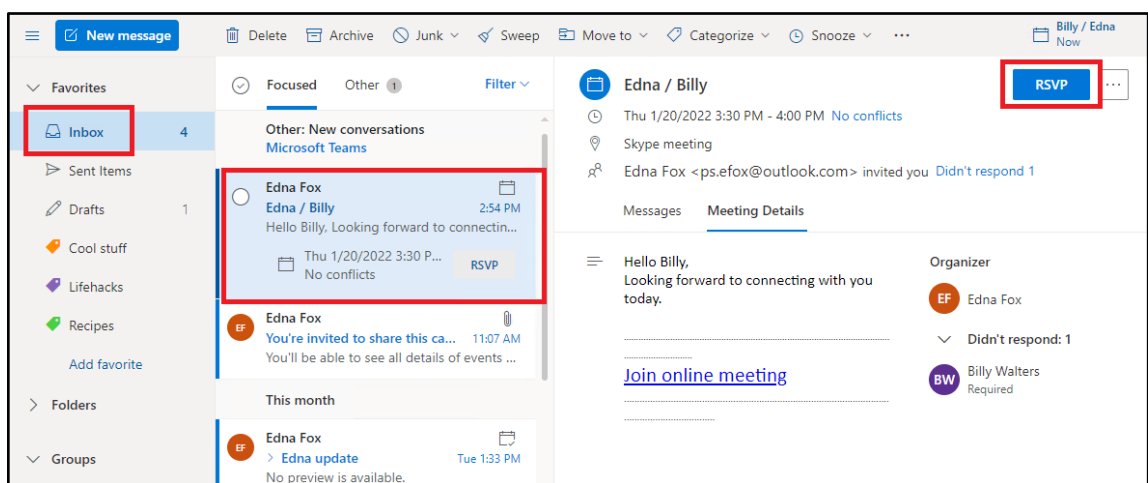
- c. On the **extended event options** window, click on the **Invite attendees** text field and select your **peer's contact** from the list. (If the contact does not pop up, enter your peer's email address.)



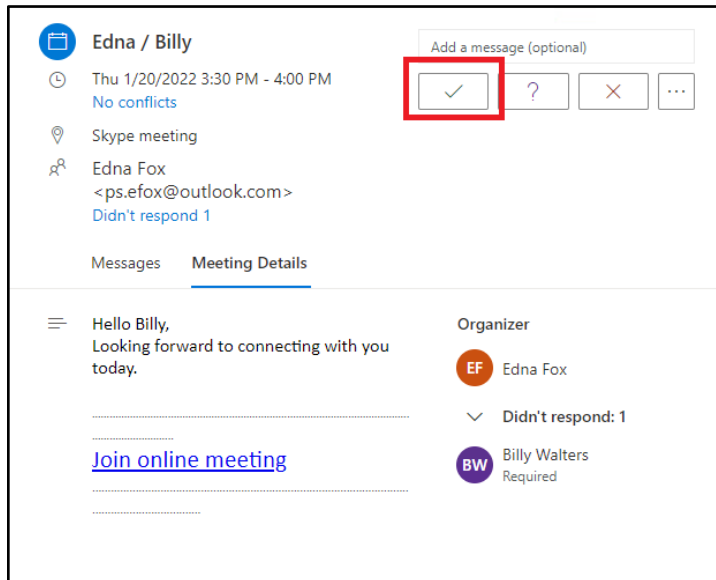
- d. Once you have selected the attendees, note that the **Skype meeting** switch button is now **active**. It is good practice to add a description and attach documents (if applicable) to the meeting invite. When you have finished editing the meeting, click on the **Send** button.



