



Quick Reference Guide 6

Outlook 2010 for Windows

Calendar



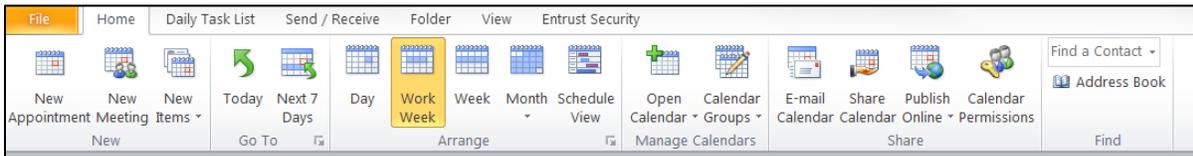
The Calendar

As with other Outlook main folders, the **Calendar** folder has multiple tabs with various commands which display in ribbons; the commands are organized in logical groups. The tabs replace the menus in previous versions of Outlook. Below are screenshots of the command tabs for the **Calendar**.

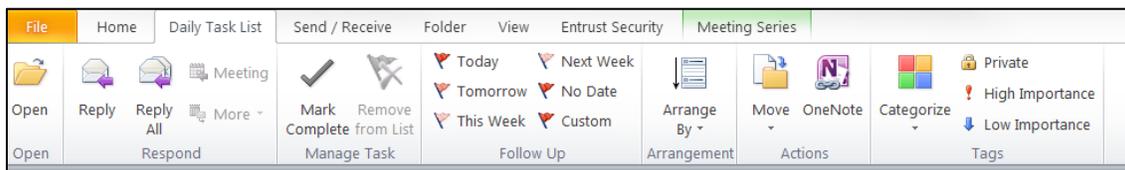
To display the **Calendar**, click the **Calendar icon** in the *Navigation Pane*, or press **Ctrl+2**.

Calendar Command Tabs and Ribbon

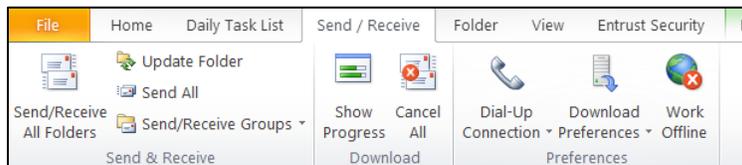
Home Command Tab: *New, Go To, Arrange, Manage Calendars, Share and Find*



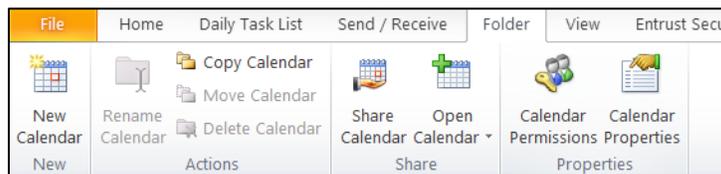
Daily Task List Command Tab: *Open, Respond, Manage Task, Follow Up, Arrangement, Actions and Tags*



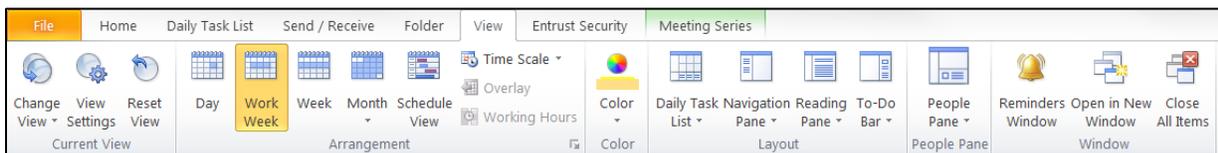
Send / Receive Command Tab: *Send & Receive, Download and Preferences*



Folder Command Tab: *New, Actions, Share and Properties*

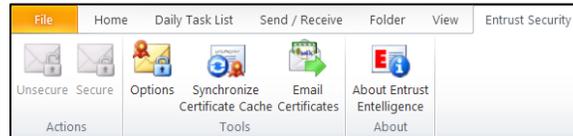


View Command Tab: *Current View, Arrangement, Color, Layout, People Pane and Window*

