

Microsoft Outlook 2013

Lesson 10

Advanced Calendar Management

Objectives

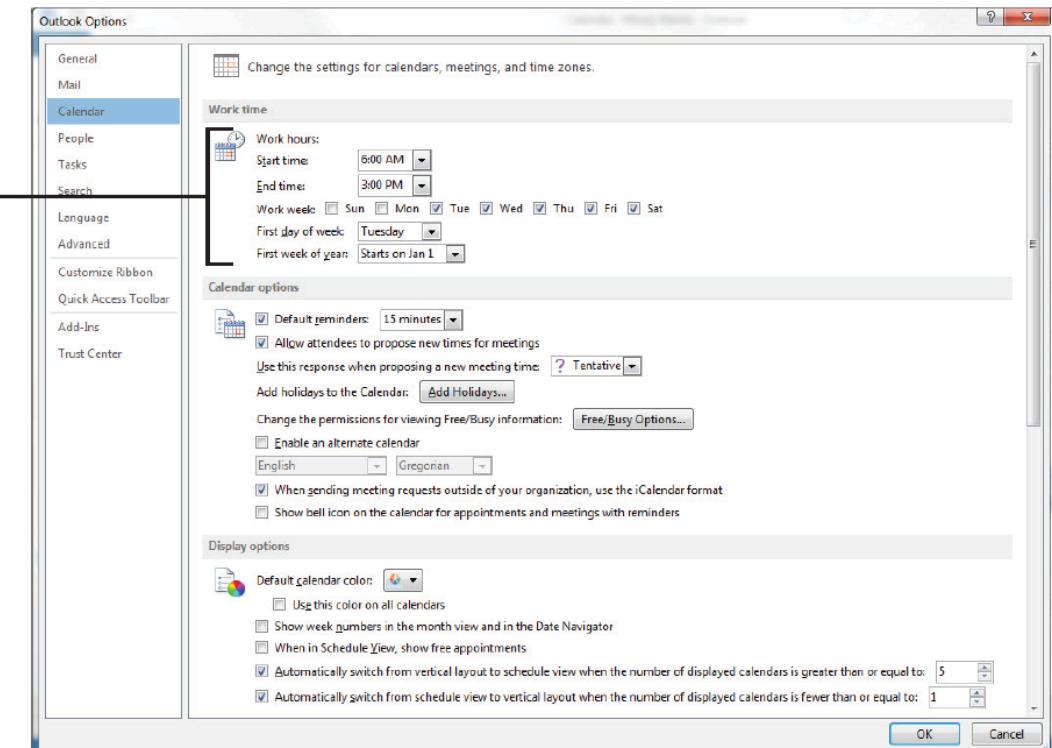
| Skills | Exam Objective | Objective Number |
|---------------------------------|--|------------------|
| Setting Calendar Options | Demonstrate how to set calendar work times | 3.1.4 |
| | Modify calendar time zones | 3.1.2 |
| | Adjust viewing details for calendars | 3.1.1 |
| Sharing Your Calendar | Share calendars | 3.1.8 |
| Working with Multiple Calendars | Create multiple calendars | 3.1.5 |
| | Overlay calendars | 3.1.7 |
| | Manage calendar groups | 3.1.6 |
| Managing Calendars | Adjust viewing details for calendars | 3.1.1 |
| | Search calendars | 1.4.5 |
| | Print calendars | 1.3.2 |
| | Delete calendars | 3.1.3 |

Step by Step: Define Your Work Week

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. On the FILE tab, click **Options**. The Outlook Options dialog box is displayed.
 2. Click **Calendar** in the Navigation Pane. The calendar options are displayed.
 3. In the Work Time section of the window, click the **Mon** check box to deselect it and remove Monday from your work week.
 4. Click the **Sat** check box to add Saturday to your work week.
 5. Click the *Start time* field. Key or select **6:00 AM**. Click the *End time* field. Key or select **3:00 PM**.

Step by Step: Define Your Work Week

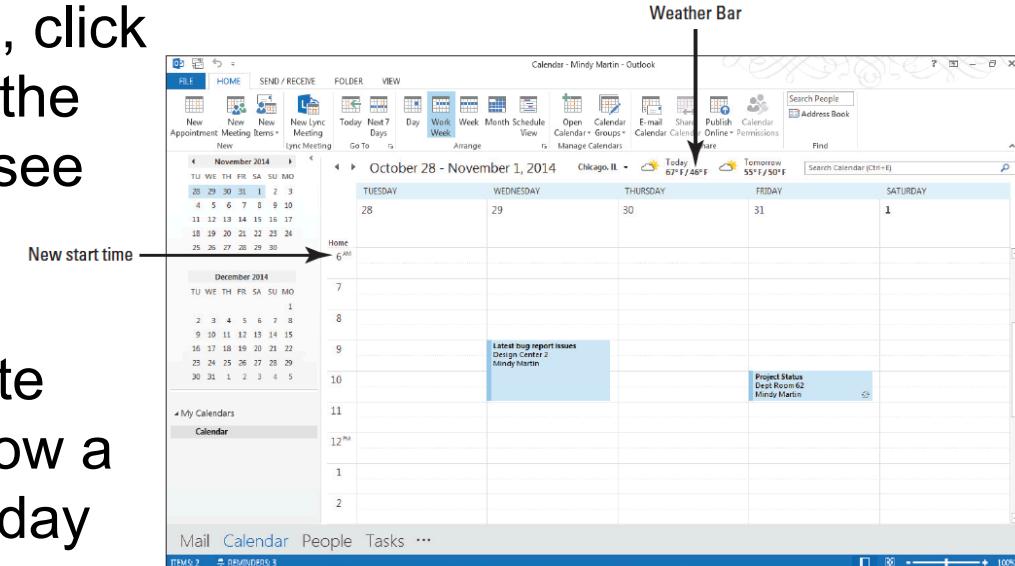
6. In the *First day of the week* field, select **Tuesday** as the start of your work week. Compare your work time calendar options to the figure at right.
7. Click **OK** to save the modified work week.
8. Click the **Calendar** button on the Navigation bar to display the Calendar window.



Step by Step: Define Your Work Week

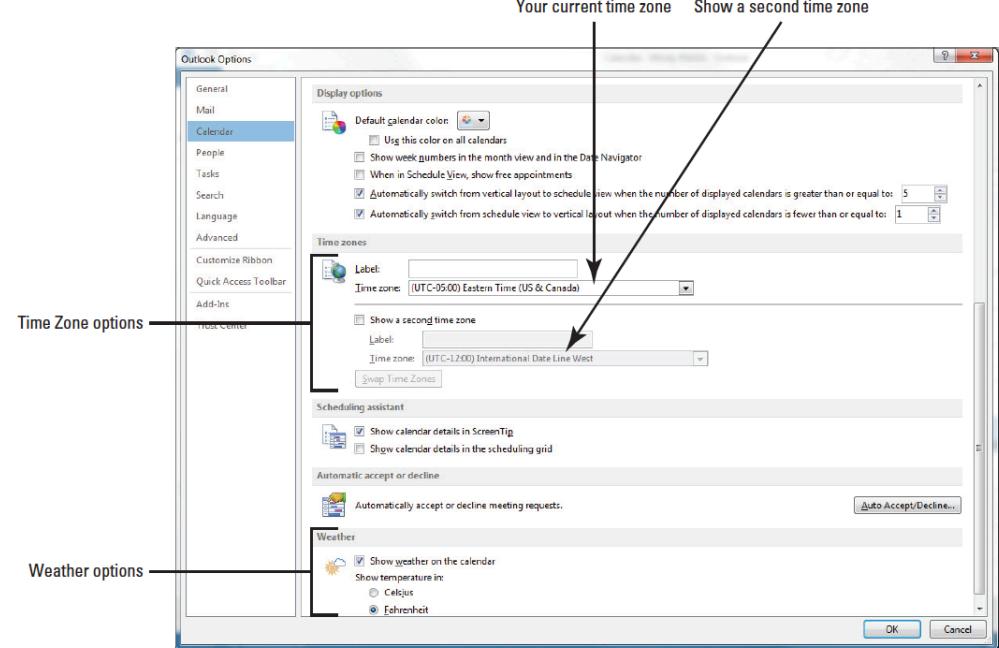
9. On the HOME tab, click **Work Week** from the Arrange group to see how the modified work week affects your calendar. Note that Saturday is now a workday and Monday and Sunday have been removed to indicate that they are not workdays, as shown above.

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



Step by Step: Change Your Time Zone

- **GET READY. LAUNCH**
Outlook 2013 if it is not already running.

1. On the FILE tab, click **Options**. The Outlook Options dialog box is displayed.

2. Click **Calendar** in the Navigation Pane. The calendar options are displayed.
3. Scroll down to see additional calendar options, as shown above.

Step by Step: Change Your Time Zone

4. In the Time Zone field, select [a time zone that differs from your current time zone by several hours].
5. In the *Label* field, key **Training Site**.
6. Click **OK** to save the changes.
7. On the HOME tab, click **Week** from the Arrange group to see how the modified time zone affects your calendar. The times of any set appointments and meetings will have been adjusted.
8. On the FILE tab, click **Options**.

Step by Step: Change Your Time Zone

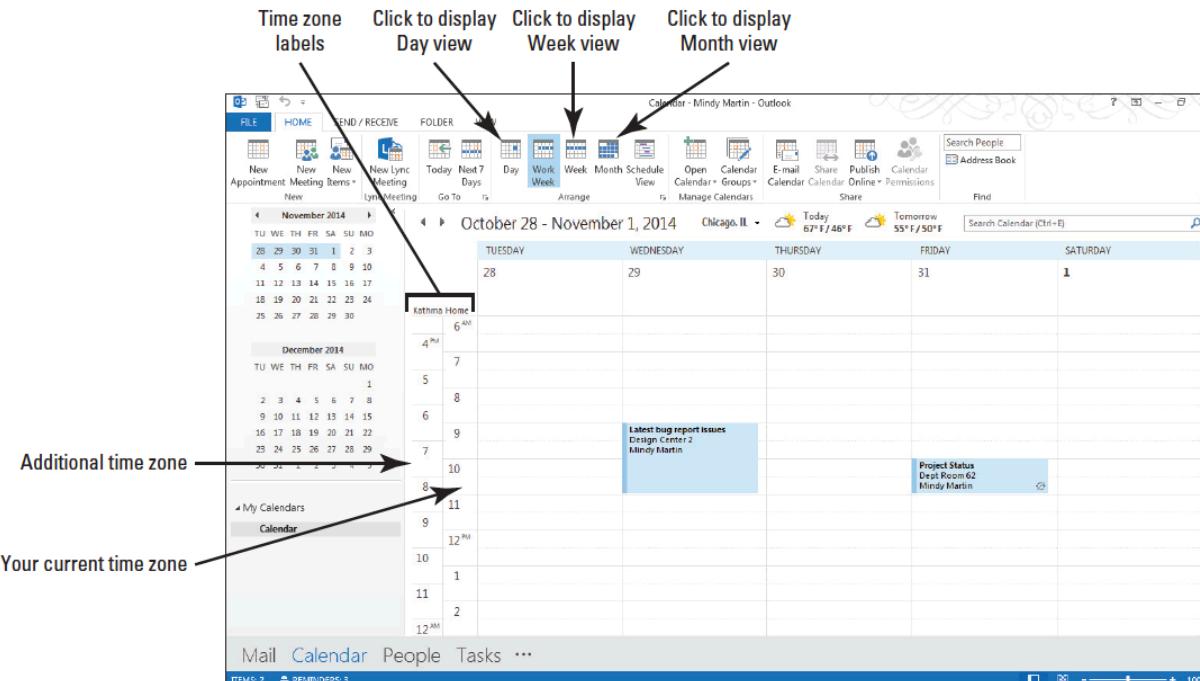
9. Click **Calendar** to see the calendar options.
 10. Scroll down to see the **Time Zone** field, select **[your own time zone]** from the list.
 11. In the **Label** field, key **Home**.
 12. Click **OK** to save the changes.
 13. On the HOME tab, click **Week** from the Arrange group, if necessary, to verify that your changes have taken effect.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Display Multiple Time Zones

