

Microsoft Outlook 2013

Lesson 8

Calendar Basics

Objectives

Skills	Exam Objective	Objective Number
Creating Appointments	Create calendar items Set calendar item times Create calendar items from messages	3.2.1 3.2.5 3.2.4
Setting Appointment Options	Configure reminders Change availability status Create recurring calendar items Mark as private Forward calendar items	3.3.3 3.2.8 3.2.2 2.1.10 3.3.2
Creating an Event		
Printing Appointment Details	Print Calendars	1.3.2

Step by Step: Create a One-Time Appointment

- **GET READY.** Before you begin these steps, be sure to launch Microsoft Outlook 2013.
 1. Click the **Calendar** button in the Navigation bar to display your Calendar.
 2. Click the **Month** button in the Arrange group on the Ribbon to display the Month view, if necessary.
 3. Click [**next Friday's date**] on the monthly calendar.
 4. On the HOME tab, click the **New Appointment** button. The Untitled—Appointment window is displayed. The date selected in the monthly calendar is already displayed in the *Start time* and *End time* fields.
 5. In the **Subject** field, key **Blood Drive**.
 6. In the **Location** field, key **Van in the South parking lot**.

Step by Step: Create a One-Time Appointment

7. In the *Start time* fields, click the **Time down arrow**. A list of possible starting times appears.
8. Select **2:00 PM**. By default, each appointment is 30 minutes long, so the time in the *End time* field changes to 2:30 PM.
9. Select an *End Time* of **3:00 PM**. You need to fill out forms before donating and eat a few cookies after donating, so give yourself a bit more time.
10. Click the **Save & Close** button in the Actions group on the Ribbon. The appointment is displayed on the calendar, as shown in Figure PAUSE. LEAVE the Outlook 2013 Calendar open to use in the next exercise.

Step by Step: Create an Appointment from a Message

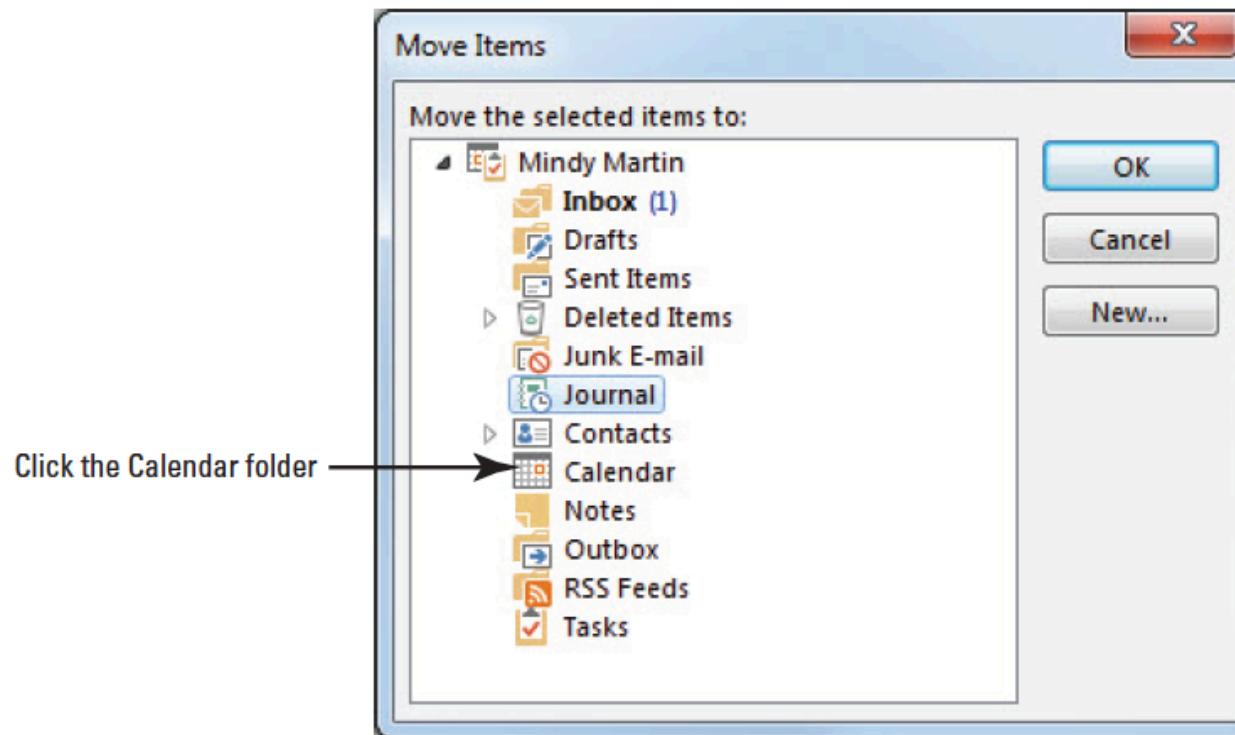
- **GET READY.** Before you begin these steps, be sure to launch Microsoft Outlook 2013.
 1. If necessary, click the **Calendar** button on the Navigation bar to display the Calendar feature.
 2. Click the **New Items** button on the HOME tab. A list of available items is displayed.
 3. Click **Email Message** in the list to display a new Message window.
 4. In the *To* field, key [your email address]. In the *Subject* field, key Vice President Duerr Visiting Thursday afternoon. In the message area, key Vice President Bernard Duerr is visiting this division on Thursday. An employee meeting will be held in the company cafeteria from 2:00 PM to 4:00 PM. Attendance is mandatory.

Step by Step: Create an Appointment from a Message

5. Click the **Send** button.
6. Click **Mail** on the Navigation bar to return to your Inbox.
7. Click the **Send/Receive All Folders** button if the message has not arrived yet.
8. Click the **Vice President Duerr Visiting Thursday afternoon** message to select it.
9. Click the **Move** button in the Move group on the HOME tab.

