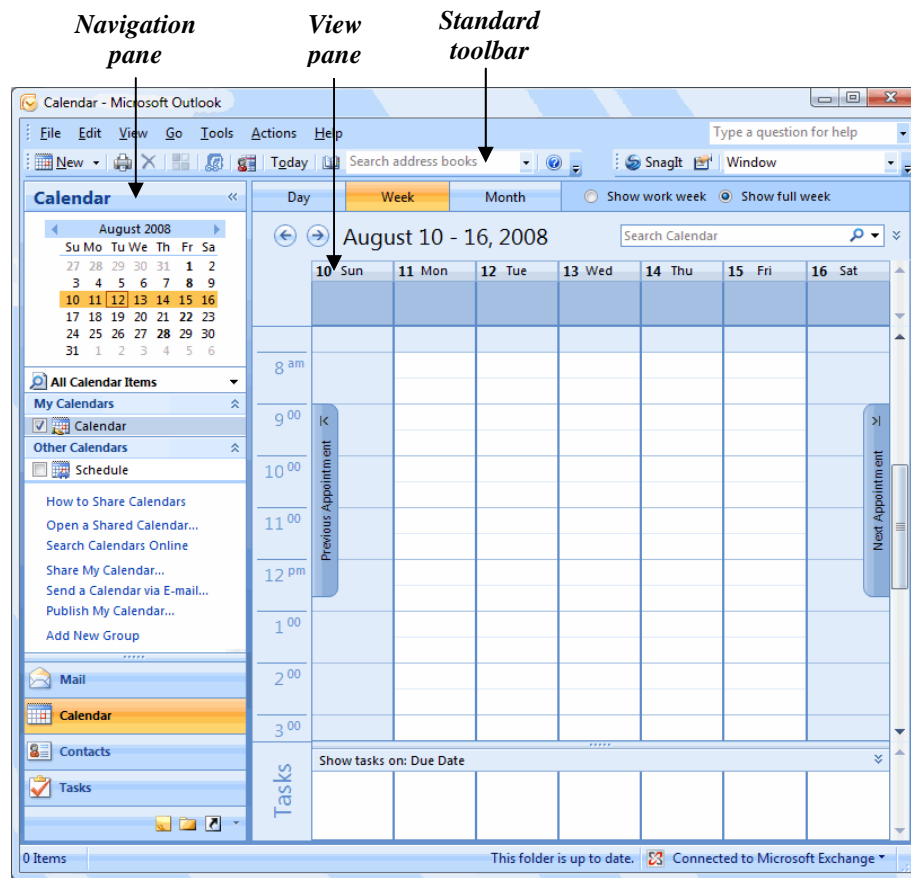


Outlook 2007: Calendar & Tasks

Learning Guide

Understanding Outlook's Calendar

At first glance, Outlook's calendar window may seem complicated. Please take a moment to learn the elements that make up the window and to learn how each will be used.



- You can use each of the following sections in the following ways:

Using the ...	You can ...
Navigation Pane	Move between Mail, Calendar, Contacts, and Tasks, as well as to select folders within each application
View Pane	View the item(s) within the folder you have selected in the Navigation pane
Standard Toolbar	Quickly perform the common tasks in Outlook

Viewing your Calendar and Appointments

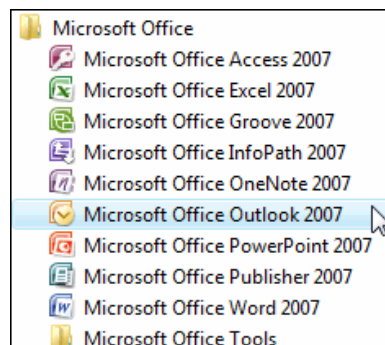
Outlook offers several ways to look at your electronic calendar.

The view...	Allows you to see...
Day	A detailed list of appointments for any one day
Work Week	Your Monday through Friday schedule for any particular week, with each day in its own column
Week	Any particular week, Monday through Sunday, with each day in its own box and an abbreviated listing of each appointment
Month	An entire month, with each day in its own box and a very abbreviated listing of each appointment

Launching Outlook

Launching Outlook

- From the **Start** menu, select the **All Programs** submenu
- Select the folder labeled **Microsoft Office**
- From the **Microsoft Office** folder, select **Microsoft Office Outlook 2007**



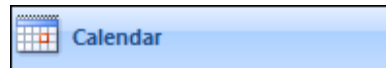
- The **Microsoft Outlook** window will appear

Using Outlook's Calendar

Outlook's **Calendar** is an electronic date book that allows you to manage your schedule by creating appointments