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. On the FILE tab, click **Options**. The Outlook Options dialog box is displayed.
 2. Click **Calendar** in the Navigation Pane. The calendar options are displayed.
 3. Scroll down to see the time zone options.
 4. Click the **Show a second time zone** check box.
 5. In the **Label** field, key **Kathmandu**.
 6. In the **Time zone** field, select **(UTC+05:45) Kathmandu**.
(Kathmandu  Time is five hours and 45 minutes different from UTC.)
 7. Click **OK** to save the changes.

Step by Step: Display Multiple Time Zones

8. On the HOME tab, click **Work Week** from the Arrange group to verify how the change affects your calendar. Compare your calendar to the one below.



Step by Step: Display Multiple Time Zones

9. On the FILE tab, click **Options**. Click **Calendar** to see the calendar options.
 10. Scroll down to see the time zone options and click the **Show a second time zone** check box to deselect it.
 11. Click **OK** to save the changes.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

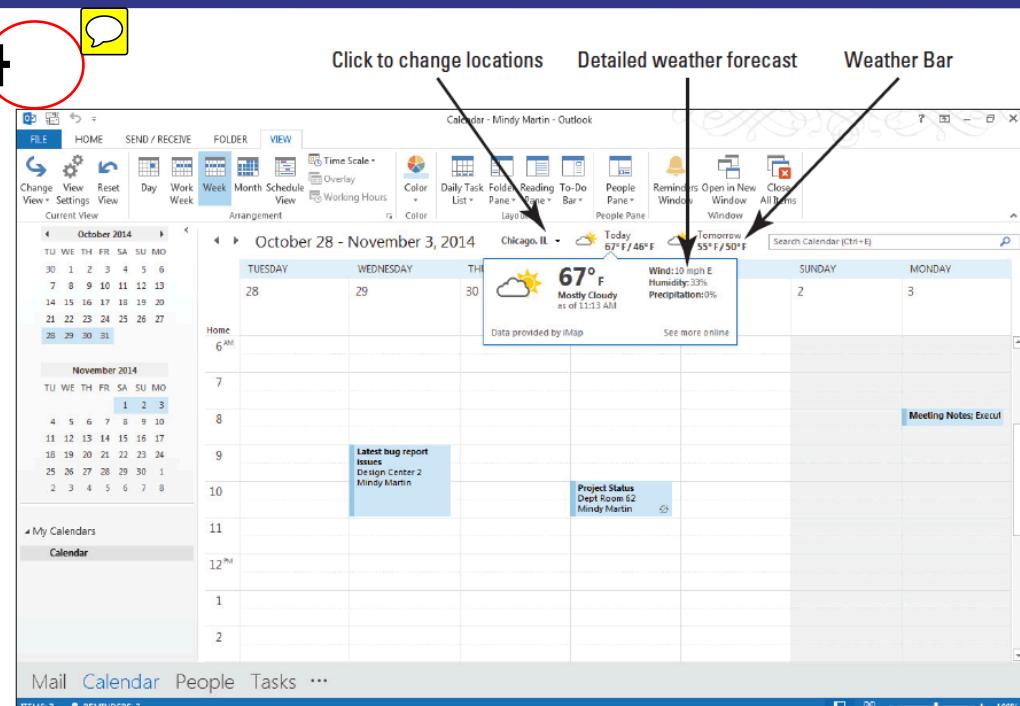
Step by Step: Customize the Weather Bar

- GET READY. LAUNCH**

Outlook 2013 if it is not already running.

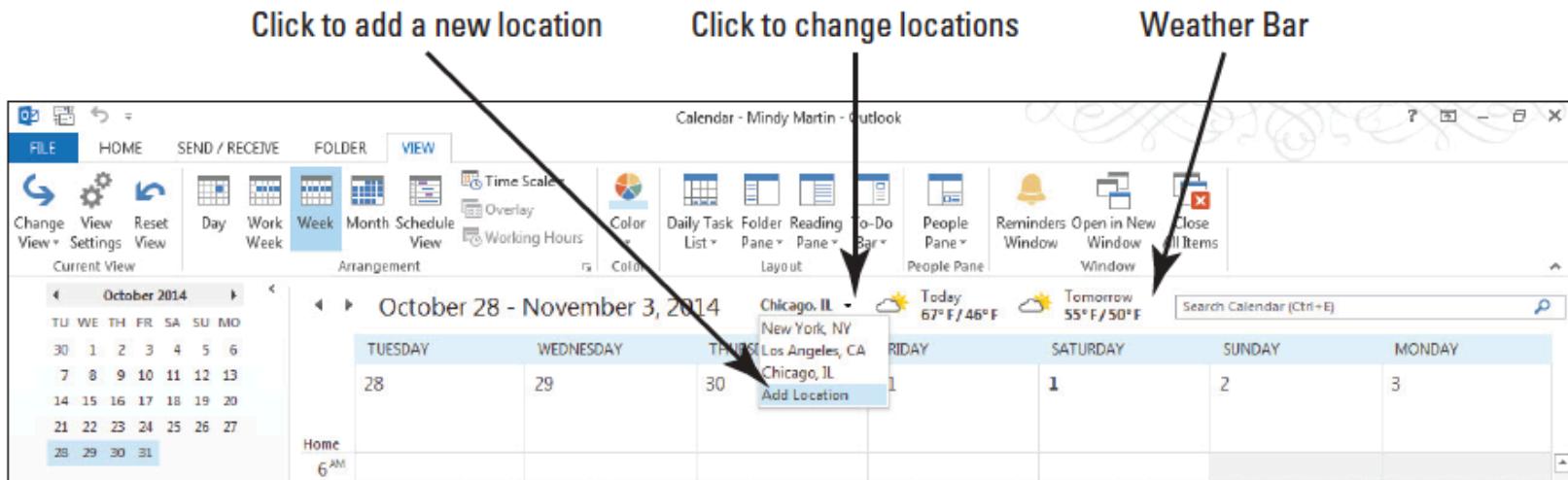
1. Click **Calendar** in the Navigation bar. On the **HOME** tab, click **Week** in the **Arrange** group.

2. Hover your mouse over **the forecast for Today**. A flyout appears with additional information, as shown above.



Step by Step: Customize the Weather Bar

3. Click the **Weather location options** drop arrow to view your list of locations, as shown below.
4. Click **Add Location** from drop list. In the *Enter city or Zip code* box, key **Seattle, WA** and [press **Enter**]. If prompted to select Seattle from the list, do so. The Weather Bar changes to show you Seattle's forecast.



Step by Step: Customize the Weather Bar

5. On the FILE tab, click **Options**. Click **Calendar** in the Navigation Pane. The calendar options are displayed.
 6. Scroll down to see the **Weather** section.
 7.  Click the **Show weather on the calendar** box to deselect it. Click **OK**. The Outlook Options dialog box closes. Notice that the weather information no longer appears at the top of the calendar.
 8. On the FILE tab, click **Options** and click **Calendar** in the Navigation Pane. The calendar options are displayed.
 9. Click the **Show weather on the calendar** box to select it and click **OK**.
 10. Click the **Weather location options** drop-down arrow and select your city from the list. If you don't see your hometown listed, click **Add Location**, key your [home Zip code] and [press Enter] to display your home-town in the Weather forecast.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Add Holidays to the Calendar

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. On the FILE tab, click **Options**. The Outlook Options dialog box is displayed.
 2. Click **Calendar** in the Navigation Pane. The calendar options are displayed.
 3. Under the *Calendar options* section, click **Add Holidays**.

Step by Step: Add Holidays to the Calendar

4. Click [the check box next to the country or region's holiday set that you want to add], as shown at right. By default, your country or region is already selected.

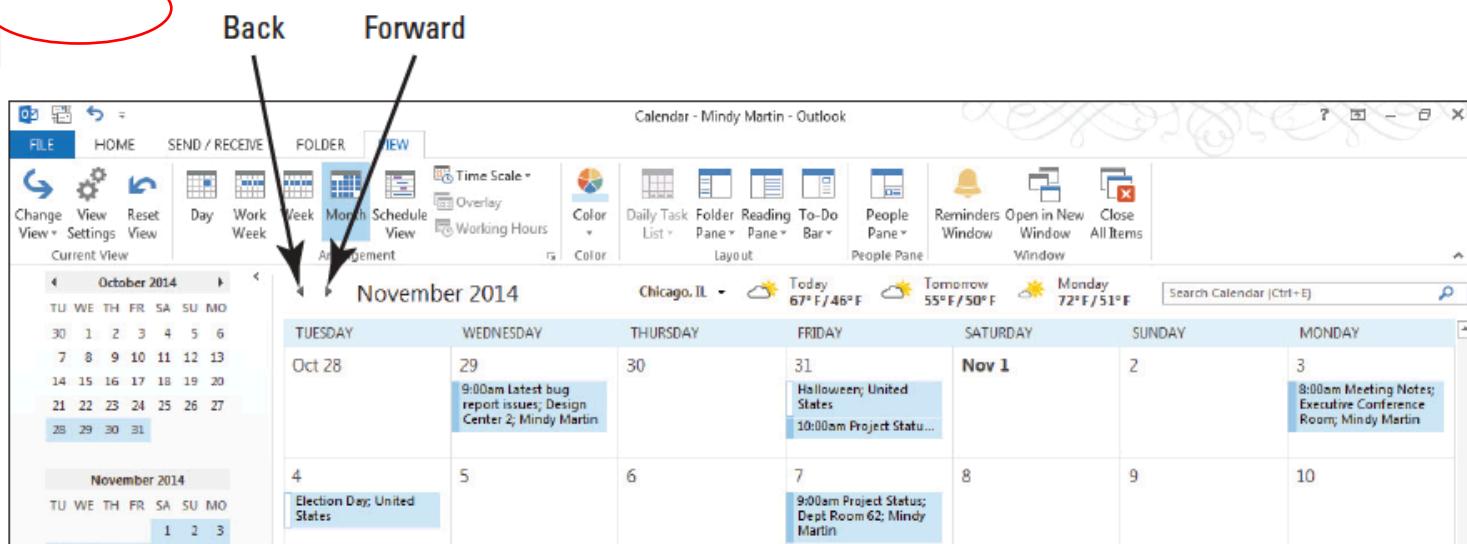


Step by Step: Add Holidays to the Calendar

5. Click **OK**. A small window is displayed while the holidays are added to your calendar. When the holidays are added, a message is displayed telling you that the holidays were added. Click **OK**.
6. Click **OK** to close the Outlook Options dialog box.