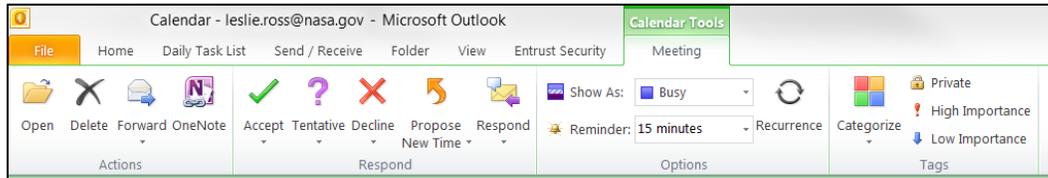


For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

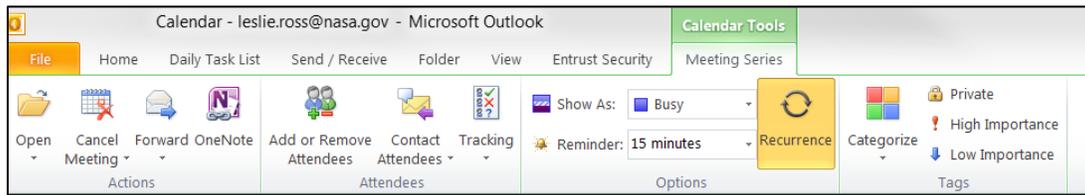
Entrust Security Command Tab: Actions, Tools and About



Calendar Meeting Tools Tab: Actions, Respond, Options and Tags



Calendar Meeting Series Tools Tab: Actions, Attendees, Options and Tags



Customize the Quick Access Toolbar for Appointments and Meeting Requests

As with the **Quick Access Toolbars** throughout Office 2010, each Outlook new item window has its own **Quick Access Toolbar** that can be customized by the user. Steps to customize the **Quick Access Toolbars** throughout Outlook are outlined in the Outlook 2010 for Windows QRG 1 – Getting Started.

The Calendar Views

When displaying the Calendar, the **Home Tab** and the **View Tab** include commands for several default views: **Day**, **Work Week**, **Week** and **Schedule View**. To learn how to customize views, see the Outlook 2010 for Windows QRG 4 – View Customizations.

Calendar Day View

- Click **Home Tab | Day** or **View Tab | Day** to display the **Day** view.
- If you would like to display several days, hold the **Ctrl** key and click on the **appropriate day(s) on the Month Navigator** in the *Navigation Pane* (shown below). The specific selected days will display (shown right).



Calendar Work Week View



Calendar Week View



Calendar Month View

When selecting Month view, there are three options for the amount of detail to include.

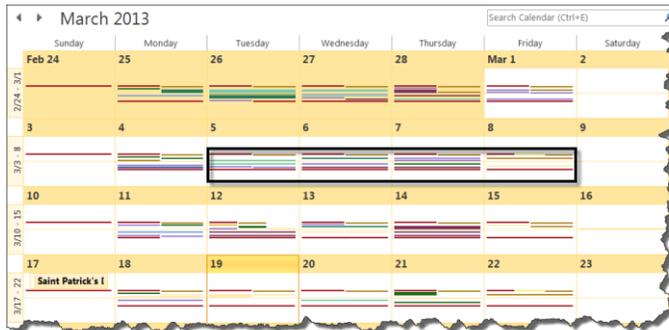
1. Click **Home Tab | Month**. A drop-down list displays with three options: **Show low detail, Show medium detail or Show high detail**.
2. Select the appropriate detail for the **Month** view.

Month View – Low Detail displays All Day Events, Medium Detail displays blocks of color for items on the Calendar, while High Detail includes full descriptions.

