

GSD. Outlook - How to Change Calendar View in Outlook application

Article ID: KB0039271

Created: 2024-12-19 13:59:33

Updated: 2025-01-23 16:51:25

Author: {'link':

'https://fmcnadev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

Category: {'link':

'https://fmcnadev.service-now.com/api/now/table/kb_category/56f11880c38a1a100acd330015013196',

'value': '56f11880c38a1a100acd330015013196'}

General Information:

Possible symptoms/errors:

Users want to know How to Change Calendar View in Outlook application

Alternative names of the system:

Outlook 2016

IMPORTANT NOTICE:

N/A

Solution:

Users have the option to change the Calendar view depending on their preferences. User can view by month to view what they're doing at a glance or can either also change it via work week. The article below provides instructions on how to navigate and make changes in the Calendar view.

Details:

1. Advise user to in the Outlook window, go to Calendar view.
2. Under the View tab, user can quickly change from Day, Work Week, Week, Month or Schedule View.

Day - displays all appointments for a single day. Work Week - displays Monday through Friday. Week - shows the entire week. Month - shows a view of all the meetings for the entire month. Schedule View - show selected calendar in a horizontal layout. This view is useful if user want to see multiple calendars at once when scheduling a meeting.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/A Categorization: N/A

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A