Step by Step: Add Holidays to the Calendar

7. On the HOME tab, click **Month** in the Arrange group to display the Month view. If necessary, click the **Forward** or **Back** button to view a month containing a holiday, as shown below.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise

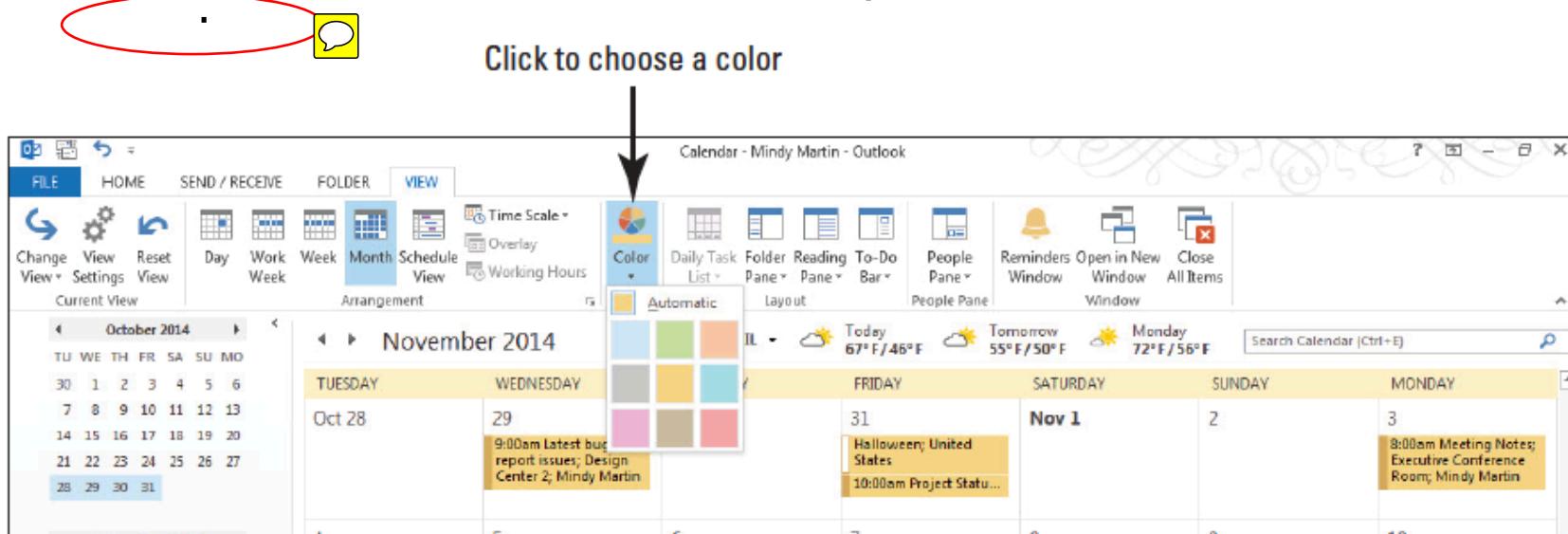


Step by Step: Change the Calendar Color

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. On the FILE tab, click **Options**. The Outlook Options dialog box is displayed. Click **Calendar**.
 2. In the *Display options* section, click the **Default calendar color:** drop-down arrow and select a color you like.
 3. Click **OK** to save the changes.
 4. On the HOME tab, click **Month** in the Arrange group to display the Month view.
 5. Click the **VIEW** tab.

Step by Step: Change the Calendar Color

6. Click the **Color** button in the Color group. Notice that the new Automatic Color matches the color you selected in the Outlook Options dialog box, as shownbelow.
 7. Select the original color swatch or keep the new one.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next

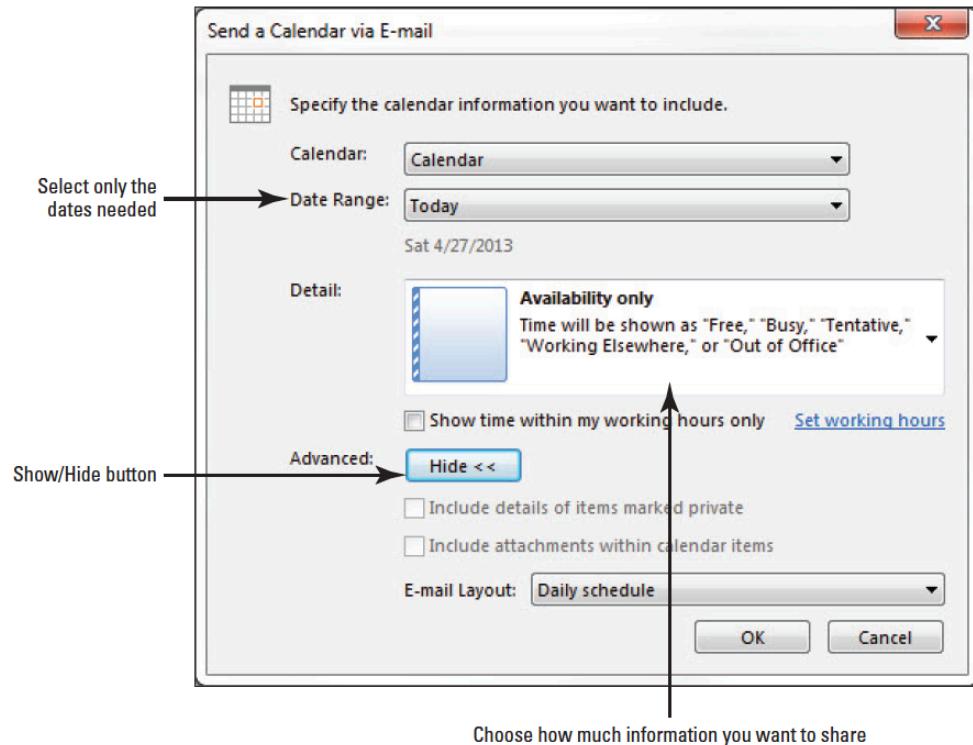


Step by Step: Send Calendar Information via Email

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. If necessary, click the **Calendar** button in the Navigation bar to display your Calendar.
 2. On the HOME tab, click the **Email Calendar** button in the Share group. An untitled Message window is displayed along with the *Send a Calendar via Email* dialog box.
 3. In the **Calendar** field, select **Calendar**, if necessary.
 4. In the **Date Range** field, select **Next 30 days**.
 5. In the **Detail** field, select **Limited details**.

Step by Step: Send Calendar Information via Email

6. Click the **Show** button in the **Advanced:** section to display more options, as shown at right.
7. In the **Email Layout** field, select **List of events**.

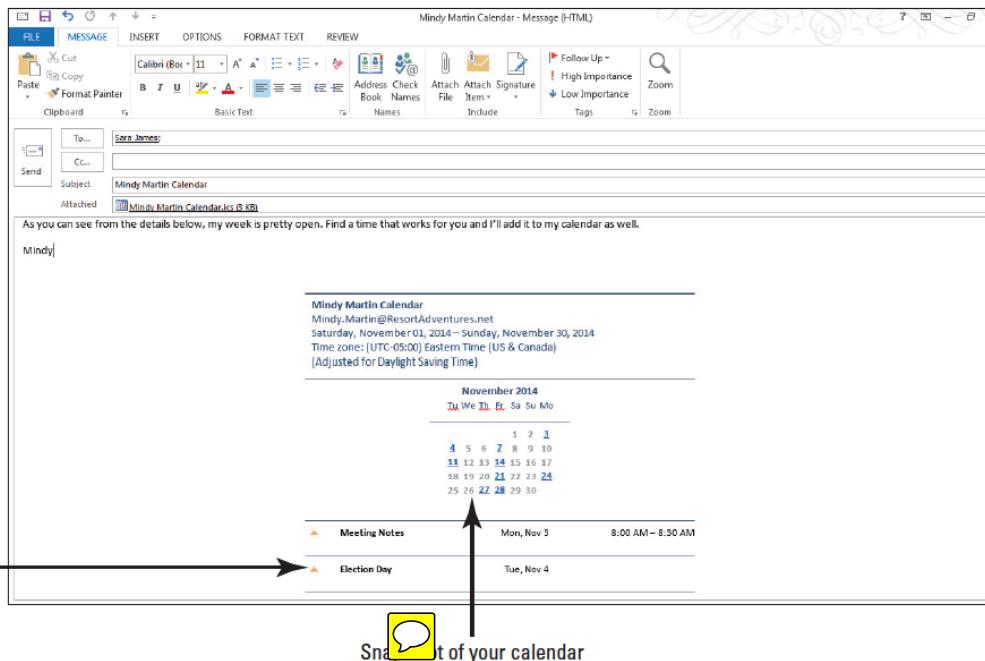


Step by Step: Send Calendar Information via Email

8. Click **OK**. The Outlook Message window displays the calendar information included in the body of the message.
9. In the To field, key **[the email address of a friend or coworker]**. In the Cc field, key **[your email address]**.
10. In the message body above the calendar details, key **As you can see from the details below, my week is pretty open. Find a time that works for you and I'll add it to my calendar as well.** [Press Enter.] Mindy.


Step by Step: Send Calendar Information via Email

11. Compare your message to the figure below. Scroll down the message body if necessary to view the data in the message.
 12. Click **Send** to return to your Calendar.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.



