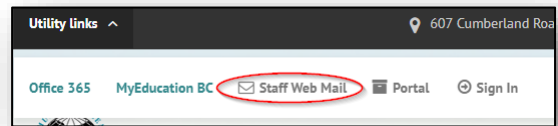


Using the Outlook Mail Calendar

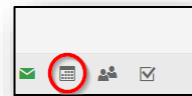
The calendar in Outlook is a very handy tool for keeping track of your schedule and for creating and inviting people to meet with you.

How to open your calendar:

- 1 Open your **Outlook email**:
 - Go to the school district webpage or your school webpage (sd71.bc.ca)
 - Click on **Utility Links** at the top (or scroll down to the bottom).
 - Click on **Staff Webmail** (when you are at home you will need to enter your usual username and password)



- 2 Open your calendar by clicking on the calendar icon at the bottom left.



Here is what you are looking at:

Change the month that you are looking at. The shading shows the time you are currently looking at.

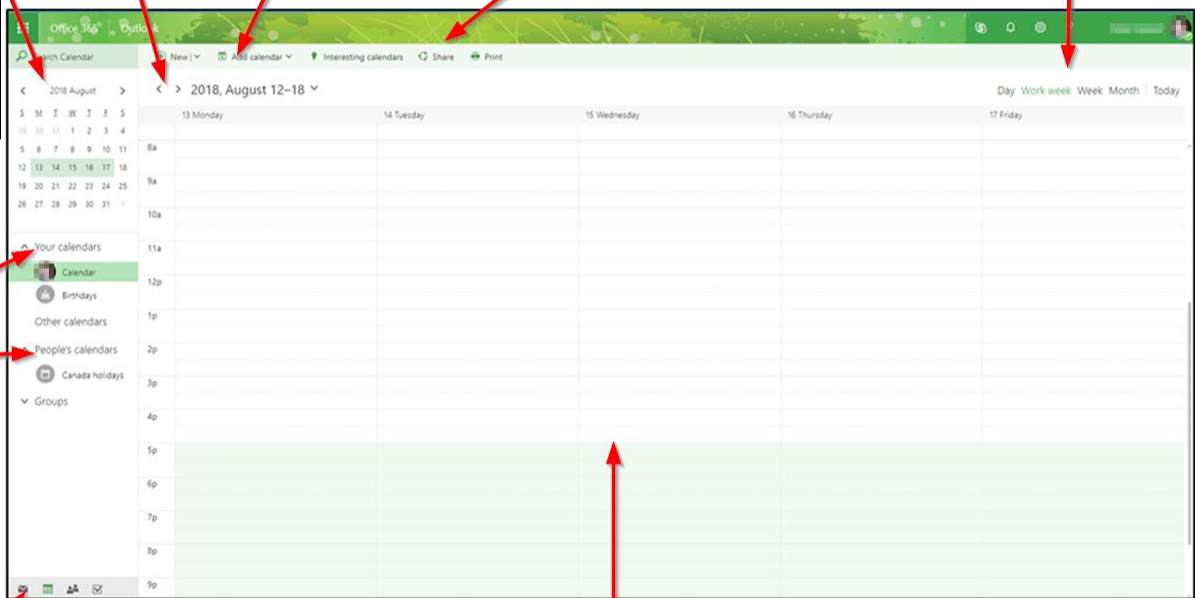
Advance to next week or look at previous week.

Create a new appointment, email message or birthday event.

You can share your calendar with others in our district.

Change the view to see a day, work week, full week or month

You can have more than one calendar (click on Add Calendar at the top) and you can share calendars with others.



Return to email.

To make a new appointment, click on New at the top or double click on the time square in which you would like the appointment.

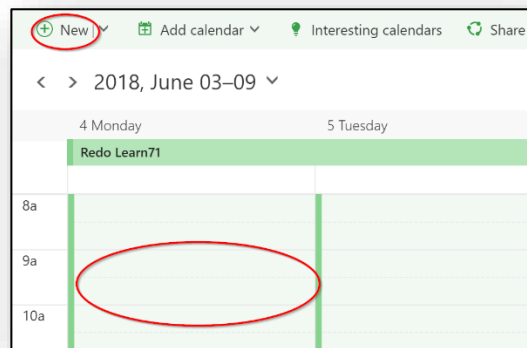
How to put an appointment into your calendar:

1

Double click on the square in the calendar that corresponds with the time that you would like the appointment.