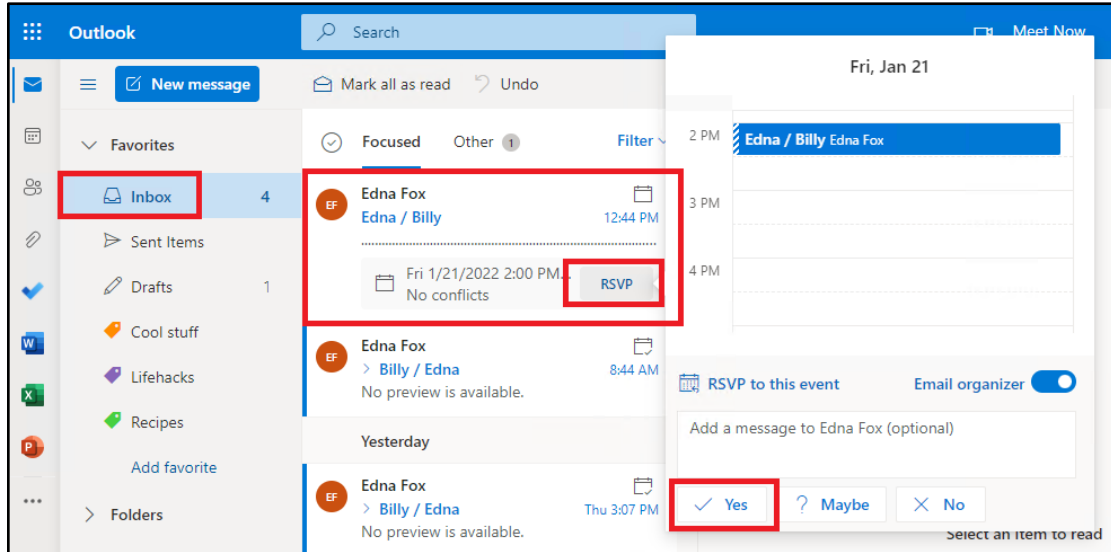
- e. When your peer sets up a meeting, an **incoming email** will notify you. Navigate to your email's **inbox**, locate and click on the **meeting invitation**. Click the **RSVP** button to select your **response to the invite** on the email content pane.



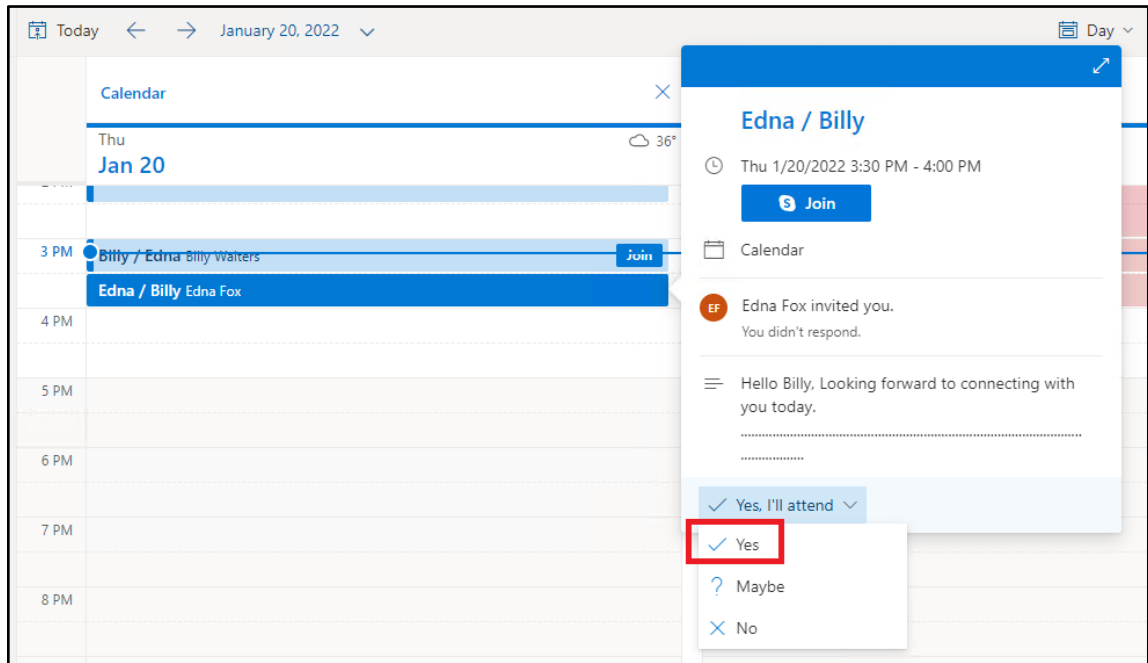
- f. From the response options, click on the **checkmark** button to let your peer know you will be attending the meeting. Note the **Add a message** option.