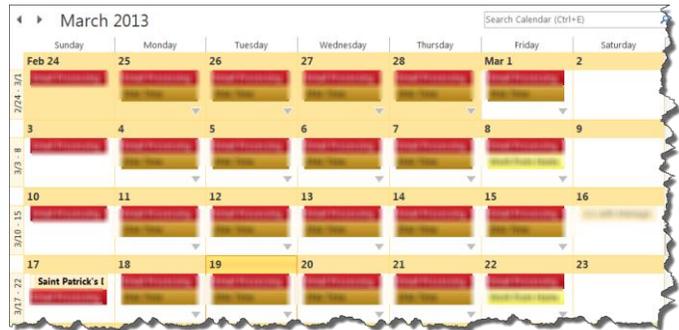
• Month View – Low Detail



• Month View – Medium Detail



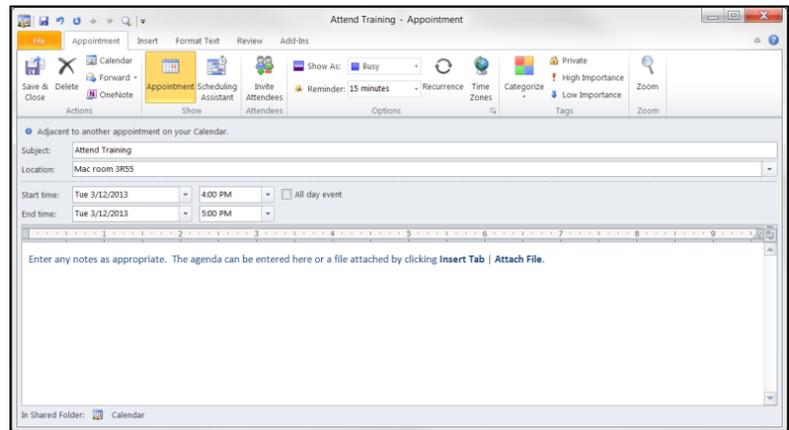
• Month View – High Detail



Appointments

Create an Appointment

1. From the Calendar, click **New Appointment** or **double-click a time slot**. The *Appointment* dialog box displays (shown right). When displaying the Calendar, you can also press **Ctrl+N** to display the *Appointment* dialog box. If not displaying the calendar, press **Ctrl+Shift+A**.
2. Enter the **subject** in the **Subject** field.
3. Enter the **location** in the **Location** field.
4. Click the **drop-down arrow** for the **Start time** and select the date; then click the **drop-down arrow** to select a **time**.



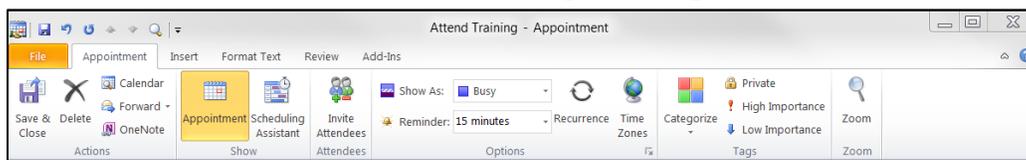
5. Click the **drop-down arrow** for the **End time** and select the date; then click the **drop-down arrow** to select a **time**.

Click the All Day Event checkbox if the appointment will span your entire workday. All Day Events display at the top of the Calendar View for the day specified.

6. Enter **notes** appropriately in the **text** field provided.
7. Use the features on the **Appointment Command Tabs** (discussed in the section entitled Appointment Window Command Tabs at page 4) to insert items, format text, mark private or spellcheck.
8. Click **Save & Close** when complete.