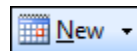
Viewing your Calendar

- From the **Navigation** pane, click on the button labeled **Calendar**

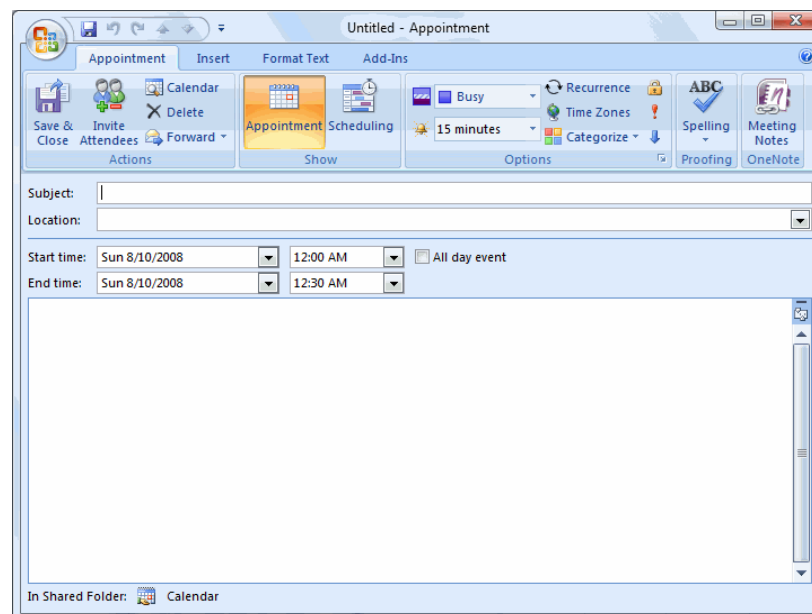


Creating an Appointment

- From the Standard Toolbar, click on the button labeled **New**



- The **Untitled - Appointment** window will appear



- In the box labeled **Subject**, type a description for your appointment

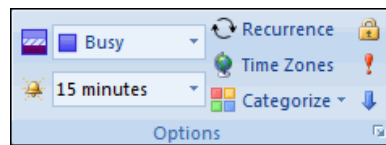
Subject:

- In the box labeled **Location**, type the location of your appointment

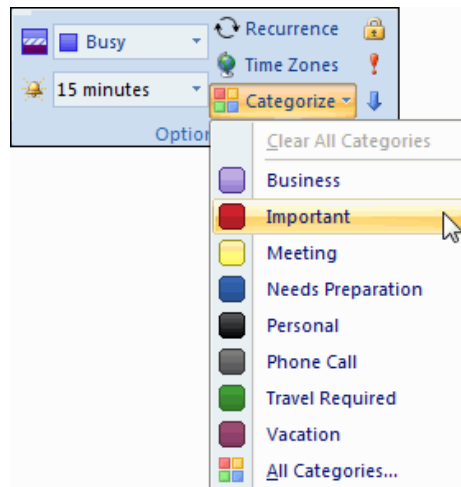
Location:

Assigning a Category

- From the **Appointment** ribbon, locate the area labeled **Options**



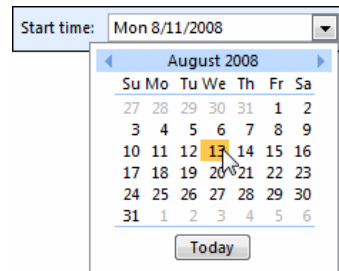
- Click on the button labeled **Categorize**
- From the menu that appears, select the category that applies to your appointment (for example, Important)



Setting the Date

The date and time will default to the day you had clicked on in the Calendar view, and to the earliest available 30 minute period. To change the start date of your appointment:

- Click on the down-facing arrow next to the box labeled **Start time**
- From the menu that appears, click on the actual date of your appointment

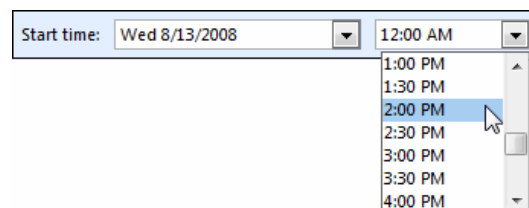


- If necessary, repeat the previous technique to change the end date of your appointment

Setting the Time

To change the start time of your appointment:

- Click on the down-facing arrow of the box labeled with the default start time of your appointment
- From the menu that appears, click on the actual start time of your appointment (for example, 2:00 PM)