Step by Step: Publish Calendar Information Online

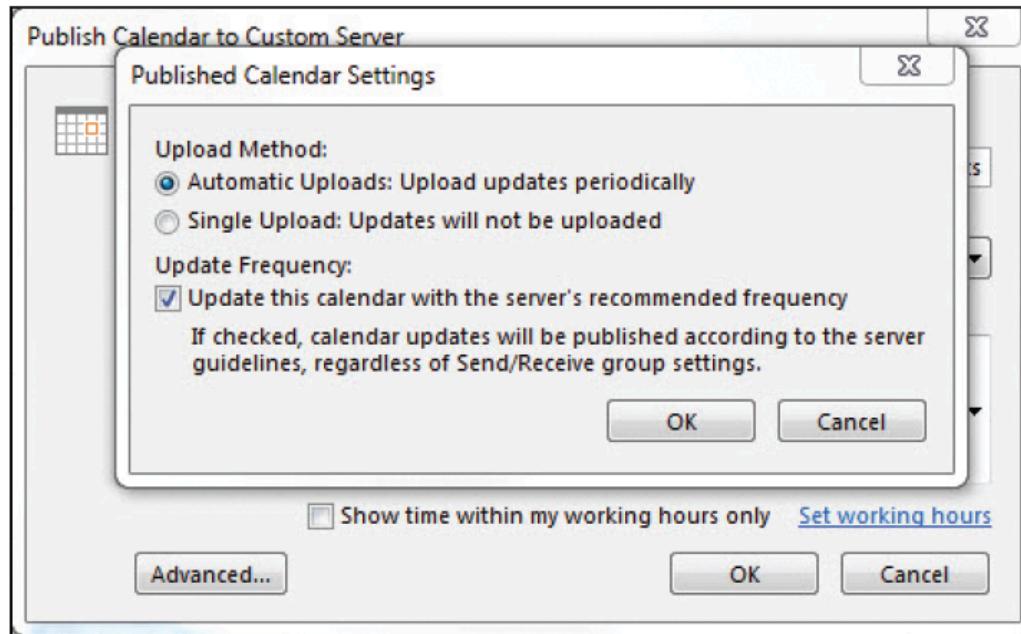
- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
- Before you begin these steps, you must be connected to the Internet and have access to a server that supports the World Wide Web Distributed Authoring and Versioning (WebDAV) protocol. Check with your instructor if you aren't sure if your account supports this.
 1. If necessary, click the **Calendar** button in the Navigation bar to display the Calendar. If necessary, select your calendar and click the **Publish Online** button in the Share group.

Step by Step: Publish Calendar Information Online

2. Select **Publish to WebDAV Server** to open the Publish Calendar to Custom Server dialog box, which is similar to the dialog box shown earlier.
3. In the *Location* field, key [the address of the WebDAV server].
4. In the *Time Span* field, select the **1 Day previous through next 90 Days** option.
5. In the *Detail* field, select **Availability only**.

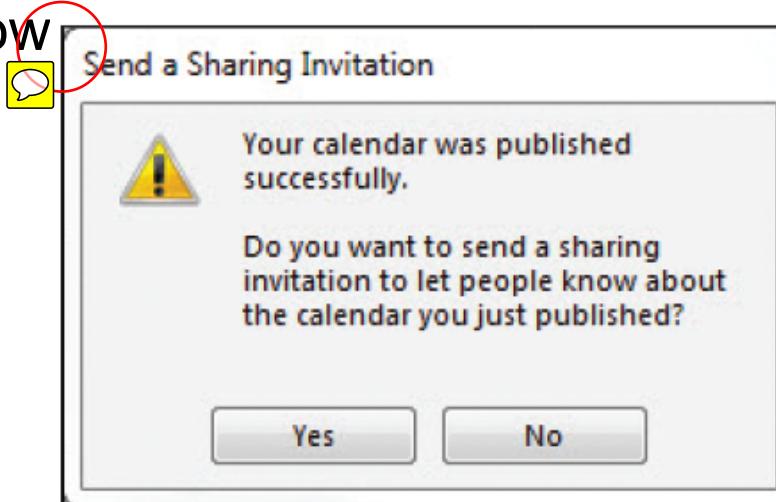
Step by Step: Publish Calendar Information Online

6. Click the **Advanced** button. The *Published Calendar Settings* dialog box is displayed, as shown below.



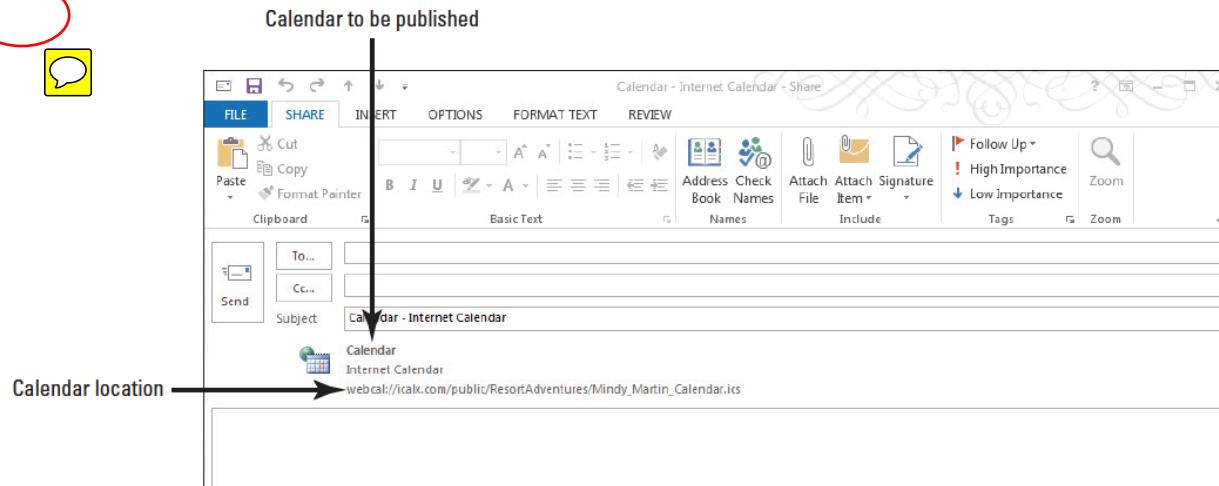
Step by Step: Publish Calendar Information Online

7. Deselect the **Update Frequency** check box and click **OK**.
8. Click **OK** to publish your calendar. Key the **[username and password]** needed to access the WebDAV server, if necessary, and click **OK**. When the upload is complete, the *Send a Sharing Invitation* dialog box is displayed, as shown below



Step by Step: Publish Calendar Information Online

9. Click **Yes**. A Share window resembling an Outlook Message window is displayed, as shown below.
 10. In the **To** field, key **[your email address]** or that of a friend if you are working together. Click the **Send** button. The invitation is sent.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.



Step by Step: Share Your Calendar with Other Network Users

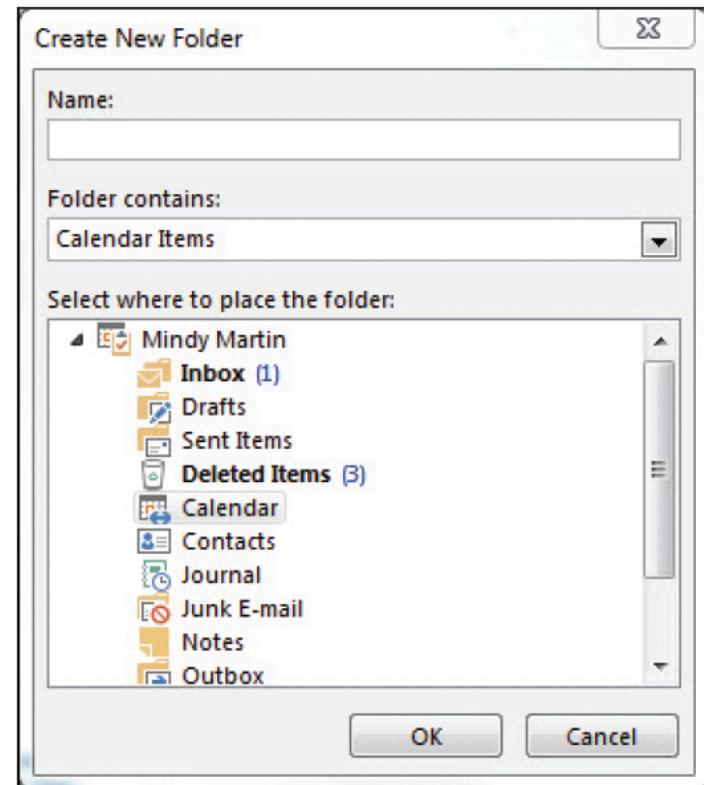
- **GET READY.** Before you begin these steps, be sure to launch Microsoft Outlook 2013. This exercise requires a Microsoft Exchange account.
 1. If necessary, click the **Calendar** button in the Navigation bar to display the Calendar window.
 2. On the HOME tab, click **Share Calendar** in the Share group. A *Sharing Invitation* message window opens.

Step by Step: Share Your Calendar with Other Network Users

3. In the *To* field, key the [name of the individual you want to view your calendar].
 4. In the *Details* field, select Limited Details.
 5. Click the *Send* button. A dialog box is displayed.
 6. Click *OK* to confirm the information. A message is sent to the person you are sharing your calendar with notifying them that they can now open and view your calendar.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

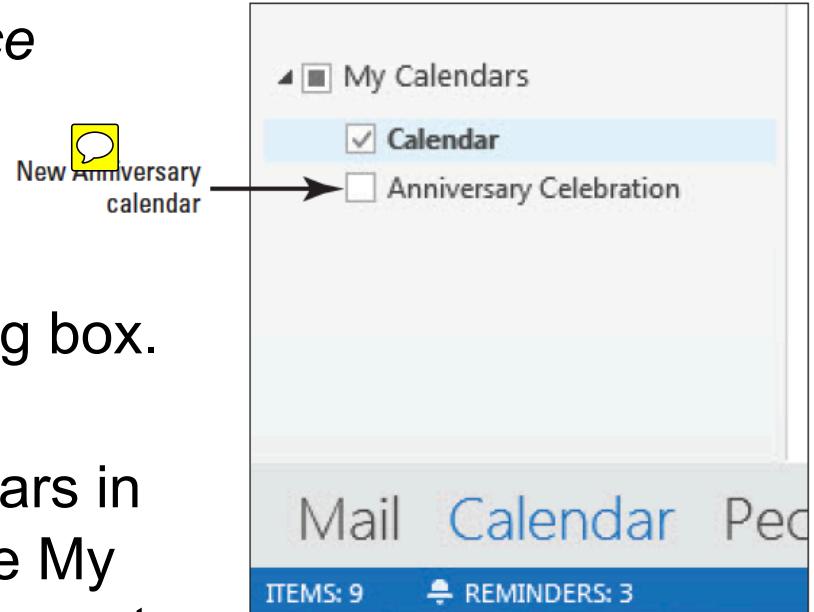
Step by Step: Create a Custom Calendar

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. On the FOLDER tab, click **New Calendar** in the New group. The *Create New Folder* dialog box is displayed, as shown at right.
 2. In the *Name* field, key **Anniversary Celebration**.