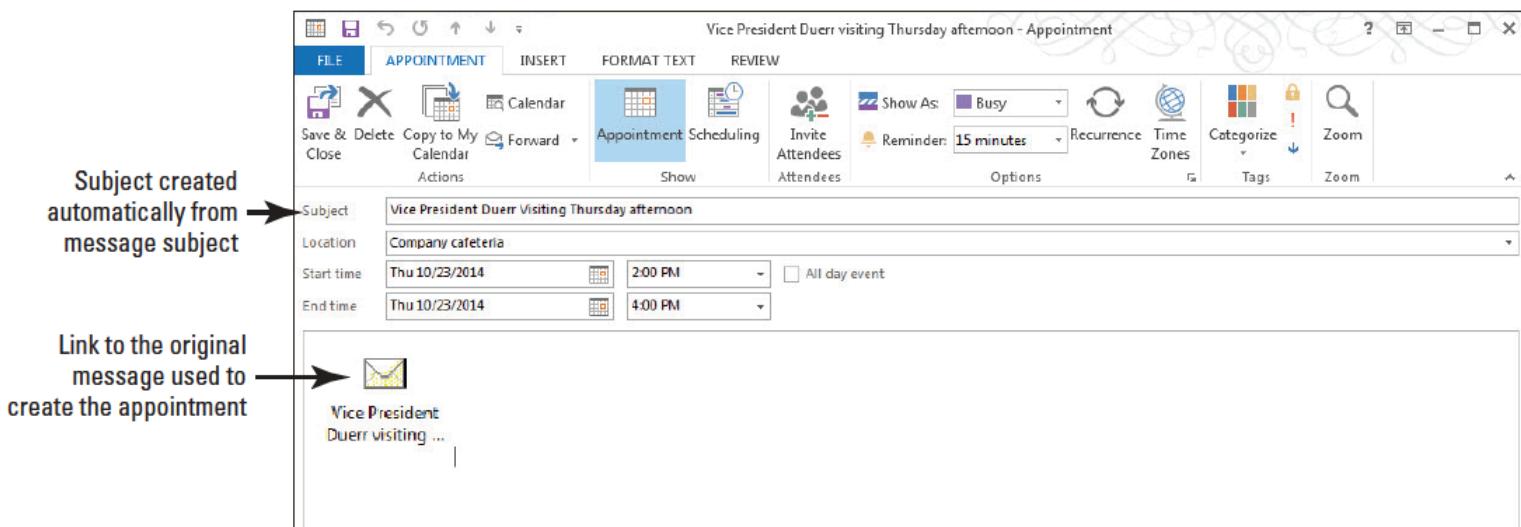
Step by Step: Create an Appointment from a Message

10. In the dropdown list, click **Other Folder**. The Move Items dialog box is displayed, as shown below.



Step by Step: Create an Appointment from a Message

11. In the Move Items dialog box, click **Calendar** and then click **OK**. An Appointment window is opened. The message subject is displayed in the **Subject** field in the Appointment window. A link to the original message is displayed in the Memo area of the Appointment window, as shown below.

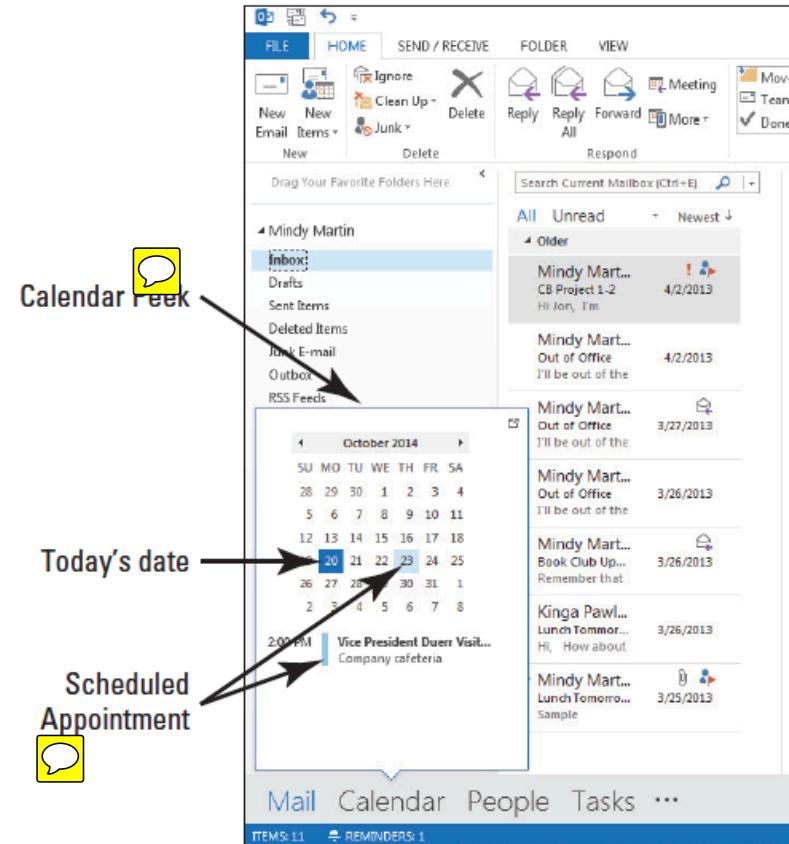


Step by Step: Create an Appointment from a Message

12. Double-click the **message icon**. The original message window is displayed.
13. Close the original message window.
14. In the Appointment window, key **Company cafeteria** into the *Location* field.
15. Key **Thursday** into the *Start time* field instead of a date. The date of the next available Thursday appears in the *Start time* date box.
16. Key or select a *Start time* of **2:00 PM**.
17. In the *End time* field, key **4:00 PM**.