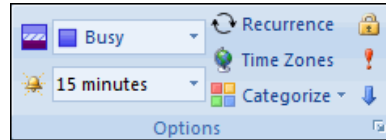


- Repeat the previous technique to change the end time of your appointment

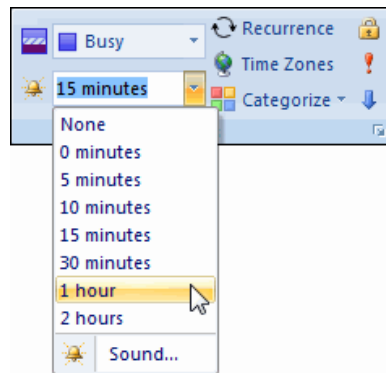
Setting a Reminder

Outlook will remind you of your appointment 15 minutes before its start time. If you want to change the timing of the reminder:

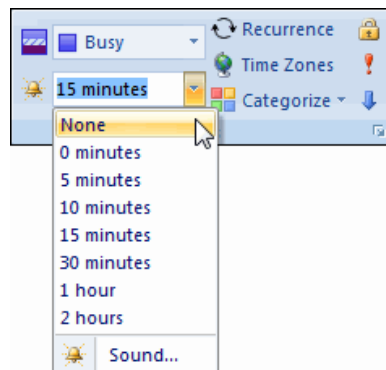
- From the **Appointment** ribbon, locate the area labeled **Options**



- Click on the down-facing arrow next to the Reminder button
- From the menu that appears, select a new time for your reminder to occur (for example, 1 hour)



- If you do not want Outlook to remind you of your appointment, select **None** from the list that appears



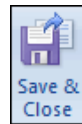
Saving your Appointment

When you have finished creating your appointment, you will need to save it so that it appears in your calendar. To save your appointment:

- From the **Appointment** ribbon, locate the area labeled **Actions**



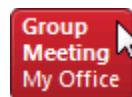
- Click on the button labeled **Save & Close**



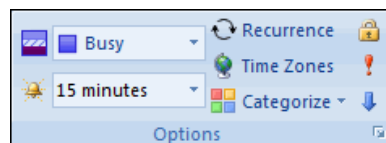
Creating a Recurring Appointment

If you have an appointment that occurs on a regular basis, Outlook allows you to create recurring appointments so that you do not have to retype the same information. To create a recurring appointment:

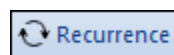
- Double-click on the appointment in your calendar that you wish to make recurring



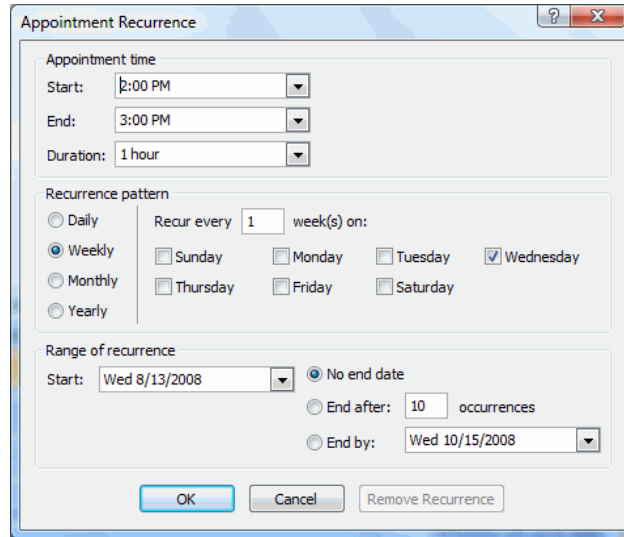
- From the **Appointment** ribbon, locate the area labeled **Options**



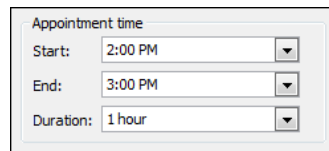
- Click on the button labeled **Recurrence**



- The **Appointment Recurrence** window will appear



- In the area labeled **Appointment time**, confirm that the appointment time is correct

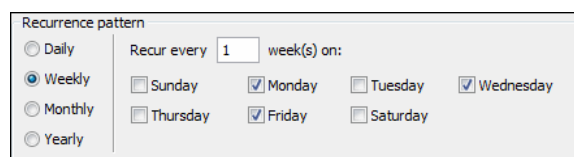


Setting the Recurrence Pattern

- Locate the section labeled **Recurrence Pattern**
- Select one of the following recurrences for your appointment

If your appointment occurs...	Click on the option button labeled...	
Every day or every weekday	<input type="radio"/> Daily	
On one or more days each week	<input type="radio"/> Weekly	
On one or more days each month	<input type="radio"/> Monthly	
On one or more days each year	<input type="radio"/> Yearly	