Step by Step: Create a Custom Calendar

3. In the *Select where to place the folder:* field, select your main Outlook Data File.
 4. Click **OK** to close the dialog box.
 5. The new *Anniversary Celebration* calendar appears in the Folders Pane under the My Calendars heading, as shown at right.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

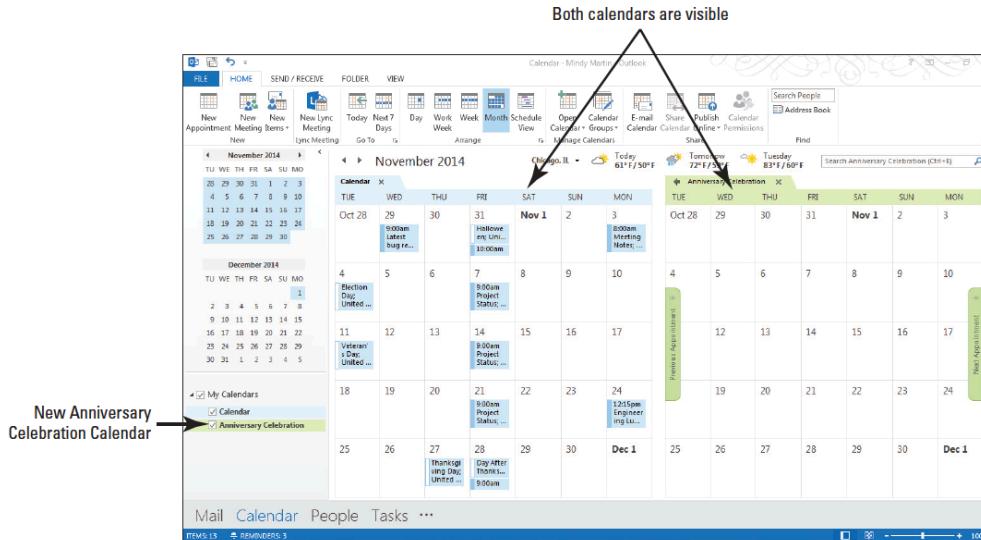


Step by Step: Display or Hide Calendars

- **GET READY. LAUNCH** Outlook 2013 if it is not already running. You must first complete the previous exercises.
 1. If necessary, click the **Calendar** button in the Navigation bar to display the Calendar window.
 2. Click the check boxes next to both **your main Outlook 2013 calendar** and the **Anniversary Celebration calendar**.

Step by Step: Display or Hide Calendars

3. Both calendars appear side by side, as shown below.
 4. Click the check box next to the Anniversary Celebration calendar in the Folders Pane to clear the check box. The second calendar is now hidden from view.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

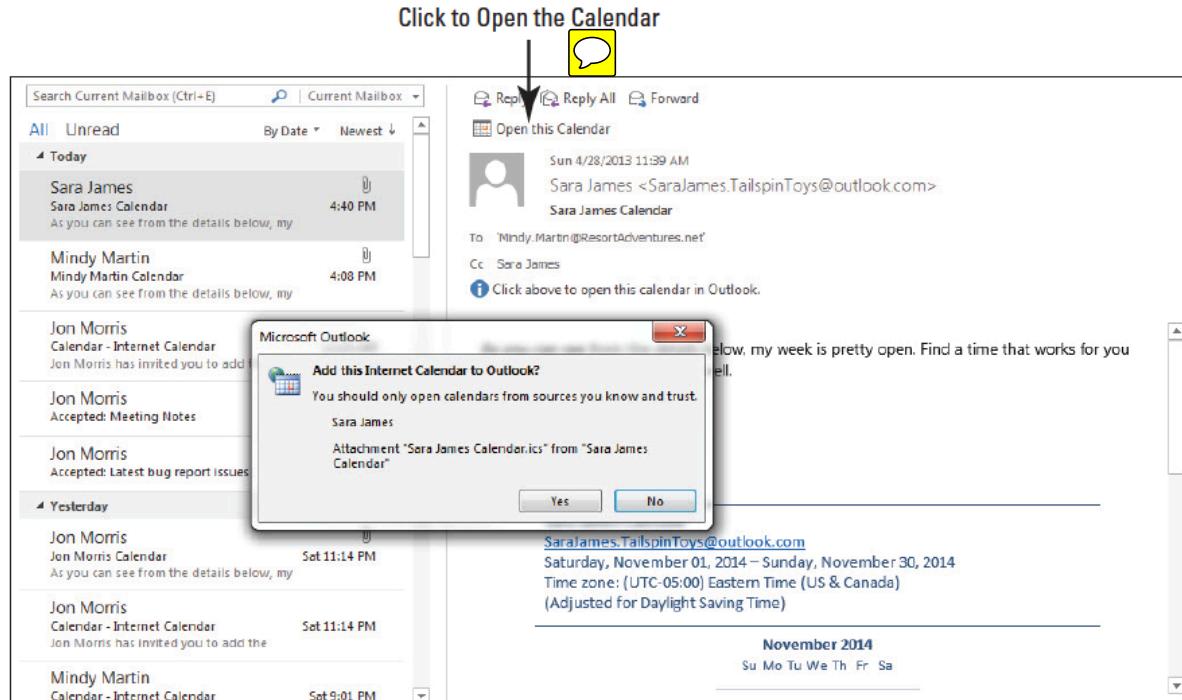


Step by Step: View a Calendar Shared via Email

- **GET READY. LAUNCH** Outlook 2013 if it is not already running. For this exercise you need to have completed the **Send Calendar Information via Email** exercise earlier in this lesson.
 1. If necessary, click the **Mail** button in the Navigation bar to display the mailbox.
 2. In the message list, select the **Calendar sharing message** sent to you by a friend or coworker. If you do not have one, locate the sharing invitation that you copied yourself on in the *Send Calendar Information via Email* exercise. The message is previewed in the Reading Pane.

Step by Step: View a Calendar Shared via Email

3. Click the **Open this Calendar** button at the top of the Reading Pane. The *Add this Internet Calendar to Outlook?* message box is displayed, as shown below.



Step by Step: View a Calendar Shared via Email

4. Click **Yes**. Outlook 2013 changes to the Calendar window. The new calendar has been added to the Folders Pane under the Other Calendars heading, and both your default calendar and the one that you received via email are displayed.
 5. Click the check box next to the new calendar to clear the check box and view the default calendar on its own.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: View Another Network User's Calendar

- **GET READY. LAUNCH** Outlook 2013 if it is not already running. This exercise requires a Microsoft Exchange account.
 1. If necessary, click the **Mail** button in the Navigation bar to display the mailbox.
 2. Scroll through the Message list to locate the **Sharing Invitation message** that was sent to you in a previous exercise. Select the message so that the contents are displayed in the Reading Pane.
 3. Click the **Open this Calendar** button at the top of the Reading Pane.

Step by Step: View Another Network User's Calendar

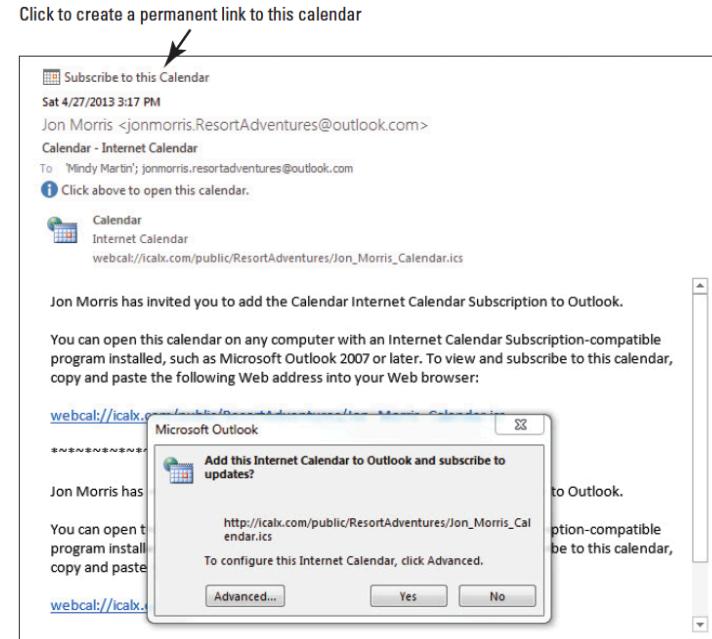
4. Click **Yes**. Outlook 2013 changes to the Calendar window. The new calendar has been added to the Folders Pane under the Shared Calendars heading, and both your default calendar and the one that you received via email are displayed.
 5. Click the check box next to the new calendar to clear the check box and view the default calendar on its own.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Subscribe to an Internet Calendar

- **GET READY. LAUNCH** Outlook 2013 if it is not already running. This exercise requires Internet access.
 1. If necessary, click the **Mail** button in the Navigation bar to display the mailbox.
 2. In the message list, click the **Internet Calendar sharing invitation** sent to you by a friend or coworker. The message is previewed in the Reading Pane.

Step by Step: Subscribe to an Internet Calendar

3. Click the **Subscribe to this Calendar** button on the top of the Reading Pane. The *Add this Internet Calendar to Outlook and Subscribe to Updates?* dialog box is displayed, as shown at right.



Step by Step: Subscribe to an Internet Calendar

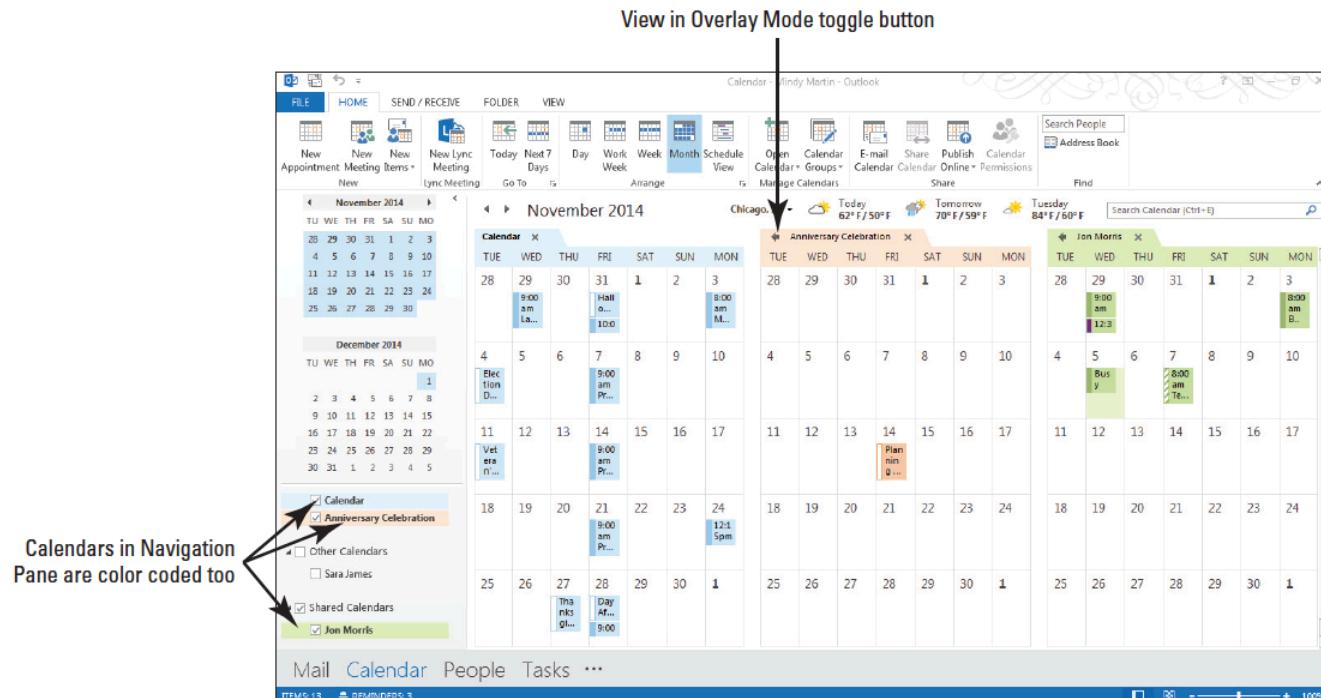
4. Click **Yes**. The new calendar has been added to the Folders Pane under the Shared Calendars heading.
 5. Click the check box next to **your default calendar** to clear the check box and view the new shared calendar on its own.
 6. In the Folders Pane, select **[the default calendar's check box]** and deselect **[any other calendars]**.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Use Overlay Mode to View Multiple Calendars

- **GET READY. LAUNCH** Outlook 2013 if it is not already running and complete the previous exercises first.
 1. If necessary, click the **Calendar** button in the Navigation bar to display the Calendar window.
 2. Click the check box next to the **Anniversary Celebration calendar** to select it. The Anniversary Celebration calendar appears next to the default calendar.
 3. Double-click **[the date a week from Friday]** in the Anniversary Celebration calendar. When the **Click To Add Event** box appears, click it and key **Planning session**.