Appointment Window Command Tabs

Appointment Command Tab: Actions, Show, Attendees, Options, Tags and Zoom



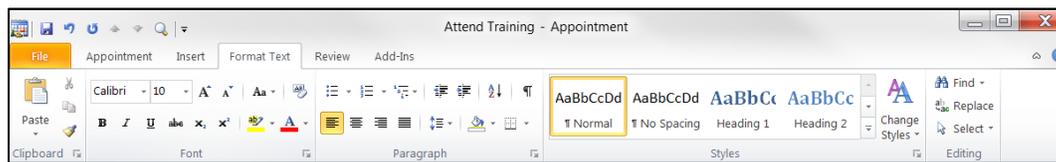
- Click **Calendar** to open your Calendar in a separate window to check for conflicts.
- Click **Scheduling Assistant** to see your Calendar in a timeline view to find an available time.
- Click **Invite Attendees** to change the appointment to a meeting and send meeting requests to the invitees. For more instructions on meeting requests, see the section entitled Create a Meeting Request at page 5.
- Click the **Forward drop-down arrow** and select to send the item as an **iCalendar** item importable into other mail applications.
- Click **High Importance** or **Low Importance** to mark the item accordingly.
- Click **Private** to mark the item private so that delegates or users with shared rights of full detail cannot read the details of the item.
- Click **Zoom** to view the window’s content larger without adjusting the font size. You can also press **CTRL + the plus sign (+)** or **CTRL + the minus sign (-)** to increase or decrease the zoom.
- Click **Categorize** to apply a category to the item. Steps to create and apply categories are outlined in the Outlook 2010 for Windows QRG 3 – Mail.

Insert Command Tab: Include, Tables, Illustrations, Links, Text and Symbols



- Click **Attach File** to insert a document into the appointment window.
- Click **Outlook Item** to insert any Outlook item (Message, Task, etc.) into the appointment window.
- Click **Business Card** to insert a business card for a contact stored in your Contacts list.
- Click **Signature** to display a drop-down list of your stored signatures. Click to select the one to insert. Instructions to create an Outlook Signature are outlined in the Outlook 2010 for Windows QRG 3 – Mail.
- Click **Table** to insert a table with full Word 2010 Table functionality. The **Table Tools Design** and **Layout Command Tabs** display.
- Click any of the **Illustrations**, **Links**, **Text** or **Symbol** commands to insert the appropriate item.

Format Text Command Tab: Clipboard, Font, Paragraph, Styles and Editing

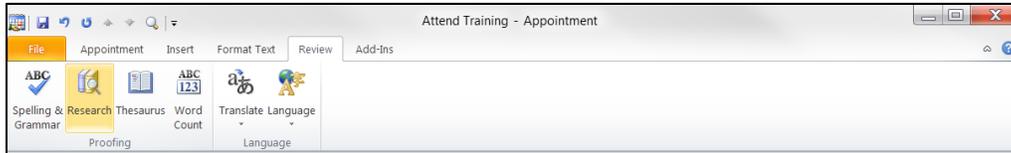


- Select text to be edited and then click any of the buttons to apply changes: **Cut**, **Copy**, **Font**, **Paragraph** or **Styles**.
- Click **Paste** to insert cut or copied text.
- Select the text with the desired formatting then click **Format Painter** to copy the format one time from the selected text and paint the same format over newly selected text. Click the **Format Painter** twice to turn on the feature and paint formatting over selected text multiple times. Click **Format Painter** once to turn it off.

- Click the **Clipboard, Font, Paragraph or Style dialog box launchers** to display the full dialog boxes for each set of commands.



Review Command Tab: Proofing and Language



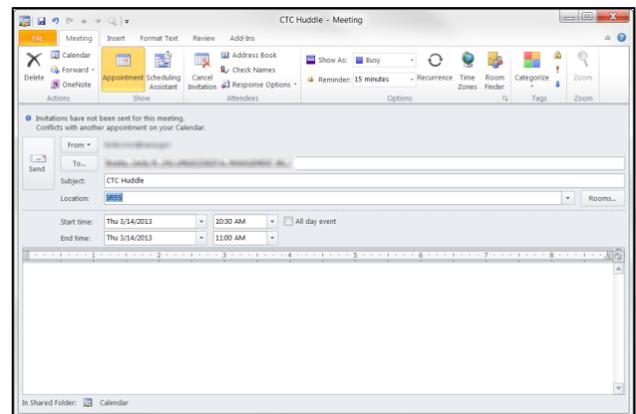
- Click **Spelling & Grammar** to check the spelling or grammar of the appointment.
- Click **Research** to display the *Research Task Pane* with fields to search reference materials and online.
- Select text and click **Thesaurus** to find a synonym of the selected word.