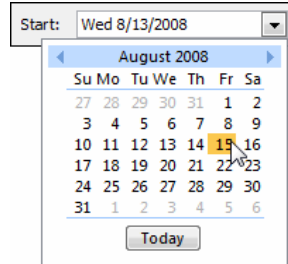
- Select the recurrence pattern that describes when your appointment will occur (for example Weekly on Monday, Wednesday, and Friday)



Setting the Start Date

By default, the start date for the recurring appointment will be set to the date of the original appointment. To change the start date:

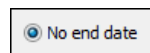
- From the **Appointment Recurrence** window, locate the area labeled **Range of recurrence**
- Click on the down-facing arrow next to the box labeled **Start**
- From the calendar that appears, select the start date you wish to use for this appointment



Setting the End Date

Once you have set the recurrence pattern and changed the start date (if necessary) you will need to select an end date for your appointment. To set an end date:

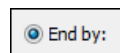
- From the **Appointment Recurrence** window, locate the area labeled **Range of recurrence**
- Click on the option button labeled **No end date**, if you want your appointment to recur indefinitely



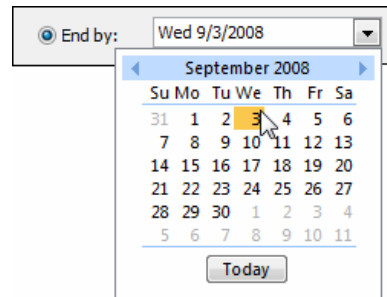
- Click on the option button labeled **End after** if you want your appointment to recur a certain number of times
- Type the number of times you want your appointment to recur



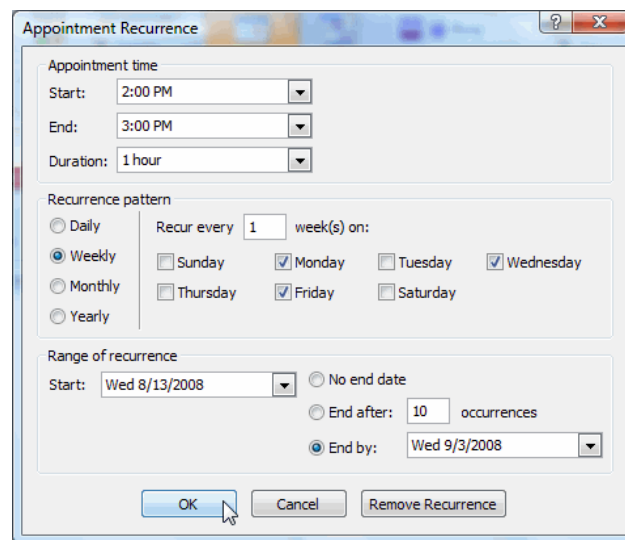
- Click on the option button labeled **End by**, if you want your appointment to recur until a certain date



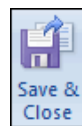
- Click on the down-facing arrow next to the default end date
- From the calendar that appears, select the date you wish your recurrence to end



- Click on the button labeled **OK** to apply the recurrence to your appointment

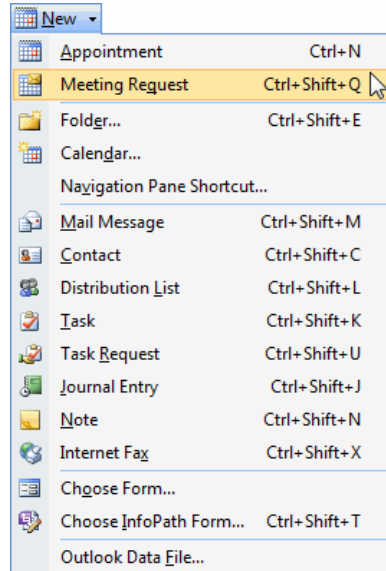


- From the **Appointment** ribbon, locate the area labeled **Actions**
- Click on the button labeled **Save & Close**