Step by Step: Use Overlay Mode to View Multiple Calendars

- Click the check box next to one of the calendars under the Shared Calendars heading. All three calendars are now visible in the Side-by-Side mode, as shown below.

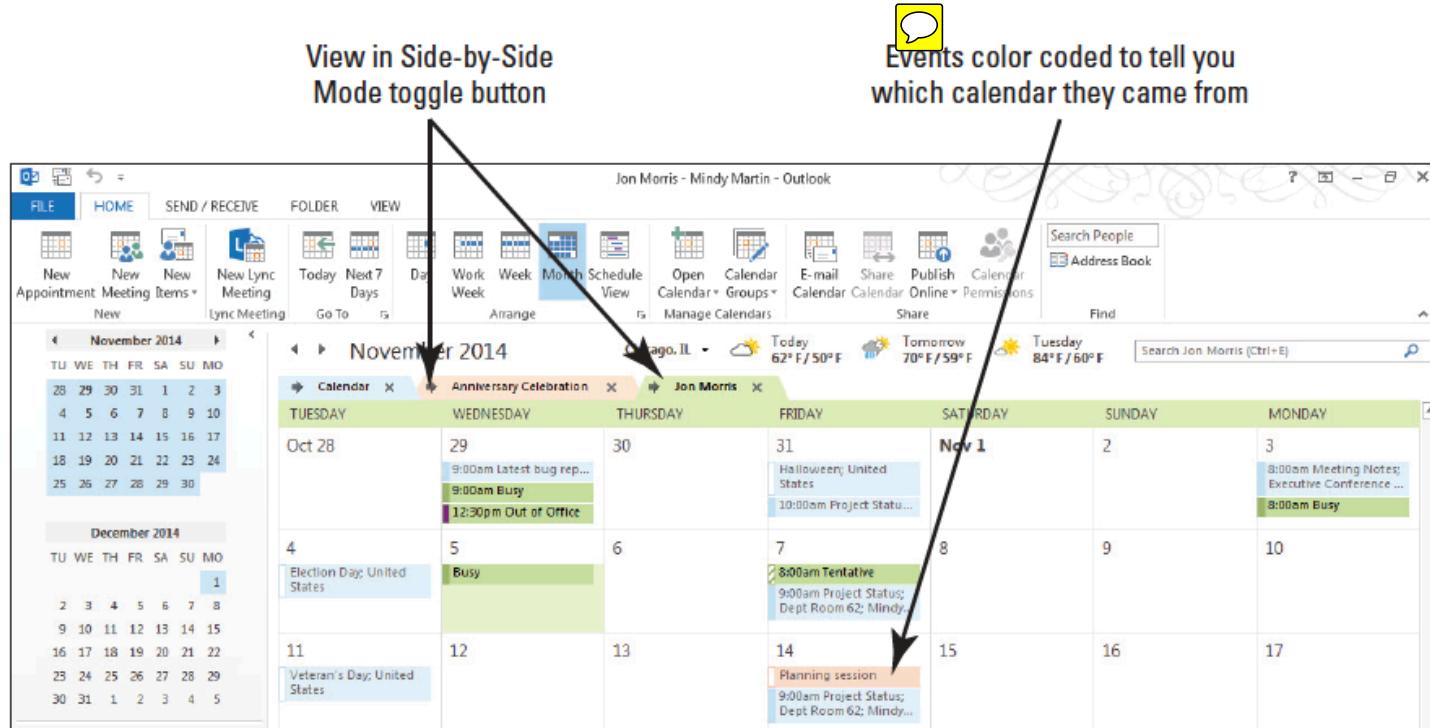


Step by Step: Use Overlay Mode to View Multiple Calendars

5. On the Anniversary Celebration calendar, click the **View in Overlay Mode** toggle button, which is the small left arrow next to the calendar's name. The Anniversary Celebration calendar slides ~~over~~ on top of the default calendar.

Step by Step: Use Overlay Mode to View Multiple Calendars

6. Click the **View in Overlay Mode** toggle button on the shared calendar. The calendars will be displayed in an overlay stack, as shown below.



Step by Step: Use Overlay Mode to View Multiple Calendars

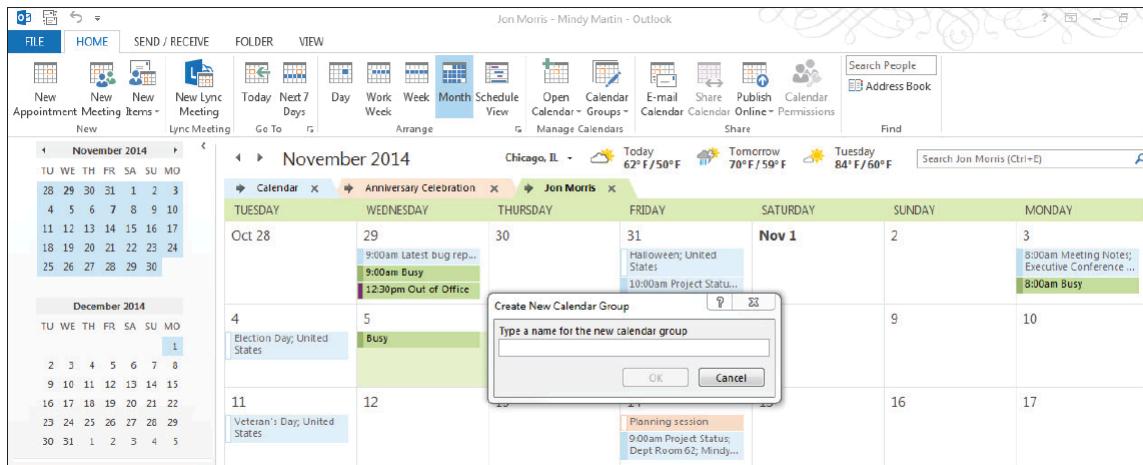
7. Click the check box next to the shared calendar's name to clear the check box.
 8. Click the **Overlay** button on the VIEW tab to return to the Side-by-Side mode.
 9. Click the check box next to the **Anniversary Celebration calendar** to clear the check box.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Create a Calendar Group

- **GET READY. LAUNCH** Outlook 2013 if it is not already running and complete the previous exercises first.
 1. If necessary, click the **Calendar** button in the Navigation bar to display the Calendar window.
 2. Click the check box next to the **Anniversary Celebration calendar**.
 3. Click the check box next to **one of the calendars** under the Shared Calendars heading.
 4. On the HOME tab, click **Calendar Groups** from the Manage Calendars group.

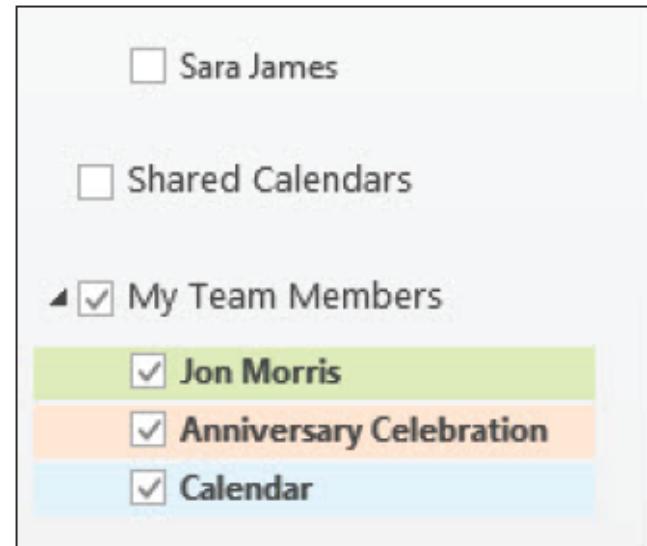
Step by Step: Create a Calendar Group

5. Select **Save as New Calendar Group** from the dropdown menu. The Create New Calendar Group dialog box is displayed, as shown below.
6. In the *Type a name* field, key **My Team Members** and then click **OK**. A new heading called **My Team Members** appears in the Folders Pane. Under this new heading are the calendars you selected to be part of the calendar group.