Step by Step: Create an Appointment from a Message

18. Click the **Save & Close** button in the Actions group on the Ribbon.
19. Hover over the word **Calendar** in the Navigation bar. A Calendar peek is displayed showing the appointments for today.
20. Click on **next Thursday** in the Peek calendar. The appointment created from the message is displayed, as shown at right.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

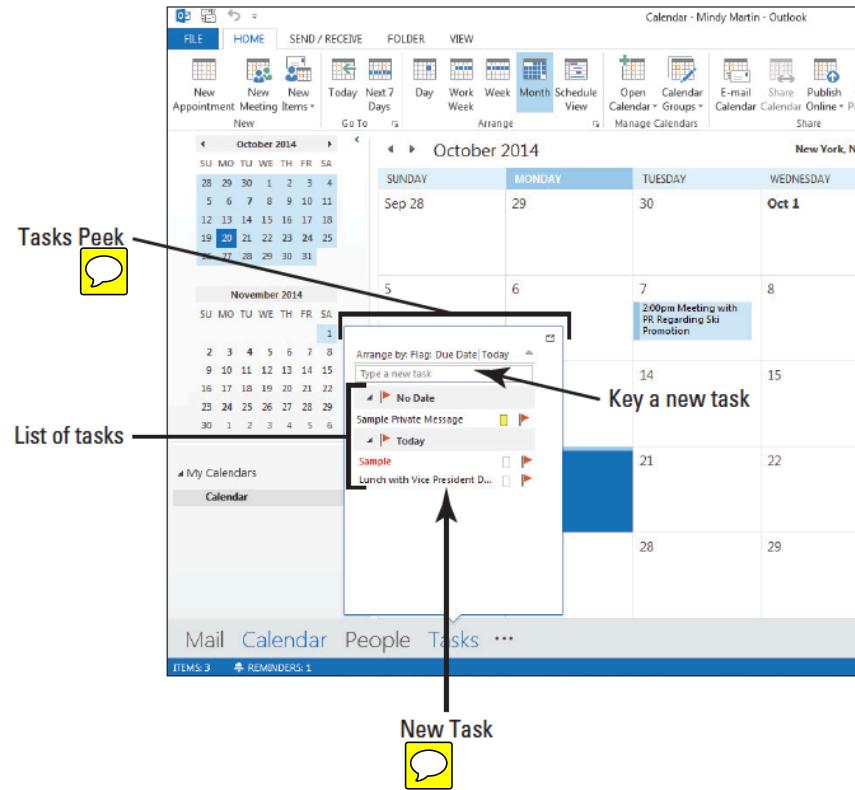


Step by Step: Create an Appointment from a Task

- **GET READY.** Before you begin these steps, be sure to launch Microsoft Outlook 2013.
 1. If necessary, click the **Calendar** button on the Navigation bar to display the Calendar feature.
 2. Hover over the **Tasks** button in the Navigation bar to display the Tasks peek.

Step by Step: Create an Appointment from a Task

3. Click the *Type a new task* field, and key **Lunch with Vice President Duerr**. [Press **Enter**]. The task is created, as shown at right.
4. Click the **Lunch with Vice President Duerr** task.



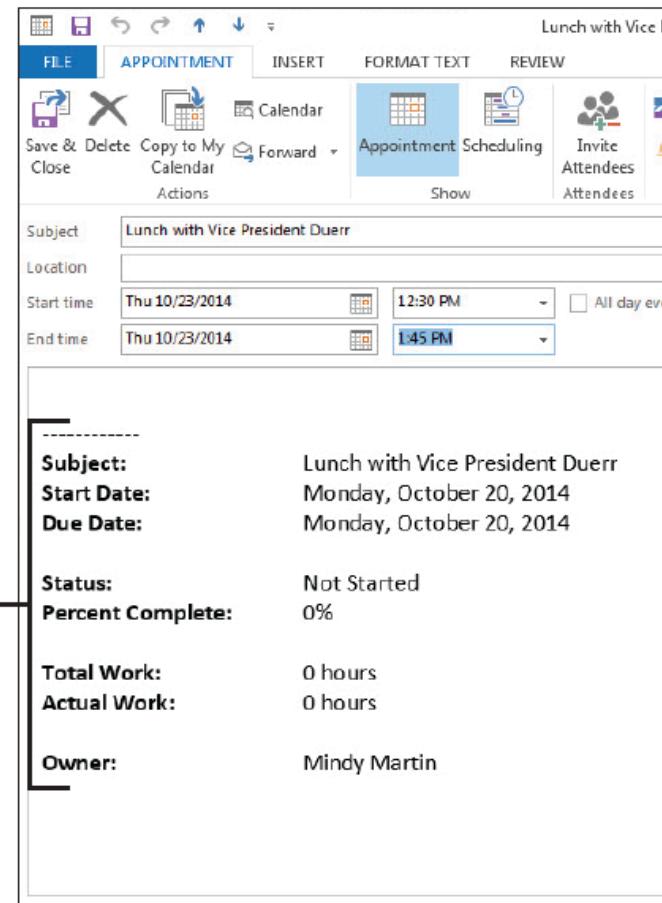
Step by Step: Create an Appointment from a Task

6. Drag it to Thursday's date on the calendar. You already have an appointment for the employee meeting from 2:00 PM to 4:00 PM for that date.
7. Double-click the **Lunch with Vice President Duerr** item in the calendar. The Lunch with Vice President Duerr—Event window containing the task information is displayed. Because our task did not specify a specific start and end time, Outlook 2013 interprets the task as an event, which is a meeting or appointment that lasts all day long. You'll need to change that so that you can add the appropriate times.
8. Click the **All day event** check box to clear the check box. The time fields become available.

Step by Step: Create an Appointment from a Task

9. Key a *Start time* of **12:30 PM** and an *End time* of **1:45 PM**. The Appointment window should be similar to the figure at right.
 10. Click the **Save & Close** button in the Actions group on the Ribbon. The appointment created from the task is displayed on the calendar.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Task used to
create appointment