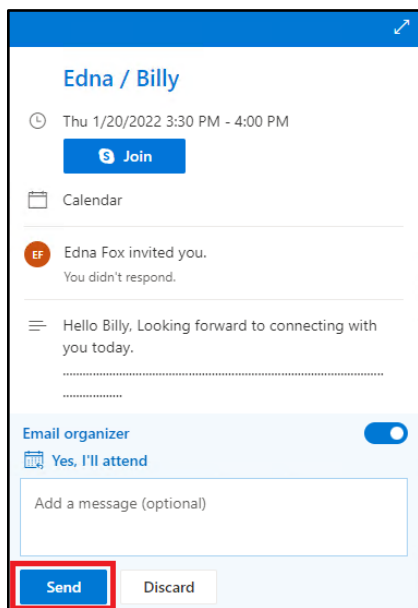
- g. When your peer sends you a meeting invite, you will receive an **email** notification. Navigate to your email's inbox, **locate the invitation** to the meeting and click on the **RSVP** button. Click on the **Yes** button to confirm attending the meeting.



- h. The event will also show on your calendar. **Another way** to respond is to click on the **meeting** event and select **Yes** from the **Yes, I'll attend** dropdown menu.



- i. Add a message, if you like, and click on the **Send** button.

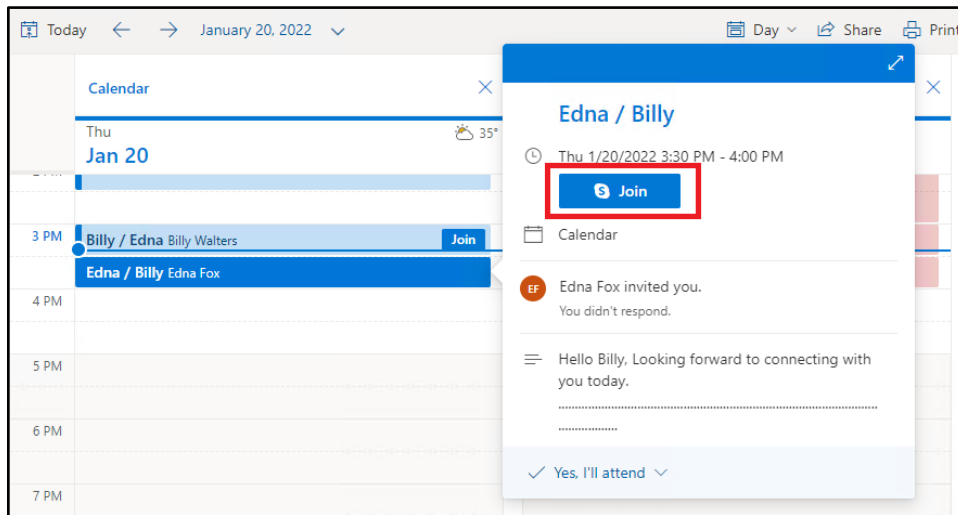


## Part 3: Attending a meeting.

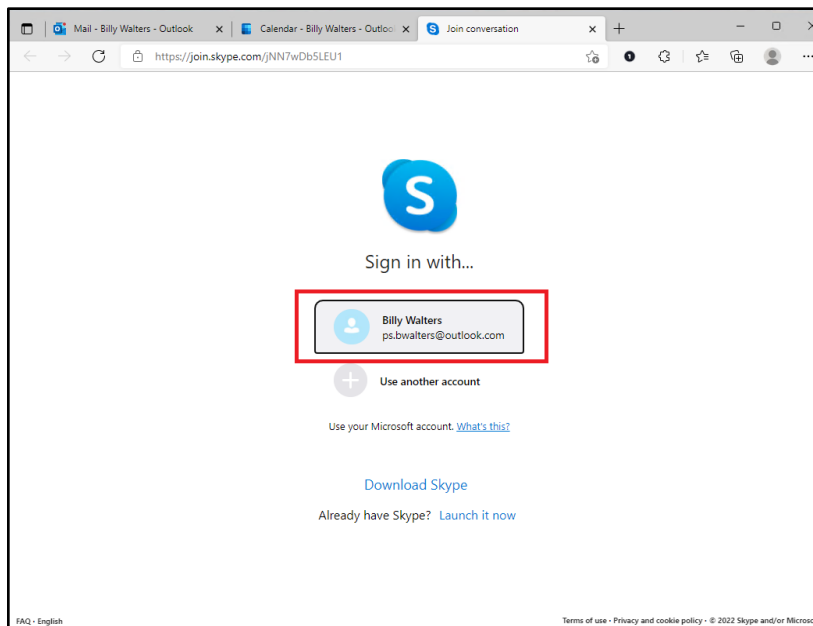