Meeting Requests

Users often report meetings seem to disappear on their own. Depending on how the participant or organizer manages the meeting, they could delete the meeting from all participants’ calendars. Editing meetings or appointments on a secondary device (Blackberry, iPhone, iPad, etc.) can cause discrepancies if a sync error occurs. To learn more, register (through SATERN) for the Outlook 2010 for Windows workshop – Calendar Gremlins.

Create a Meeting Request

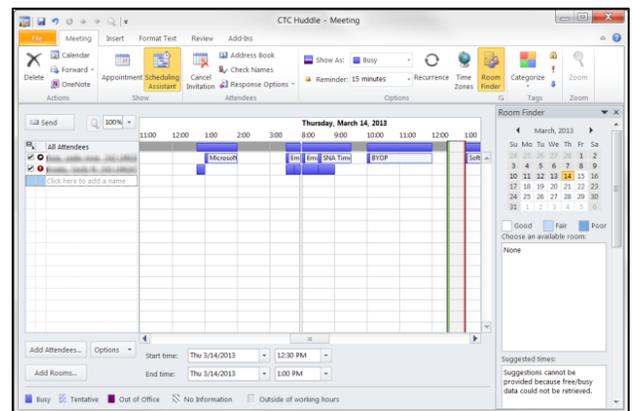
1. From the Calendar, click **New Meeting** or **Ctrl+N**; when not displaying the Calendar, press **Ctrl+Shift+Q**. The *Meeting* dialog box displays (shown right).
2. In the **To** field, enter the invitees. Click the **To** button to search in the NASA Global Address List.
3. Enter the meeting **subject** in the **Subject** field.
4. Enter the meeting **location** in the **Location** field.
5. Click the **drop-down arrow** for **Start time** and select a date; then click the **second drop-down arrow** to select a **time**.
6. Click the **drop-down arrow** for **End time** and select a date; then click the **second drop-down arrow** to select a **time**.



Check Invitees’ Schedules

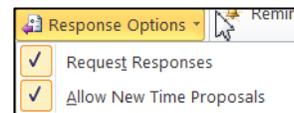
1. On the **Meeting Tab**, click **Scheduling Assistant** to review the current schedule for all those invited. The *Scheduling Assistant* screen displays.

The screen includes a list of all invitees and a timeline of appointments, meetings or all day events on their schedules represented by blue blocks.
If you have a large number of invitees, it is easy to see when everyone will be available by focusing on the All Attendees timeline at the top of the attendee list.



2. The **Vertical band** represents the appointment time (vertical band with **green left edge** and **red right edge**). To lengthen the appointment time, click the **green** or **red edge** and drag your mouse. The appointment time will lengthen or shorten accordingly.
3. To move the appointment time, simply click in a **time block** on the timeline that all attendees can attend.

4. Click the **Response Options** drop-down arrow to display the options **Request Responses** and/or **Allow New Time Proposals**.
5. Click **Appointment** to return to the **Appointment** screen.
6. Use the features discussed in the section entitled Appointment Window Command Tabs at page 4 to insert items, format text, mark private or spellcheck.
7. Click **Send** when complete.

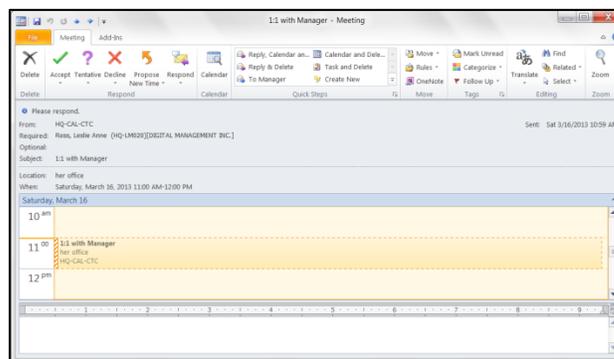


Respond to a Meeting Request

A meeting request will arrive in the invitee’s Inbox and appear on the invitee’s Calendar as a “tentative” meeting in the proposed time slot. When processing meeting requests, all responses should be sent via the meeting request message, and not through the “tentative” meeting request displayed on the Calendar.