Step by Step: Create a Calendar Group

7. Drag another calendar from the Navigation Pane to the **My Team Members** group to add a copy of that calendar to this new group, as shown at right.
 8. Deselect the check boxes for all the calendars except for the default Calendar.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

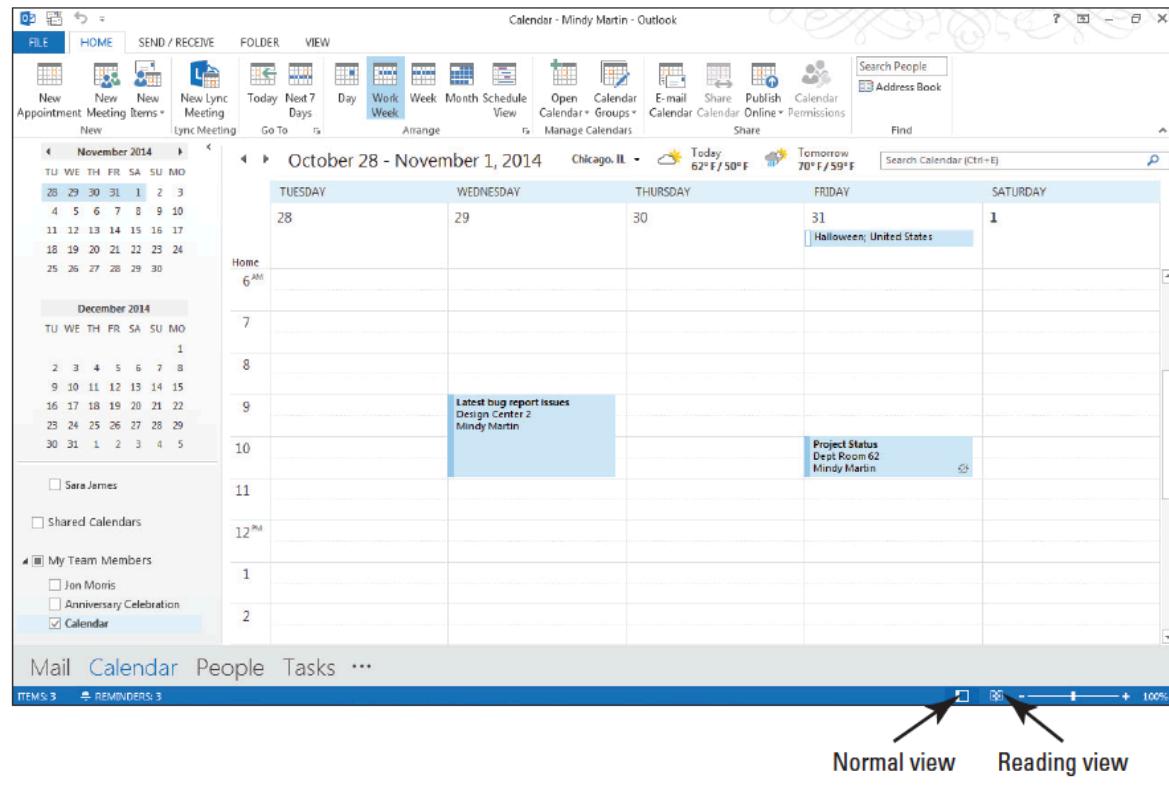


Step by Step: Arrange the Calendar View

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. If necessary, click the **Calendar** button in the Navigation bar to display the Calendar folder. If necessary, click the **Normal** view button on the status bar. This is the default Calendar view.

Step by Step: Arrange the Calendar View

2. On the HOME tab, select **Work Week** in the Arrange group. Notice that the view now reflects the Tuesday through Saturday schedule you established earlier in this lesson. Your calendar view should be similar to the figure at right.

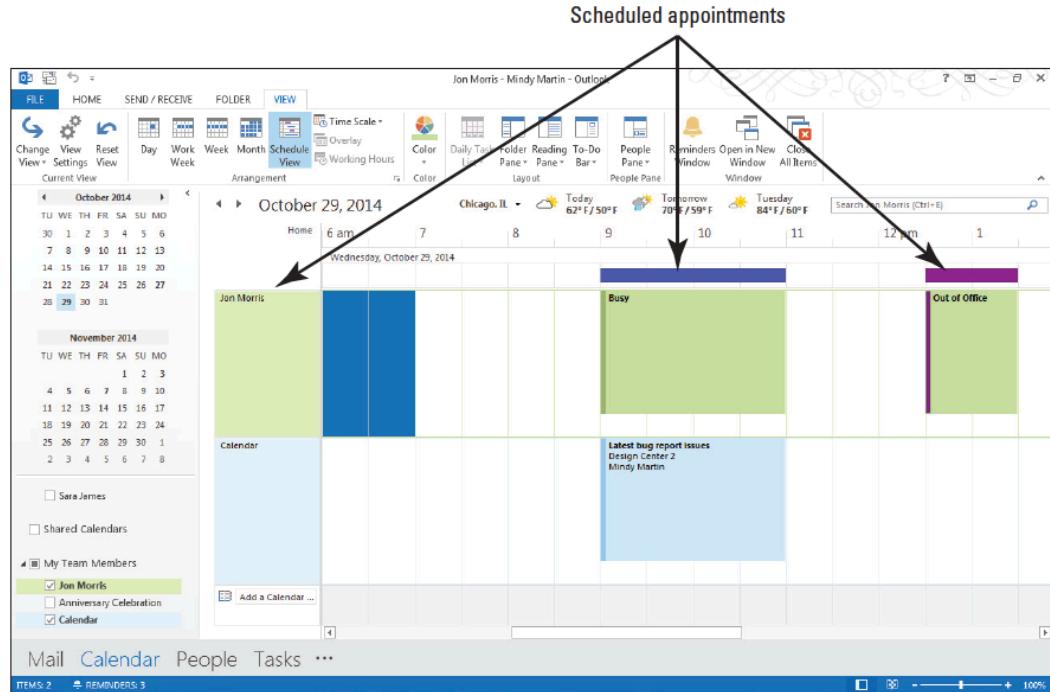


Step by Step: Arrange the Calendar View

3. On the HOME tab, select **Week** in the Arrange group. Notice that the full week is displayed.
4. On the HOME tab, select **Next 7 Days** in the Go To group. Notice that you can see seven calendar days beginning with the current date.
5. On the VIEW tab, select **Month** in the Arrange group. Notice that you can see the entire month in this view.
6. In the Folders Pane, click the check box next to a shared calendar.

Step by Step: Arrange the Calendar View

7. On the VIEW tab, select **Schedule View** in the Arrange group. Notice that both calendars are now stacked vertically with the time appearing along the top, as shown at right. Notice that appointments and time marked as busy on the calendar appear as solid blocks of time.

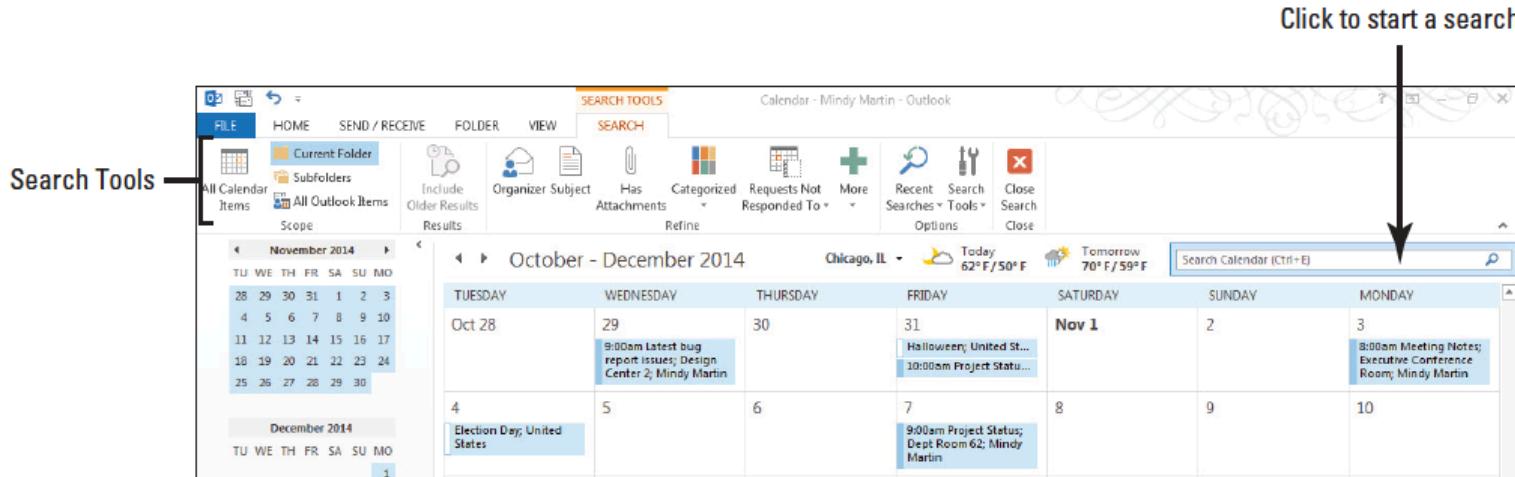


Step by Step: Arrange the Calendar View

8. Click the **Reading** button on the Status bar. The Folders Pane collapses to give you more reading room.
 9. On the VIEW tab, click the **Day** button.
 10. On the VIEW tab, click the **Time Scale** button and select the **60 minutes** option. Notice how the calendar condenses.
 11. Click the **Normal** button on the Status bar and then the **Reset View** button on the VIEW tab to restore the calendar.
 12. Click **Yes** to confirm that you want to reset the Calendar view.
 13. Close the shared calendar.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

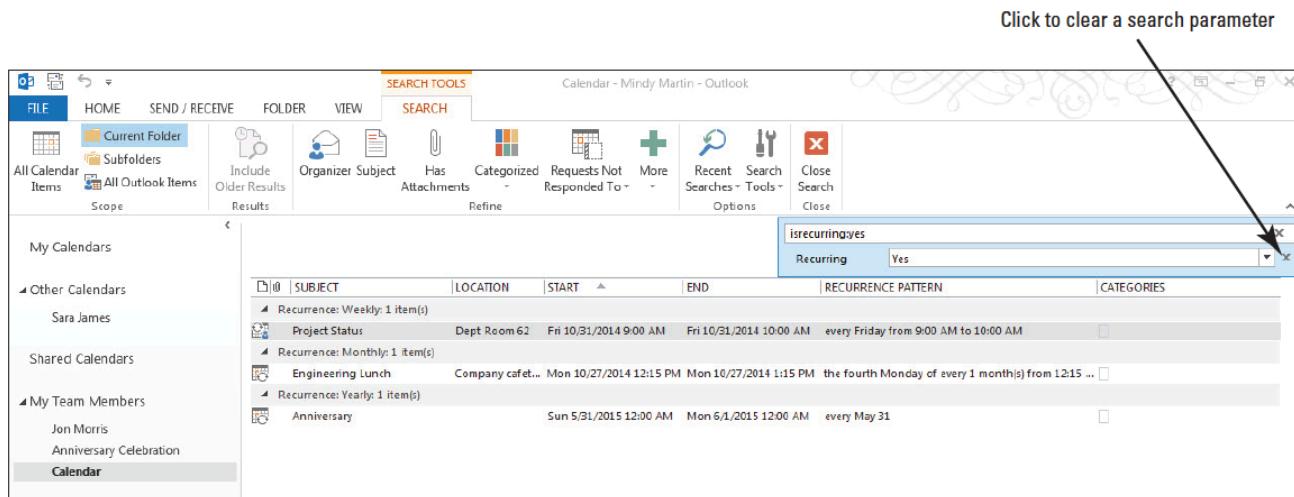
Step by Step: Search the Calendar

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. If necessary, click the **Calendar** button in the Navigation bar to display the Calendar folder.
 2. Click in the **Search Calendar (Ctrl+E)** box. The ~~Search Tools~~ SEARCH tab appears, as shown below.



Step by Step: Search the Calendar

3. Click the **More** button (in the Refine group) and select the **Recurring** option. A Recurring search filter appears below the Search box.
4. Click the **Recurring** down arrow and select **Yes**. Outlook 2013 displays a list of the recurring Calendar items, as shown below.