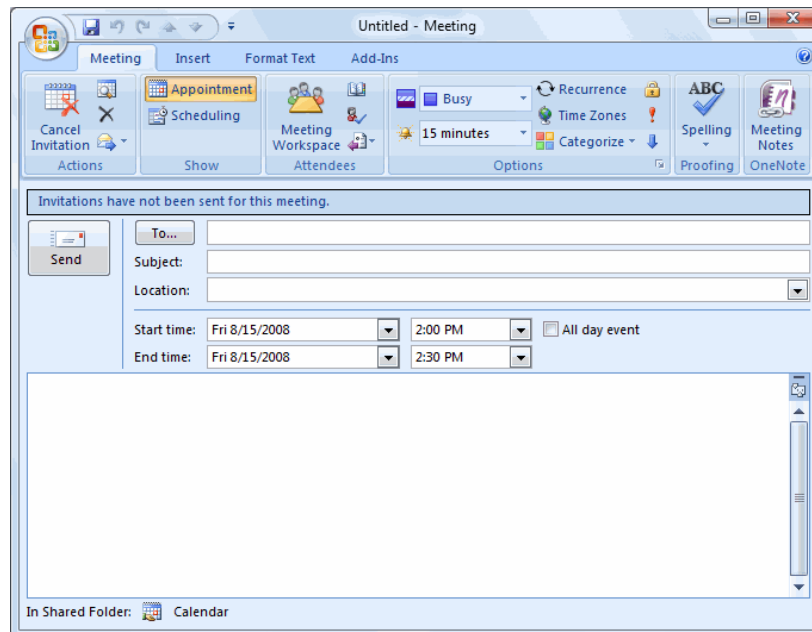


Creating a Meeting Request

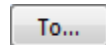
- From the Standard toolbar, click on the down-facing arrow of the button labeled **New**
- From the menu that appears, select **Meeting Request**



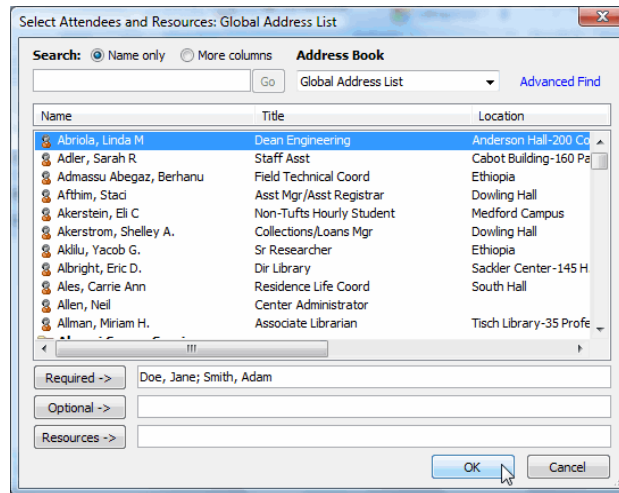
- The **Untitled-Meeting** window will appear



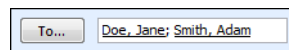
- Click on the button labeled **To**



- The **Select Attendees and Resources** window will appear
- Select the contacts you wish to invite to the meeting
- Click on the button labeled **OK**

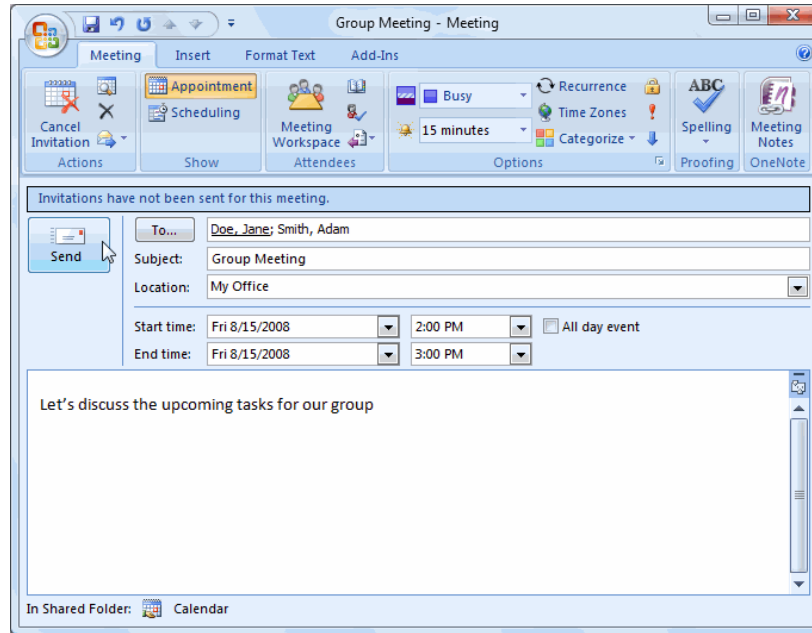


- The names of your contacts will appear next to the box labeled **To**



- In the box labeled **Subject**, type the subject of your meeting
- In the box labeled **Location**, type the location of your meeting
- In the boxes labeled **Start Time** and **End Time**, verify that the start and end times for your meeting are correct
- If you want to receive a reminder, choose the length of time before your meeting
- If you would like to add a message to the recipients of the invitation, type the message in the empty text box located at the bottom of the window

- Click on the button labeled **Send**



Using Outlook's Tasks

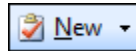
The **Tasks** section of Outlook is a thorough to-do list, through which you can remind yourself of simple chores or manage complex, long-term projects among several people. Using Tasks, you can integrate calendar items, e-mail, contacts, and computer files into one easily accessible project.