Responding via the tentative meeting request on the Calendar time slot can leave the meeting request message in your Inbox. If a meeting request is left in the Inbox and then manually deleted, that item can also be deleted from the organizer and invitees’ calendars. Hence, the meeting seems to disappear without action by the Calendar owner.

1. Open the **Meeting Request e-mail message** (shown right).
2. Click **Accept, Tentative** or **Decline** to respond to the organizer. A *drop-down list* displays with the options **Edit the Response before Sending, Send the Response Now** or **Do Not Send a Response**.
3. Select the appropriate response.



Do not Delete the request as that could delete it from other invitees’ calendars as well.

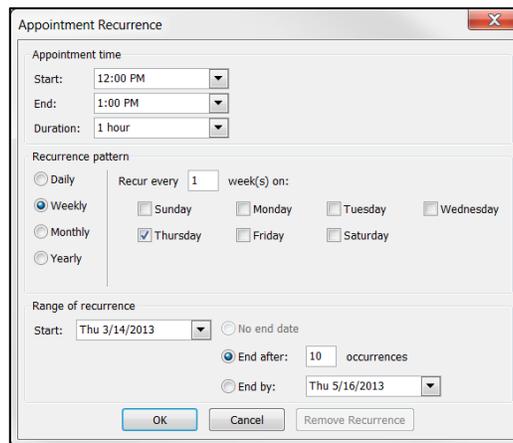
4. If applicable, click **Propose New Time** and select to either respond **Tentative and Propose New Time** or **Decline and Propose New Time**. The *Scheduling* dialog box opens. Select the new time and click **Propose Time**.
5. Use the commands on the **Meeting Tab** to check your **Calendar**, use a **Quick Step, Move** to a folder, use **Tags**, work with **Editing** tools or **Zoom**.

If you are the organizer and make edits to the meeting request after it is sent, the invitees should be sent an update. If a participant makes edits to the meeting request after receiving it, they will be prompted to send an update to the organizer and all invitees.

Recurring Pattern

Create a Recurring Pattern for an Appointment or Meeting

1. On the **Appointment Tab** or the **Meeting Tab**, click **Recurrence**. The *Appointment/Meeting Recurrence* dialog box displays (shown right).
2. Establish the recurring pattern by selecting from **Daily, Weekly, Monthly** or **Yearly**.
3. Enter the number of recurrences in the **Recur every [] weeks / months / or years** field (field changes based on recurring pattern selection).
4. Select the **days of the week** on which the appointments or meetings will occur.
5. In the **Range of Recurrence** section, select the **Start Date**.
6. Select the range of recurrences to **End after [] occurrences** or to end by a **Specified date**.



Never select No end date as the recurrence will continue forward in time without end. Rather, end recurring items at the end of the current year and create a new recurring item for the next year. Recurring appointments or meetings that carry over through several years can become corrupt over time and cause performance issues in Outlook.

Also, do not include attachments in recurring items. Attachments will be included in every instance of the recurring item which will use valuable server space toward your Outlook mailbox maximum quota size. For the invitees to receive the attachment, send it via e-mail instead.

7. Click **OK** when complete.

Calendar Preferences and Options

To access **Calendar Options**, click **File | Options | Calendar**.

Many of the Calendar options are set by the Outlook Exchange Administrators and should not be changed. Below is a select list of features you may want to change to adjust Outlook Calendar behavior.

Calendar options: Work time

- Click the **Start time drop-down arrow** to select the time slot of your work day when you start work.
- Click the **End time drop-down arrow** to select the time slot of your work day when you finish work.
- For the **Work week** options, click the **checkboxes** to select the days of the week that you work.
- Select the **First day of the week** by clicking the **drop-down arrow** and selecting the appropriate day.
- Click the **First week of year drop-down arrow** and select the week.