Step by Step: Search the Calendar

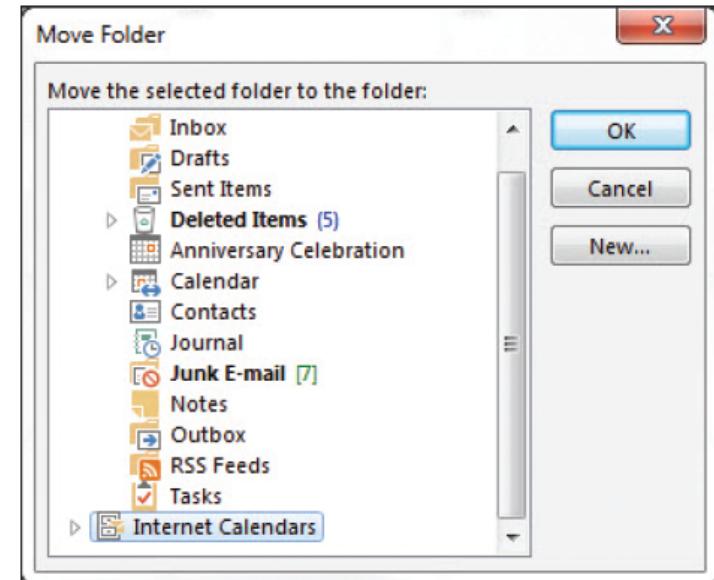
5. Click the **X** at the right of the **Recurring** search filter to clear the search box.
 6. In the **Search Calendar (Ctrl+E)** box, key **Room A** to locate all of the Calendar items that take place in Conference Room A.
 7. Click the **Close Search** button to return to your regular Calendar view.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Move a Calendar

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. If necessary, click the **Calendar** button in the Navigation bar to display the Calendar window.
 2. Select the checkbox in front of the Internet calendar you subscribed to earlier in this lesson.
 3. Click the **FOLDER** tab to display your Calendar management tools.

Step by Step: Move a Calendar

4. Click the **Move Calendar** button in the Actions group. The Move Folder dialog box appears, as shown at right.
 5. Scroll through the list and select **Internet Calendars** from the list. Click **OK**.
 6. Select the default calendar and drag it to the **My Calendars** calendar group in the Folders Pane.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

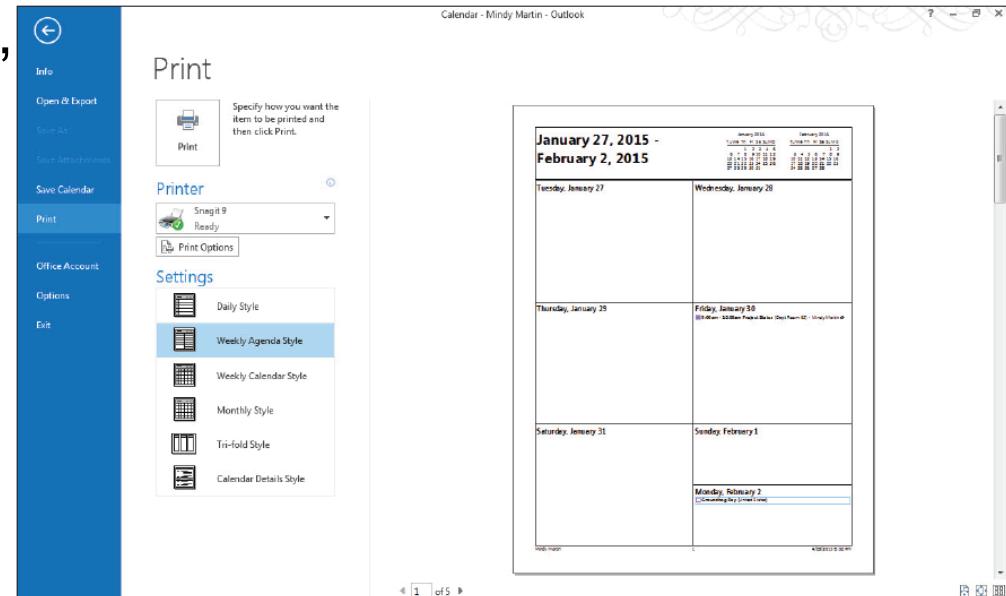


Step by Step: Print a Calendar

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. If necessary, click the **Calendar** button in the Navigation bar to display the Calendar window.
 2. Use the Date Navigator to select **[the third week of February]**.
 3. On the FILE tab, click **Print**.
 4. In the **Printer** field, select **[your printer]** from the drop-down menu.

Step by Step: Print a Calendar

5. In the **Settings** field, click **Weekly Agenda Style**. A preview of your printed page appears in the Preview pane as shown at right.



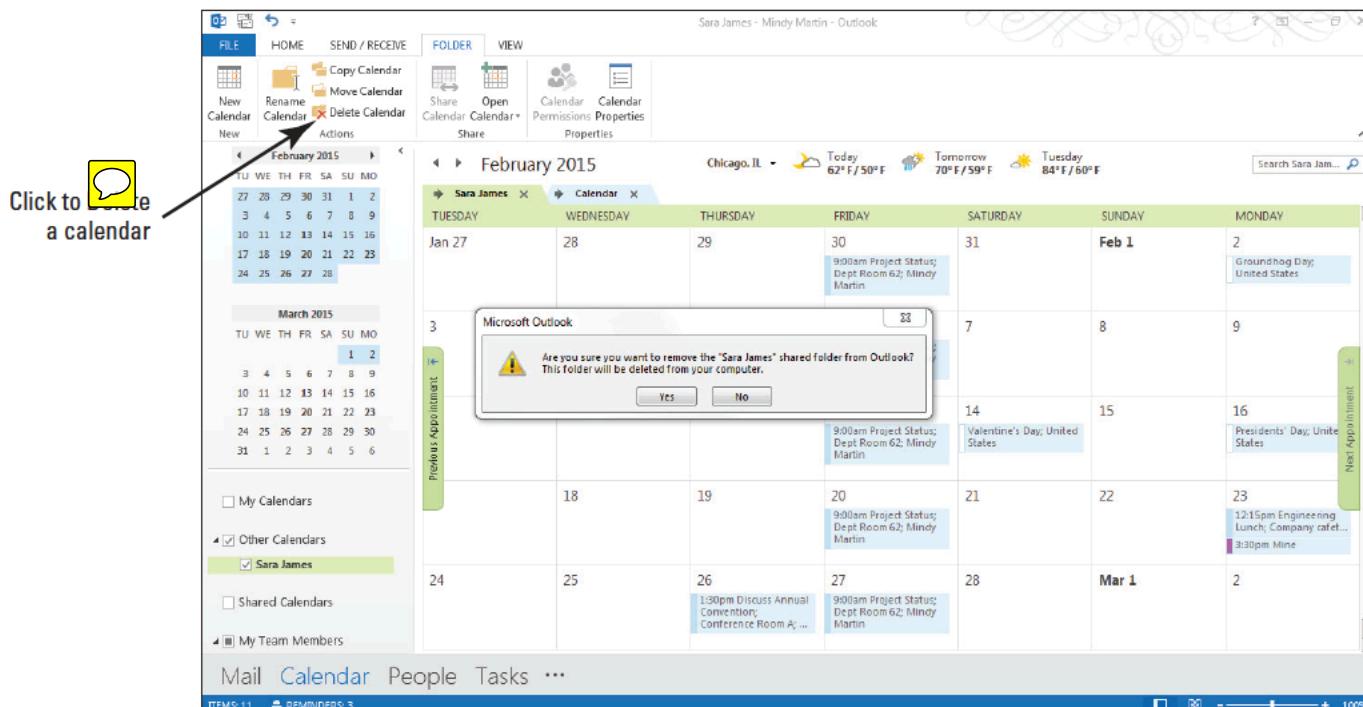
6. Click **Print** to send your calendar to the printer.
- **PAUSE. LEAVE** Outlook 2013 open to use in the next exercise.

Step by Step: Delete a Calendar

- **GET READY. LAUNCH** Outlook 2013 if it is not already running.
 1. If necessary, click the **Calendar** button in the Navigation bar to display the Calendar window.
 2. Click the check box next to the calendar that was shared with you via email to select it. Deselect all the other calendars.
 3. Click the **FOLDER** tab to display your Calendar management tools.

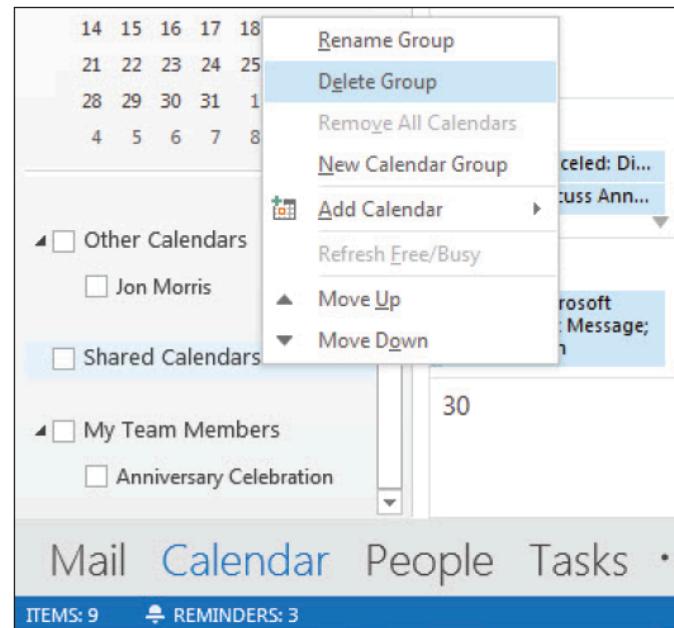
Step by Step: Delete a Calendar

4. Click the **Delete Calendar** button in the Actions group. A confirmation message window is displayed, as shown below.
5. Click **Yes** to confirm the decision.



Step by Step: Delete a Calendar

6. Right click the now-empty **Shared Calendars** group in the Folders Pane. A shortcut menu appears as shown at right.
 7. Select the **Delete Group** option. A message window appears.
 8. Click **Yes** to confirm your decision.
- **PAUSE. CLOSE** Outlook 2013 ~~open to use in the next exercise.~~



Skill Summary

| Skills | Exam Objective | Objective Number |
|---------------------------------|--|------------------|
| Setting Calendar Options | Demonstrate how to set calendar work times | 3.1.4 |
| | Modify calendar time zones | 3.1.2 |
| | Adjust viewing details for calendars | 3.1.1 |
| Sharing Your Calendar | Share calendars | 3.1.8 |
| Working with Multiple Calendars | Create multiple calendars | 3.1.5 |
| | Overlay calendars | 3.1.7 |
| | Manage calendar groups | 3.1.6 |
| Managing Calendars | Adjust viewing details for calendars | 3.1.1 |
| | Search calendars | 1.4.5 |
| | Print calendars | 1.3.2 |
| | Delete calendars | 3.1.3 |