Step by Step: Create and Customize an Appointment

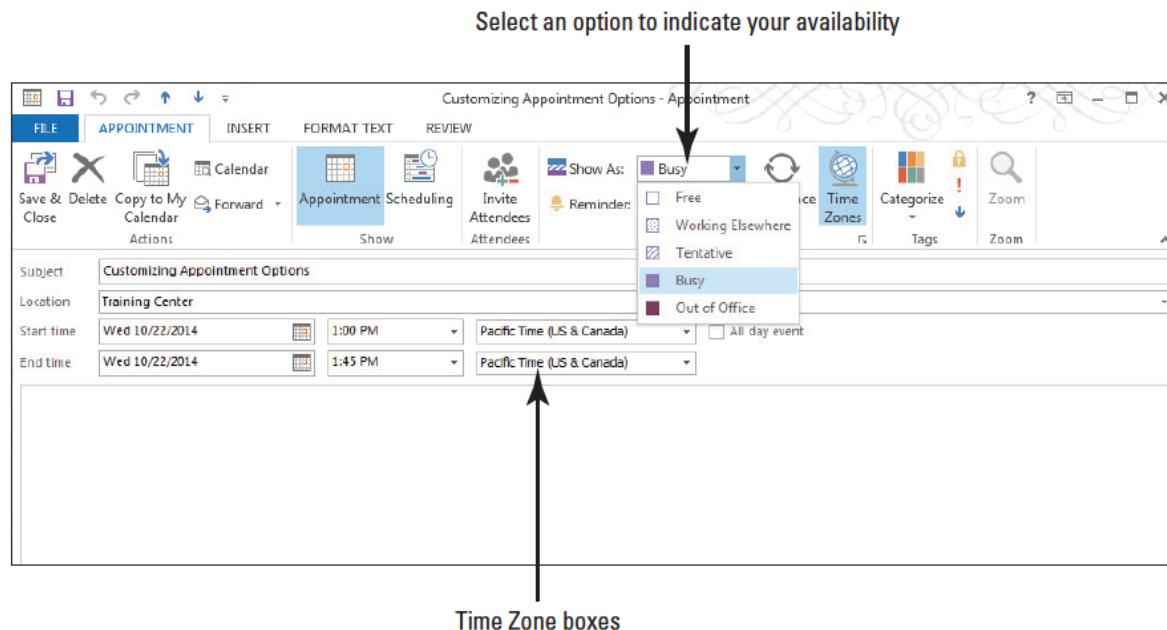
- **GET READY.** Before you begin these steps, be sure to launch Microsoft Outlook 2013.
 1. If necessary, click the **Calendar** button on the Navigation bar to display the Calendar feature.
 2. Double-click **next Wednesday's date** on the monthly calendar. A new Event window is displayed.
 3. In the **Subject** field, key **Customizing Appointment Options**.
 4. In the **Location** field, key **Training Center**.

Step by Step: Create and Customize an Appointment

5. Click the **All day event** check box to clear the check box because this appointment has a start and end time. The window changes to an appointment window.
6. Key a *Start time* of **1:00 PM** and an *End time* of **1:45 PM**.
7. Click the **Reminder** dropdown arrow in the Options group and select **1 hour** from the list of available times that appears.
8. Click the **Time Zones** button in the Options group on the Ribbon. New Time Zone boxes appear next to the **Start** and **End time** boxes.

Step by Step: Create and Customize an Appointment

9. Select **Pacific Time** from the list because the appointment is going to be conducted via a video feed from California.
10. Click the **Show As** down arrow in the Options group to display the Show As options, as shown below.



Step by Step: Create and Customize an Appointment

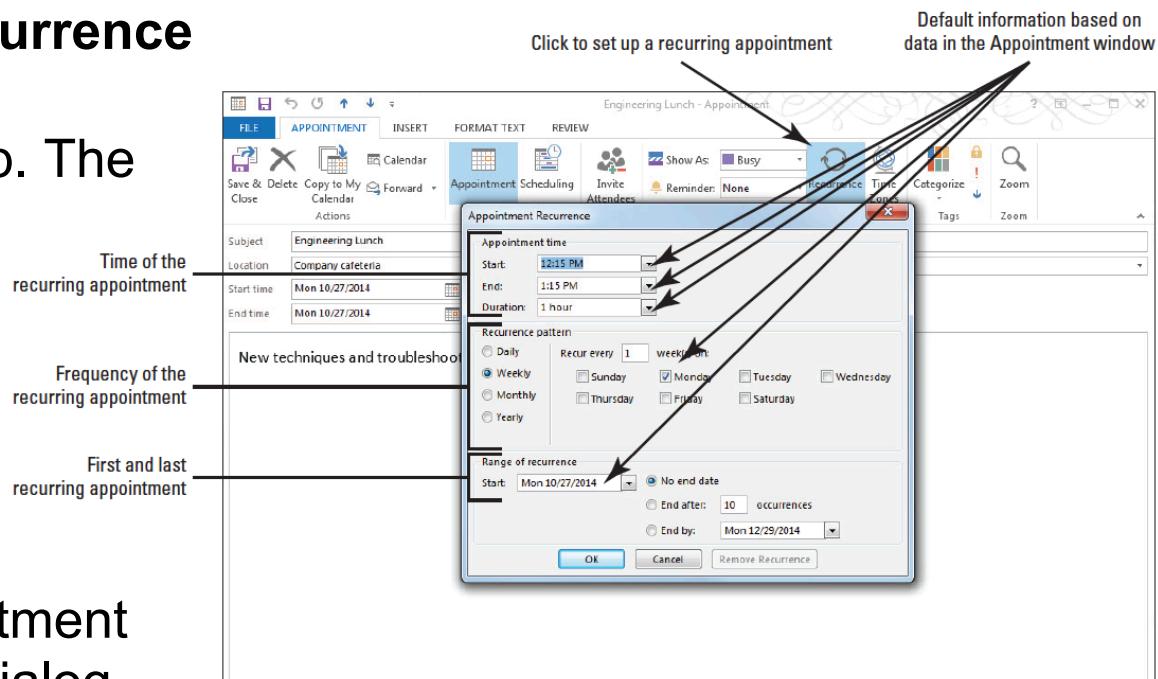
11. Select **Tentative**.
 12. Click the **Save & Close** button in the Actions group on the Ribbon. The appointment is displayed on the calendar. Notice that the Show As indicator on the left side of the appointment is striped to match the appearance of the Tentative option in the Show As dropdown list.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Schedule a Recurring Appointment

- **GET READY.** Before you begin these steps, be sure to launch Microsoft Outlook 2013.
 1. If necessary, click the **Calendar** button in the Navigation bar to display your Calendar.
 2. Click the **Month** button to display the Month view, if necessary.
 3. Double-click the **[fourth Monday of this month]** on the monthly calendar. If the fourth Monday of this month has passed, click the fourth Monday of next month.
 4. In the **Subject** field, key **Engineering Lunch**.
 5. In the **Location** field, key **Company cafeteria**.
 6. Click the **All day event** check box to clear the check box.
 7. Key a *Start time* of **12:15 PM** and an *End time* of **1:15 PM**.
 8. Click in the **Memo** area, and key **New techniques and troubleshooting**.