Calendar options: Calendar options

- Click the **checkbox** to enable/disable **Default reminders** and click the **drop-down arrow** to select the length of time desired.
- Click the **checkbox** to enable/disable **Allow attendees to propose new times for meetings**.
- Click the **drop-down arrow** for the **Use this response when proposing a new meeting time** and select from the options **Tentative, Accept** or **Decline**.
- Click **Add Holidays** to add holidays to the Calendar. The *Add Holidays to Calendar* dialog box displays. Select the appropriate country for the holidays to be added. Click **OK**.
- Click **Free/Busy Options** to change the permissions for viewing Free/Busy information. The *Calendar Properties* dialog box displays. For more information on Calendar sharing, see Outlook 2010 for Windows QRG 10 – Delegation and Sharing.
- Click the **checkbox** to enable/disable **Show bell icon on the calendar for appointments and meetings with reminders**.

Calendar Options Display options

- Click the **Default calendar color drop-down arrow** and select from the colors provided.
- Click the **checkbox** to enable/disable **Use this color on all calendars**.
- To adjust the **Date Navigator font**, click **Font**. A *Font* dialog box displays. Select from the list and click **OK**.
- Click the **checkbox** to enable/disable **Show Click to Add prompts in calendar**.
- Click the **checkbox** to enable/disable **Show week numbers in the month view and in the Date Navigator**.
- Click the **checkbox** to enable/disable **When in Schedule View, show free appointments**.
- Click the **checkbox** to enable/disable **Automatically switch from vertical layout to schedule view when the number of displayed calendars is greater than or equal to** and then click the **drop-down arrow** and select the number of calendar folders.
- Click the **checkbox** to enable/disable **Automatically switch from schedule view to vertical layout when the number of displayed calendars is less than or equal to** and then click the **drop-down arrow** and select the number of calendar folders.

Calendar Options: Time zones options

- Click the **Time zone drop-down arrow** and select the appropriate time zone for your location.
- Click the **checkbox** to enable/disable the option to **Show a second time zone**. Once a second time zone is enabled, click the **drop-down arrow** and select the appropriate time zone for the second location.

When displaying more than one time zone in the Calendar, it is a good idea to enter a label for each time zone to identify them. Click into the Label field and enter a text name. Click OK when done.

Click Swap Time Zones to make the second time zone the primary time zone.

Calendar Options: Scheduling assistant

- Click the **checkbox** to enable/disable **Show Calendar details in ScreenTip**.
- Click the **checkbox** to enable/disable **Show Calendar details in the scheduling grid**.

Calendar Shortcut Keystrokes			
To do this	Press	To do this	Press
Create an appointment (when in Calendar).	CTRL+N	Show 9 days in the calendar.	ALT+9
Create an appointment (in any Outlook view).	CTRL+SHIFT+A	Go to a date.	CTRL+G
Create a meeting request.	CTRL+SHIFT+Q	Switch to Month view.	ALT+= or CTRL+ALT+4
Forward an appointment or meeting.	CTRL+F	Go to the next day.	CTRL+RIGHT ARROW
Reply to a meeting request with a message.	CTRL+R	Go to the next week.	ALT+DOWN ARROW
Reply All to a meeting request with a message.	CTRL+SHIFT+R	Go to the next month.	ALT+PAGE DOWN
Show 10 days in the calendar.	ALT+0	Go to the previous day.	CTRL+LEFT ARROW
Show 1 day in the calendar.	ALT+1	Go to the previous week.	ALT+UP ARROW
Show 2 days in the calendar.	ALT+2	Go to the previous month.	ALT+PAGE UP
Show 3 days in the calendar.	ALT+3	Go to the start of the week.	ALT+HOME
Show 4 days in the calendar.	ALT+4	Go to the end of the week.	ALT+END
Show 5 days in the calendar.	ALT+5	Switch to Full Week view.	ALT+MINUS SIGN or CTRL+ALT+3
Show 6 days in the calendar.	ALT+6	Switch to Work Week view.	CTRL+ALT+2
Show 7 days in the calendar.	ALT+7	Go to previous appointment.	CTRL+COMMA or CTRL+SHIFT+COMMA
Show 8 days in the calendar.	ALT+8	Go to next appointment.	CTRL+PERIOD or CTRL+SHIFT+PERIOD
		Set up recurrence for an open appointment or meeting.	CTRL+G