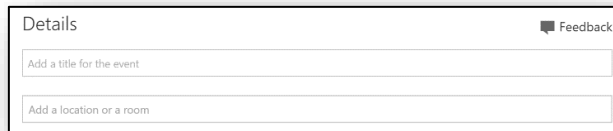
Or

Click on **New** above the calendar.



2

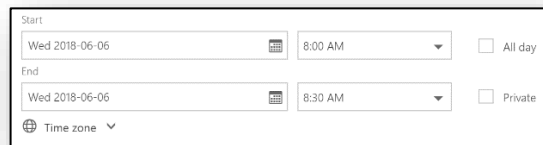
Fill in the title of the event you attending, and the place where it is being held.



3

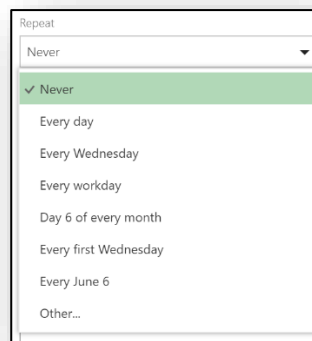
Put in the start and end dates. Notice that you can mark it as **All day** and skip putting in the times.

Marking it as **Private** will hide it from those that you share your calendar with.



4

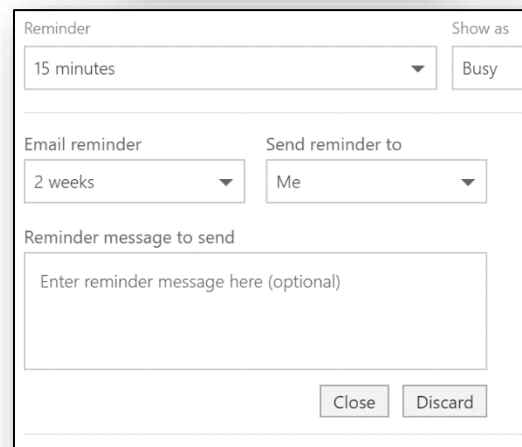
If the meeting that you are putting in to your calendar is a repeating event, click on the down arrow at the end of the Repeat box and choose an option for how often it repeats.

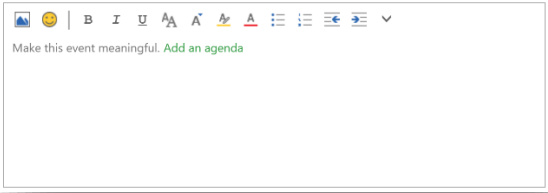

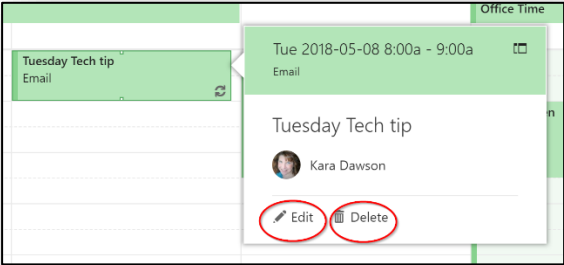


5

You can set a reminder that will show in your email. By default, a reminder will show 15 minutes before your appointment.

You can also click on **Email Reminder** and have an email sent to yourself or other people attending your meeting to remind you of your appointment.



6	<p>In the box at the bottom you can add a message to yourself to remind you of any details about the meeting (ex. What room it is in, what the purpose of the meeting is, reminder to bring snacks).</p>	
7	<p>When you are finished setting up your appointment. Click on Save in the top left.</p>	
<p>How to edit or delete a calendar event:</p>		
1	<p>Right click on the appointment in your calendar to bring up the call out box. Choose to Delete or Edit your event.</p>	
2	<p>If you make changes to an appointment, make sure that click on Save at the top left</p>	