Creating a New Task

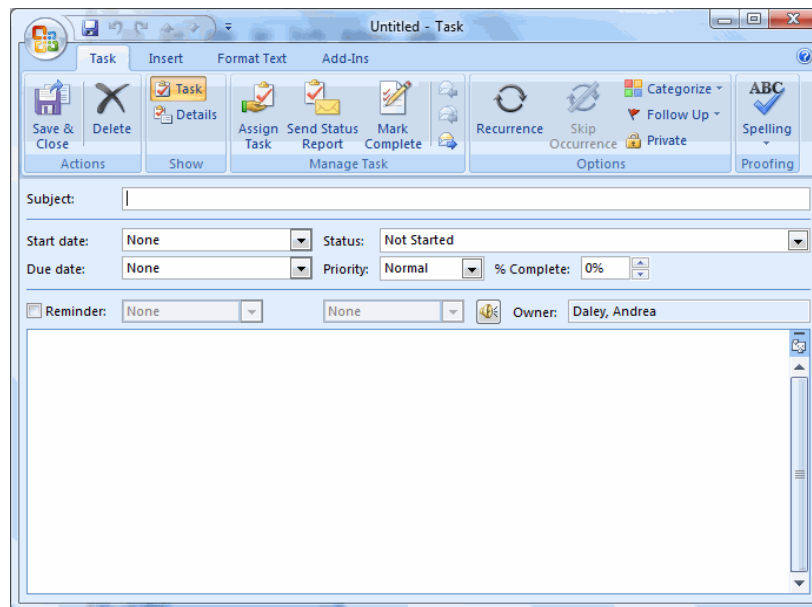
- In the Navigation Pane, click on the button labeled **Tasks**



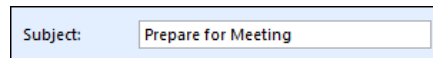
- On the standard toolbar, click on the button labeled **New**



- The **Untitled-Task** window will appear



- Click in the box labeled **Subject** and type the subject of your task

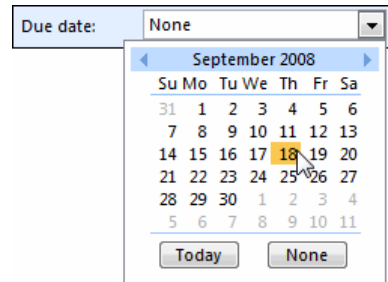


Assigning a Due Date

If your task must be finished by a certain date, you can assign a due date.

To assign your task a due date:

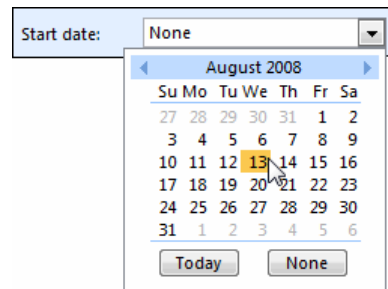
- Click on the down-facing arrow next to the box labeled **Due date**
- From the calendar that appears, click on the due date of your appointment



Assigning a Starting Date

If your task has a specific starting date, such as a project planning meeting, you can designate that an Outlook task. To assign your task a starting date:

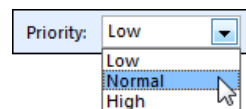
- Click on the down facing arrow located next to the textbox labeled **Start date**
- From the calendar that appears, click on the start date for your appointment



Assigning a Priority Level

You can order your tasks by importance by giving each a priority of high, normal, or low. To assign your task a priority level:

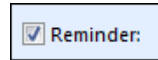
- Click on the down facing arrow next to the box labeled **Priority**
- From the menu that appears, select the appropriate priority setting (for example Normal)



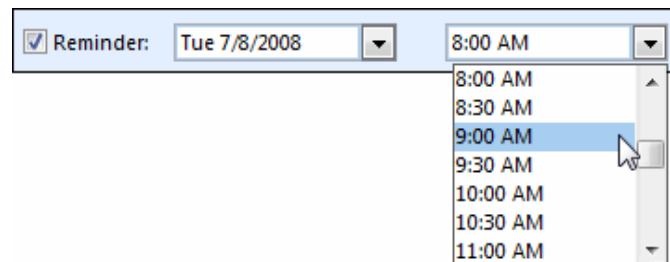
Setting a Reminder

Outlook can automatically remind you of a task close to its due date. To set a reminder:

