Outlook – Calendar View

To customize the way you **View** your Calendar in Outlook, follow these steps:

1) Open Outlook and click the **Calendar** tab to display the **Calendar Page** and the **Calendar Toolbar**.

2) Using the Calendar Toolbar, you can customize your Calendar View. The following will describe each **Display View:**

    - Click **Today** to open **Day View**.
    - Click **Day View** to display the current or selected day in hourly increments, morning to evening.
    - Click **Week View** to display the current or selected week in daily increments, Sunday through Saturday.
    - Click **Horizontal Week View** to display the current or selected week in daily increments, Sunday through Saturday.
    - Click **Month View** to display the current or selected month is daily increments, Sunday through Saturday.
    - Click **List View** to display a list of all your scheduled events.
    - Click **Print** to open your browser's **Print dialog box** and print your calendar as it's displayed in the current view.

3) **Note**: **Calendar** automatically remembers last view selected, so as you change tabs, the last view will appear when you click the **Calendar** tab.

4) You can view your and other calendar user's schedules by clicking **Schedules** on the calendar toolbar. This is a good way to determine when a meeting can be best scheduled. To check your or other's schedules, follow these steps:

    - Navigate to the date you want and click **Schedules** in the Calendar toolbar which will display a time grid for the week showing your free/busy availability (when you have scheduled events), along with fields below for entering an event's starting and stopping dates and times.
    - Specify the names of people, locations, or resources whose schedules you want to view by entering the name or nickname of a Webcal user or a contact in your contacts list in the User text box and clicking **Add**. People whose schedules you check this way must have **Request Appointments** permissions selected; this permission is selected by default. Locations and resources whose availability is checked in this way must be set up by the system administrator in order for the **Free/Busy** lookup to work. You can

also specify names by using the **Find User** window. The time grid displays scheduled events for each specified user. Use the grid's horizontal scroll bar to navigate to the desired date and time.

5) **(Optional)** Use the fields and buttons below the grid as follows:

- Enter **Start** and **End** dates and times to change the time grids and easily see whether a user has an event scheduled during your proposed date/time.
- Click **Suggest Times** to have the time grid move to the next time when your users (as added attendees) are available.
- Click **New Meeting** to open the **Add/Edit Event** window with your added attendees in the specified time slot.