### Step 1: Start or join a meeting.

With Skype, it does not matter if you are the meeting's host (i.e., you created the meeting and sent the invite), or if you are an invited attendee. Anyone with the meeting invite link can start the meeting (Note that this is not necessarily the case in other online meeting software). Once the meeting has begun, attendees can join.

- a. To join the meeting, click on the **calendar event**, and then on the **Join** button.

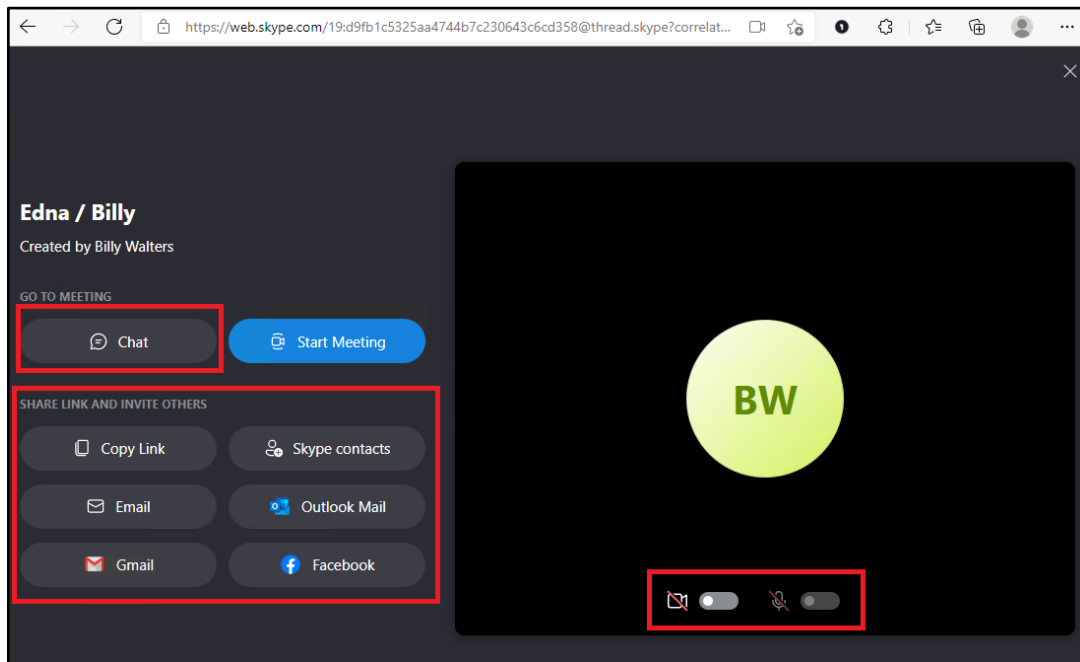


- b. On a new **browser window**, Skype will prompt you to **sign in**. Click on the **button** displaying your user account.

