# Outlook 2016: Calendar Basics

**Prairie State College**

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Outlook Calendar Basics

The Outlook 2016 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 the Calendar icon 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 the Calendar icon in the bottom left corner.

2. Select Share Calendar.

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

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

   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.

   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.

7. Select Send.
Creating a Calendar Group

1. Select the Calendar icon 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 the **Calendar** icon 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 the Calendar icon 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 the Calendar icon 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.

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

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

8. Select **OK**.