- Click to place a check-mark in the box labeled **Reminder**



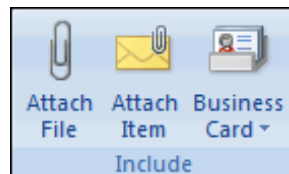
- Click on the down-facing arrow next to default reminder time
- From the list that appears, select the new time you wish to set for your reminder (for example 9:30 AM)



Attaching Files to a Task

If your task involves files on your computer or network drive, you may wish to attach copies of them to the task for easy access. To attach a file to a task:

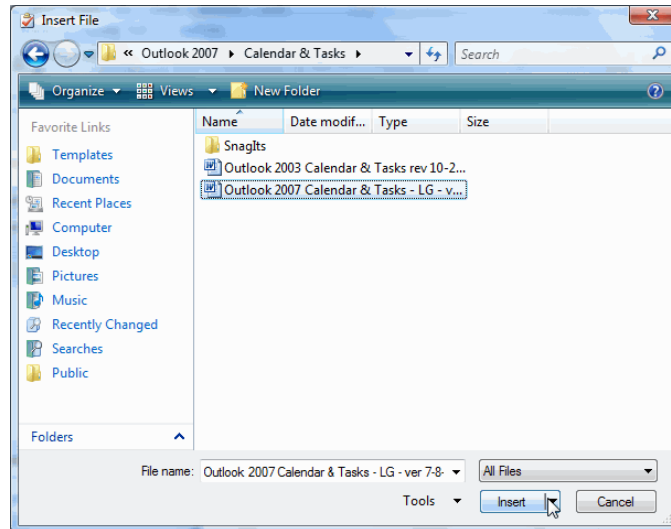
- From the **Insert** ribbon, locate the area labeled **Include**



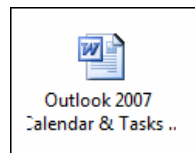
- Click on the button labeled **Attach File**



- The **Insert File** window will appear
- Navigate to the file you wish to attach to your task
- Click on the button labeled **Insert**



- The file you inserted will appear as an icon in the main text box of your Task window



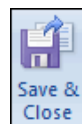
Saving your Task

When you have finished creating your task, you will need to save it so that it appears in your to-do list. To save your task:

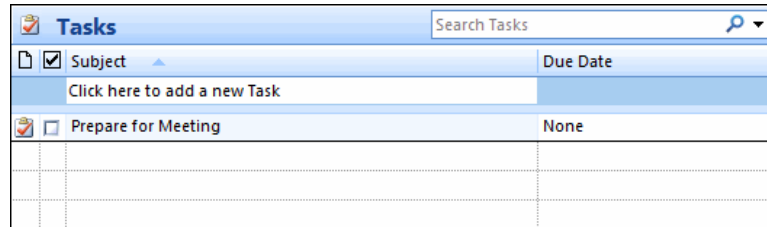
- From the **Task** ribbon, locate the area labeled **Actions**



- Click on the button labeled **Save & Close**



- Your task will appear in the **View Pane** of the Outlook window



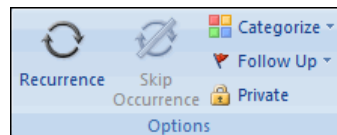
Creating a Recurring Task

If you have a task that occurs on a regular basis, Outlook allows you to create a recurring task so that you do not have to retype the same information. To create a recurring task:

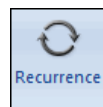
- Double-click on the task in your list that you wish to make recurring



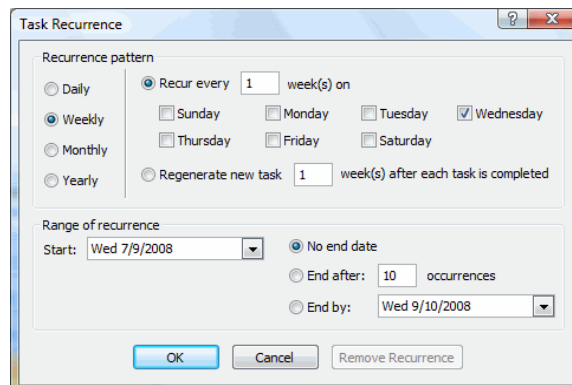
- From the **Appointment** ribbon, locate the area labeled **Options**



- Click on the button labeled **Recurrence**



- The **Task Recurrence** window will appear



Setting the Recurrence Pattern

- Locate the section labeled **Recurrence Pattern**
- Select one of the following recurrences for your task