Step by Step: Schedule a Recurring Appointment

- Click the Recurrence button in the Options group. The Appointment Recurrence dialog box is displayed, as shown at right.

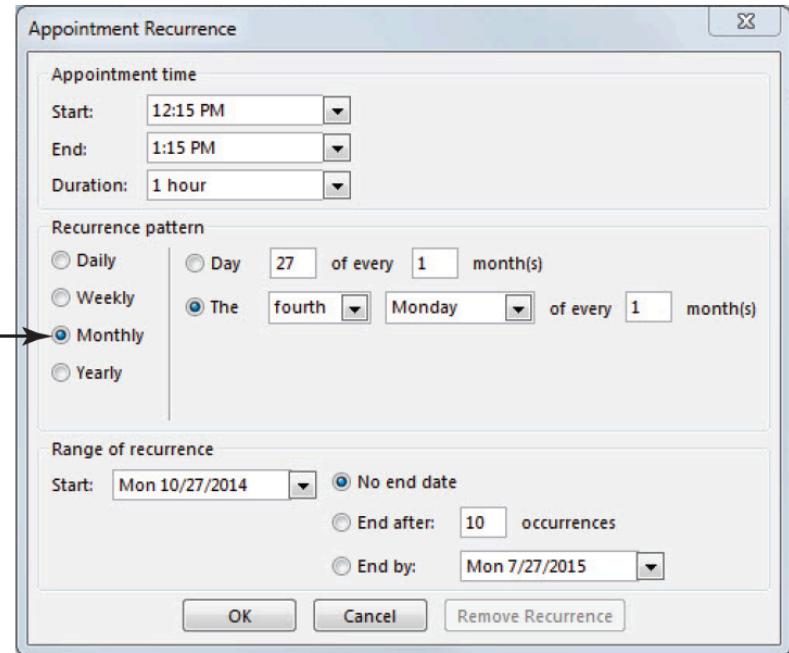


- In the Appointment Recurrence dialog box, click **Monthly** in the **Recurrence Pattern** area. Selecting a different frequency changes the available patterns.

Step by Step: Schedule a Recurring Appointment

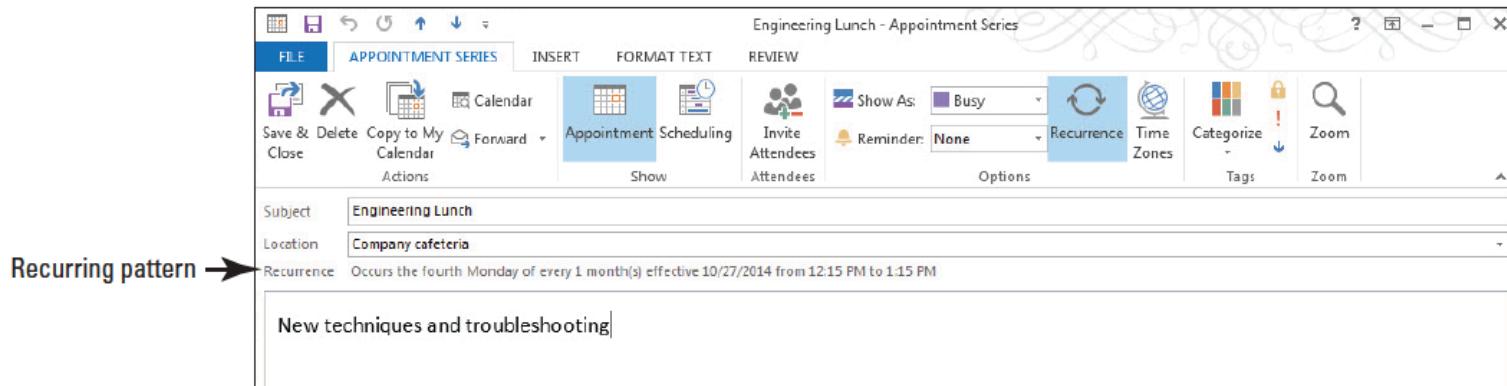
11. On the right side in the **Recurrence Pattern** area, click the button to select **The fourth Monday of every 1 month(s)**. Because the date of the first recurring appointment was the fourth Monday of the month, the fourth Monday of every month is offered as a likely pattern (as is the selected date in each month), as shown above.

Define how frequently the appointment will occur



Step by Step: Schedule a Recurring Appointment

12. Click **OK** to set the recurrence pattern and return to the Appointment window. The recurrence pattern is displayed in the Appointment window, as shown below.



Step by Step: Schedule a Recurring Appointment

13. Click the **Save & Close** button in the Actions group on the Ribbon. The appointment is displayed on the monthly calendar.
 14. Click the **Forward** arrow button at the top of the monthly calendar to verify that the recurring appointment is displayed in next month's calendar.
 15. Click the **Today** button in the Go To group on the HOME tab to return to the current month.
- **PAUSE. LEAVE** the Outlook 2013 Calendar open to use in the next exercise.