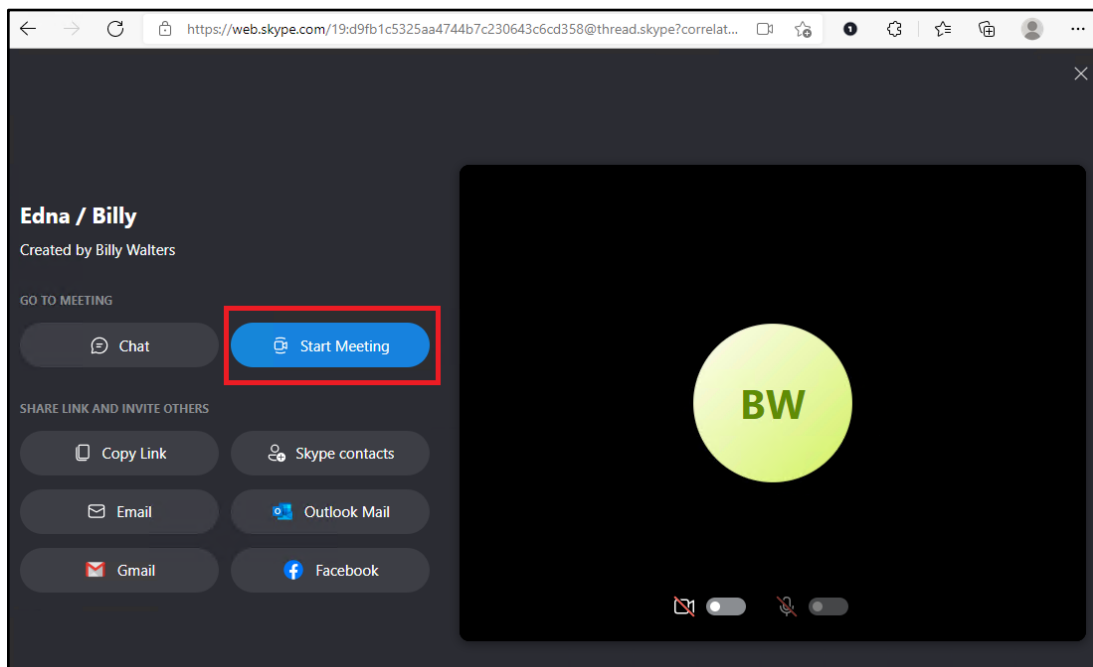




- c. Before starting or joining a meeting, you can set your **camera and microphone** preferences. You can also use the **chat** function and **share** the meeting invite with others in several different ways.



- d. If you are the **first** attendee to arrive, **start** the meeting by clicking on the **Start Meeting** button. If the meeting is already in progress, click the **Start Meeting** button.



- e. Spend some time meeting with your peer if they can attend the meeting. If not, independently **Explore** various available **tools** such as screen sharing, chat, file sharing, polls, hand raising, recording, and reactions.

## Part 4: Reflection.

If you have not done so already, download a copy of the Guided Lab and save it in a location on your laptop/desktop that can be easily accessed. You can also choose to save it to your Microsoft OneDrive. Once you have completed the Reflection questions, follow the instructions for submission.

- a. How does utilizing organization tools, such as folders and categories, help you manage your emails in Microsoft Outlook?

1. Utilizing organization tools, such as folders and categories, help me manage my emails but highlighting and separating my important emails in the classifications that I put them. Makes life easy like organizing your drawers or file cabinet.

- b. After reviewing the tools in this lab, what are you most excited about implementing?

*I'm most excited to implement creating future events.*

## Part 5: Submission.

- a. When you have completed the lab, including responding to the reflection questions, submit a copy of the lab on Canvas in a PDF format to have the task marked as complete.
- b. Suggested labeling of the pdf would be **first initial.last name. GLAB #**
  - i. Example: j.smith.GLAB 114.3.1

**CANVAS STAFF USE ONLY:**

<b>Instructions for Canvas Assessment Creation</b>
<b>Assessment Name:</b> <b>Points:</b> None <b>Duration:</b> <b>Assignment Group:</b> <b>Display Grade As:</b> Complete/Incomplete <b>Do not count this assignment towards the final grade:</b> check/unchecked <b>Submission Types:</b> File Upload <b>Everything else is the default.</b>