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Outlook Calendar Basics

The Outlook 2013 Calendar allows you to change the view, share calendars among users, create a calendar group to see a number of calendars at one time, and change calendar settings.

Calendar Views

1. Select Calendar in the bottom left corner.

2. Select Day, Work Week, Week, Month, or Schedule View from the top of the calendar.

- **Day**: See a daily view of the calendar.
- **Work Week**: See a 5-day work week view of the calendar.
- **Week**: See a weekly view of the calendar.
- **Month**: See a monthly view of the calendar. Use the radio buttons to choose how much detail you see:
  - **Low**: Only shows all day appointments.
  - **Medium**: Shows appointments with a blue line.
  - **High**: Shows all appointments.
- **Schedule View**: See a schedule view of the calendar.

3. Use the left and right arrows to move between dates.
Sharing Calendars

1. Select **Calendar** in the bottom left corner.

![Calendar selection](image1)

2. Select **Share Calendar**.

![Share Calendar button](image2)

3. In the **Sharing Invitation** window, enter the person’s email address in the **To** field.

![Sharing Invitation window](image3)

4. **Optional:** Check **Request permission to view recipient’s Calendar** to ask for permission to see the other person’s calendar.

![Request permission](image4)

- **Note:** Checking this box does not guarantee that you will be able to view the person’s calendar. They must first grant permission.

5. Check the box **Allow recipient to view your Calendar**.

![Allow recipient](image5)

- **Note:** The person will only be able to view your calendar. They will not be able to add, edit, or delete entries.

6. Select **Full Details** from the drop-down box next to **Details**.

![Full Details](image6)

7. Select **Send**.

- **Note:** The person will only be able to view your calendar. They will not be able to add, edit, or delete entries.
Creating a Calendar Group

1. Select **Calendar** in the bottom left corner.

2. Select **Calendar Groups**.

3. Select **Create New Calendar Group**.

4. Enter a name and select **OK**.

5. Select individual names from the list and select **Group Members**.

6. Select **OK**.

7. To edit the calendar group, right click on the group name and select the appropriate option.
Opening the Master or Conference Center Calendar

1. Select Calendar in the bottom left corner.

2. Select Open Calendar.

3. Select Open Shared Calendar from the list.

4. Select Name to open the Global Address List.

5. Select !Master or !conferencecenter.

6. Select OK twice.

7. The Master or Conference Center calendar will now appear beside your calendar.

Note: You only have permission to view the master college calendar and conference center calendar. You cannot edit it in any way.
Hiding Shared Calendars

1. Select Calendar in the bottom left corner.

2. Uncheck the box next to the shared calendar you want to hide.

3. To view the calendar again, check the box next to the shared calendar.

Calendar Settings

1. Select Calendar in the bottom left corner.

2. Select File.

3. Select Options.

4. Select Calendar.
5. You can change the days and hours that are set for the Calendar Work Week.

![Work time settings](image)

6. You can change the **Default reminders** by selecting a different time from the drop-down box.

![Calendar options settings](image)

**Note:** You can turn off the default reminder by unchecking the box next to **Default reminders**.

7. You can set further options under **Display options**.

![Display options settings](image)

8. Select **OK**.