Step by Step: Mark an Appointment as Private

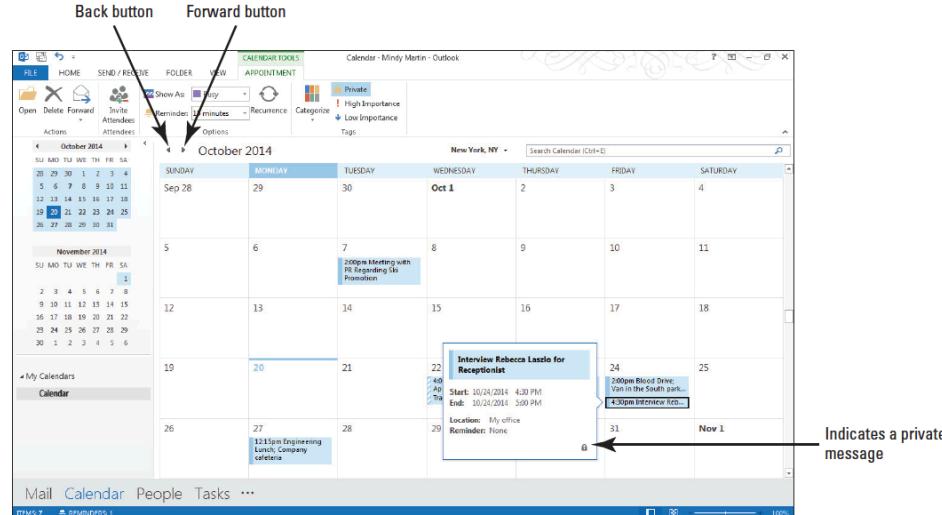
- **GET READY.** Before you begin these steps, be sure to launch Microsoft Outlook 2013.
 1. Show the Calendar in Month view.
 2. Click **[next Friday's date]** on the monthly calendar. The Blood drive is already scheduled for 2:00 PM on that date.
 3. On the HOME tab, click the **New Appointment** button. The Appointment window is displayed. The date selected in the monthly calendar is already displayed in the *Start time and End time* fields.

Step by Step: Mark an Appointment as Private

4. In the *Subject* field, key Interview Rebecca Laszlo for Receptionist.
5. In the *Location* field, key **My office**.
6. In the *Start time* field, key or select a time of **4:30 PM** and an *End time* of **5:00 PM**, if necessary.
7. Click the **Private** button in the Tags group on the Ribbon.
8. Click the **Save & Close** button in the Actions group on the Ribbon. The appointment is displayed on your monthly calendar.

Step by Step: Mark an Appointment as Private

9. Hover over the new appointment. A flyout window appears displaying details about the appointment. Outlook 2013 displays a lock next to the private appointment, as shown below.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.



Step by Step: Forward an Appointment

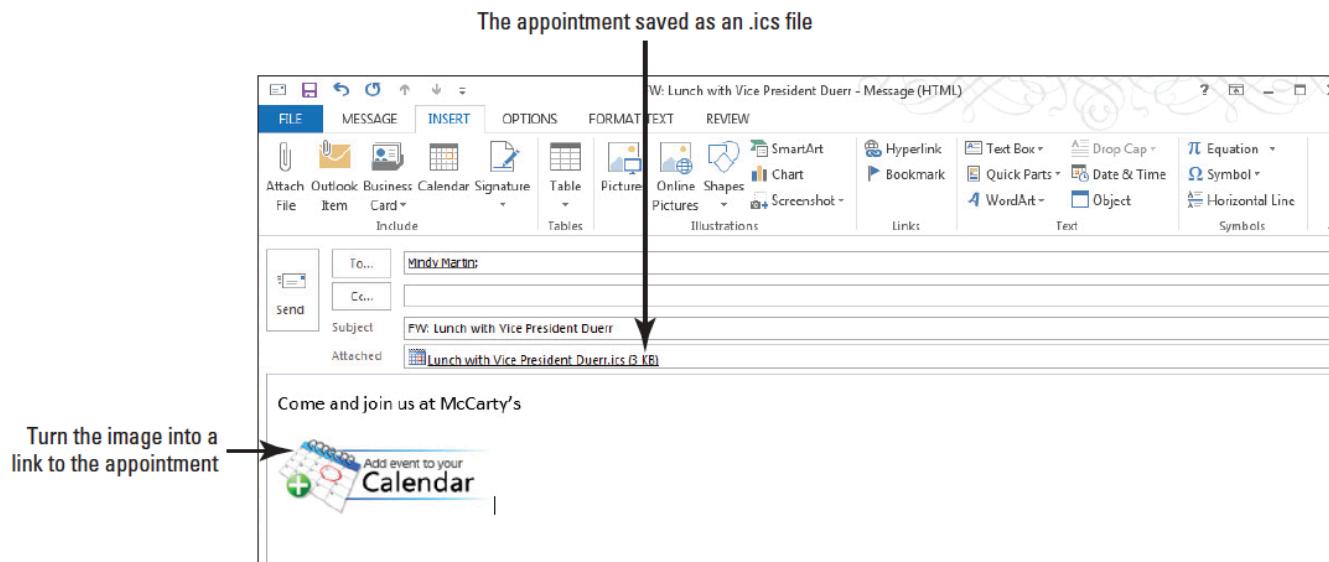
- **GET READY.** Before you begin these steps, be sure to launch Microsoft Outlook 2013.
 1. Show the Calendar in the Month view.
 2. Select the **Lunch with Vice President Duerr** appointment. If necessary, click the CALENDAR TOOLS APPOINTMENT tab.
 3. Click the **Forward** down arrow in the Actions group. Select **Forward as iCalendar**. The FW: Lunch with Vice President Duerr message window is displayed with the appointment attached as an .ics file.
 4. In the **To** field, key [your email address].

Step by Step: Forward an Appointment

5. In the message area, key **Come and join us at McCarty's.** [Press **Enter** twice.]
6. Right-click the **.ics file** and click **Save As** from the shortcut menu.
7. Save the file to the location where you store your solution files. Click **Save**.
8. Click in the message area.
9. Click the **INSERT** tab and click **Pictures**.
10. Navigate to the data files for this lesson.

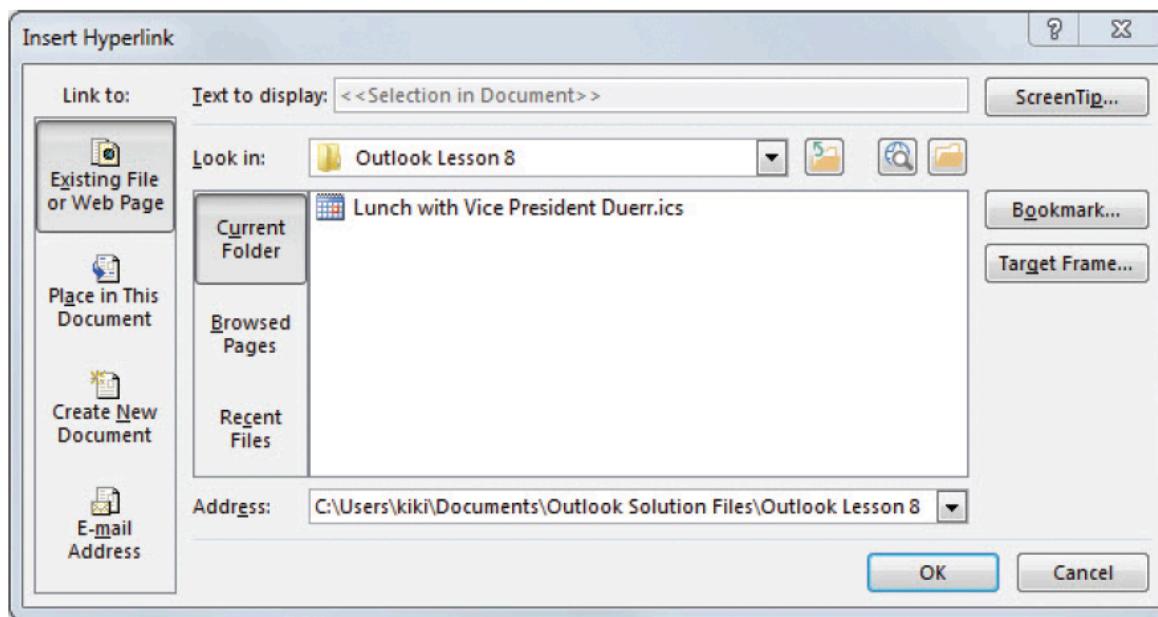
Step by Step: Forward an Appointment

11. Click the *iCalendar.jpg* file and click **Insert**. The stock Outlook 2013 iCalendar image is added to the message, as shown below.
12. Right-click the image and select **Hyperlink**. The Insert Hyperlink dialog box is displayed.



Step by Step: Forward an Appointment

13. Select **Existing File or Web Page**, then use the Look In directory to navigate to the solution folder where you stored the appointment, as shown below.
14. Select the **appointment** and click **OK**.



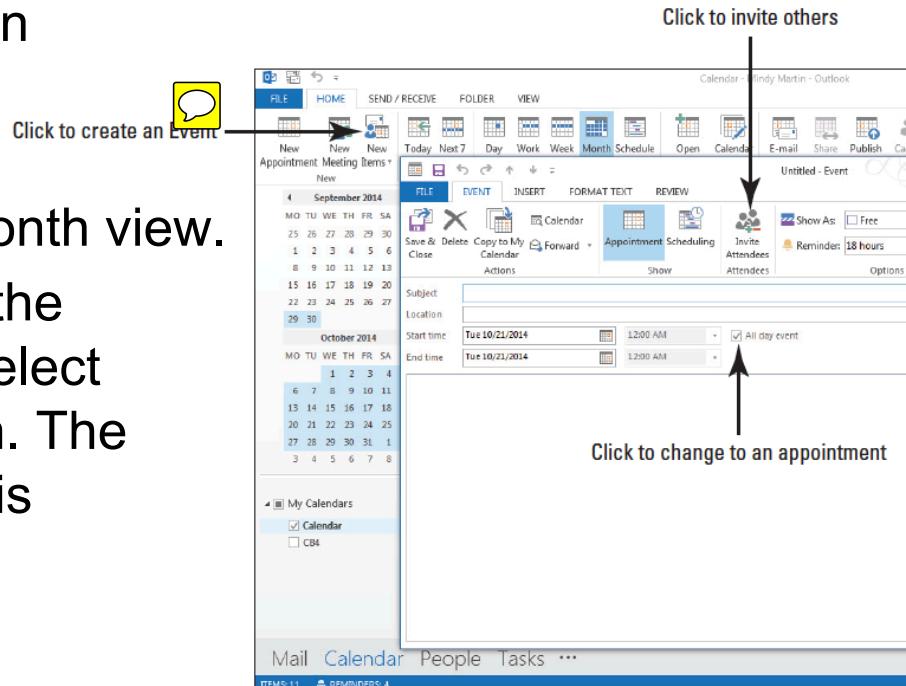
Step by Step: Forward an Appointment

15. Click **Send**.
 16. Click the **Mail** button on the Navigation bar to return to the Inbox. If the message hasn't arrived, click the **Send/Receive All Folders** button.
 17. Click the **FW: Lunch with Vice President Duerr message** in the message list. The message appears in the Reading Pane.
 18. Click the **iCalendar image**. The original Lunch with Vice President Duerr—Appointment window  opened.
 19. Close the Appointment window. Save changes when prompted.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Create an Event

- **GET READY.** Before you begin these steps, be sure to launch Microsoft Outlook 2013.

1. Show the Calendar in Month view.
2. On the HOME tab, click the **New Items** button and select the **All Day Event** option. The Untitled—Event window is displayed (see right).
3. In the **Subject** field, key **Anniversary**.



Step by Step: Create an Event

4. In the *Start time* field, key **[the date of your anniversary or a family member's anniversary.]**
5. Click the **Private** button in the Tags group on the Ribbon.
6. Click the **Recurrence** button in the Options group on the Ribbon. The Appointment Recurrence dialog box is displayed.
7. In the Appointment Recurrence dialog box, click **Yearly** in the *Recurrence pattern* area. Selecting a different frequency changes the patterns available for selection on the right side in the Recurrence pattern area.
8. On the right side in the *Recurrence pattern* area, click the button to select **On [month] [date]**.

Step by Step: Create an Event

9. Click **OK** to set the recurrence pattern and return to the Event window. The recurrence pattern is displayed in the Event window.
10. Click the **Reminder** dropdown list arrow. Click the **1 week** option, to schedule Outlook 2013 to remind you one week in advance of the scheduled event.
11. Click the **Save & Close** button in the Actions group on the Ribbon. The appointment is added to your calendar.
12. Click the **Forward** button at the top of the monthly calendar to verify that the recurring event is displayed on the correct date. Click the **Back** button at the top of the monthly calendar to return to the current month.

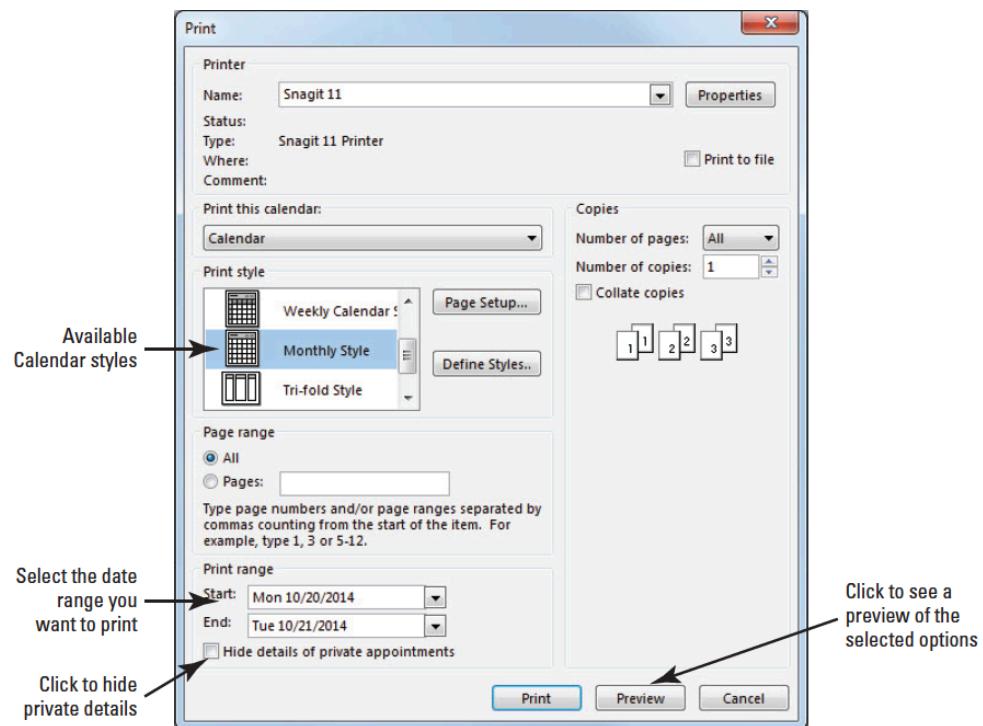
-  **PAUSE.** LEAVE Outlook 2013 open to use in the next exercise.

Step by Step: Print Appointment Details

- **GET READY.** Before you begin these steps, be sure to launch Microsoft Outlook 2013.
 1. Show the Calendar in Month view.
 2. Click **FILE** to open Backstage view and click **Print** in the Navigation Pane to open the Print settings page.

Step by Step: Print Appointment Details

3. Click the **Print Options** button. The Print dialog box is displayed, as shown at right.
4. In the *Print Style* area, click **Weekly Agenda Style**.

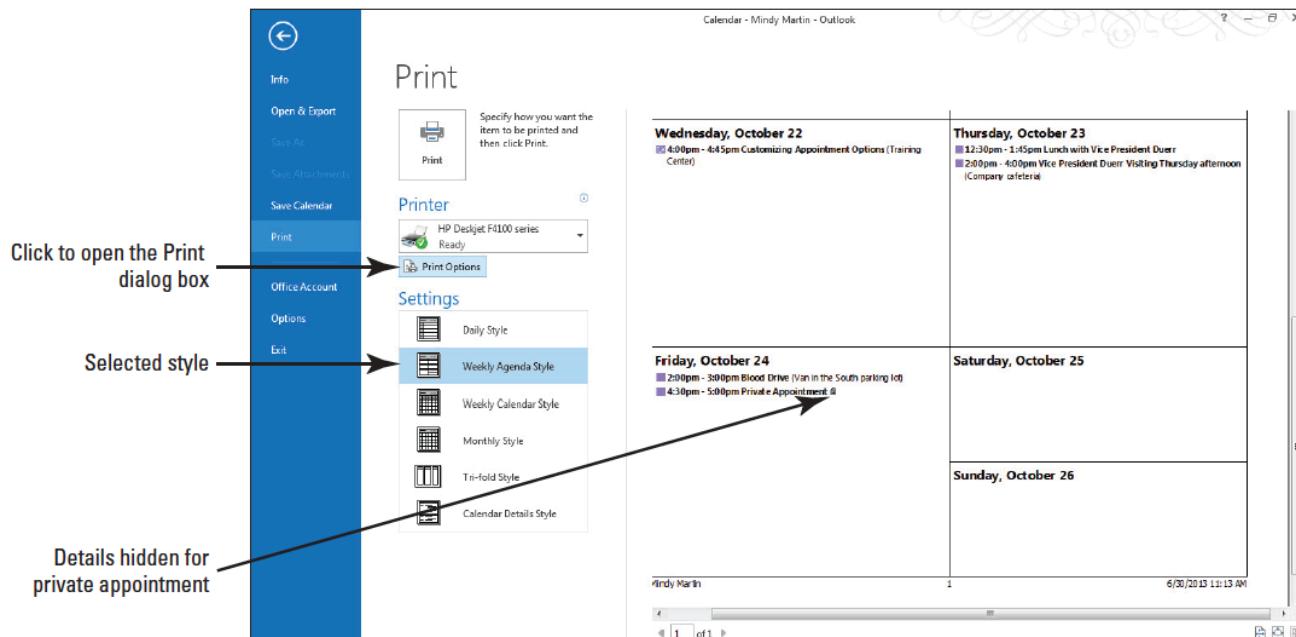


Step by Step: Print Appointment Details

5. In the *Start* box of the **Print range** area, key **today's date**.
6. In the *End* box, key **[next Friday's date]**.
7. Click the **Hide details of private appointments** check box.
8. Click the **Preview** button. The Print dialog box is closed, and the print page of Backstage view is displayed showing a preview of the new settings.

Step by Step: Print Appointment Details

9. Click the **Preview** to zoom in on the print-out, as shown below.
 10. Click **Print** if you want to print the calendar details using the default printer.
- **CLOSE** Outlook 2013.



Skill Summary

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