If your task occurs...	Click on the option button labeled...
Every day or every weekday	<input type="radio"/> Daily
On one or more days each week	<input checked="" type="radio"/> Weekly
On one or more days each month	<input type="radio"/> Monthly
On one or more days each year	<input type="radio"/> Yearly

- Select the recurrence pattern that describes when your appointment will occur (for example Weekly on Monday, Wednesday, and Friday)

Recurrence pattern

Daily
 Recur every week(s) on

Weekly
 Sunday
 Monday
 Tuesday
 Wednesday

Monthly
 Thursday
 Friday
 Saturday

Yearly
 Regenerate new task week(s) after each task is completed

Setting the Start Date

To set the start date for your recurring task:

- From the **Task Recurrence** window, locate the area labeled **Range of recurrence**
- Click on the down-facing arrow next to the box labeled **Start**
- From the calendar that appears, select the start date you wish to use for this task

Start: ▼

August 2008

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

Setting the End Date

Once you have set the recurrence pattern and have changed the start date (if necessary) you will need to select an end date for your task. To set an end date for your task:

- From the **Appointment Recurrence** window, locate the area labeled **Range of recurrence**
- Click on the option button labeled **No end date**, if you want your task to recur indefinitely

 No end date


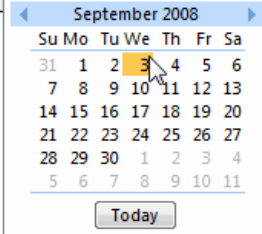
- Click on the option button labeled **End after** if you want your appointment to recur a certain number of times
- Type the number of times you want your appointment to recur

 End after: occurrences

- Click on the option button labeled **End by**, if you want your appointment to recur until a certain date

 End by:

- Click on the down-facing arrow next to the default end date
- From the calendar that appears, select the date you wish your recurrence to end

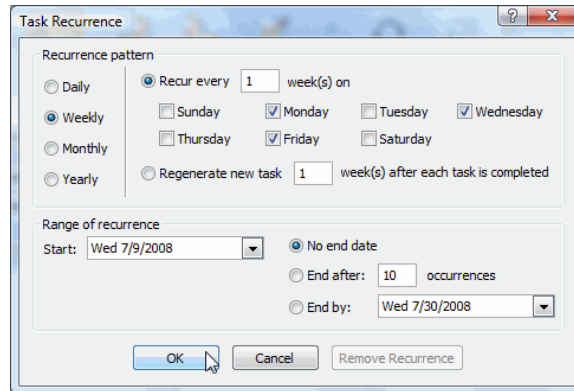
 End by: 


September 2008

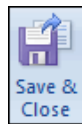
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today

- Click on the button labeled **OK** to apply the recurrence to your appointment



- From the **Tasks** ribbon, locate the area labeled **Actions**
- Click on the button labeled **Save & Close**



- Your task will appear in the to-do list of the View Pane

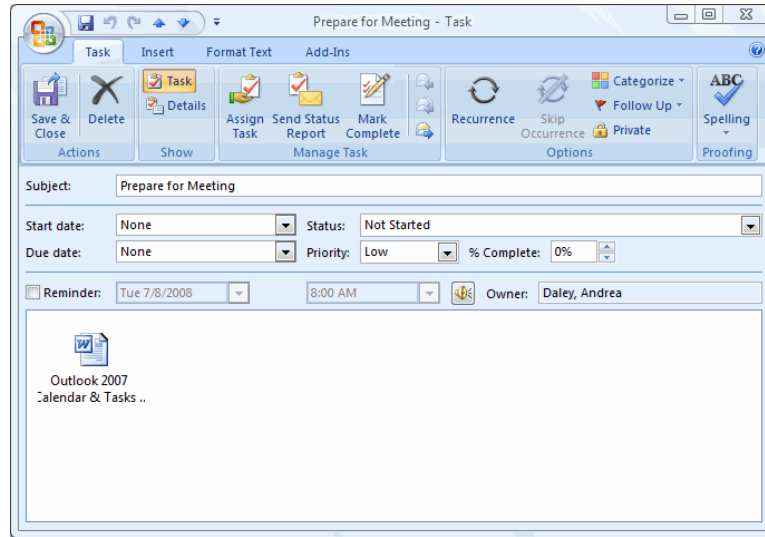
Viewing and Editing a Task

After you have created a new task, you may wish to access it again to view details that do not appear in the View pane, or to change information related to your task. To access a task:

- Double-click on the task from the to-do list



- The **Task** window will appear



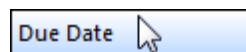
- Make any changes you would like
- From the **Tasks** ribbon, locate the area labeled **Actions**
- Click on the button labeled **Save & Close**



Sorting Tasks

Outlook allows you to sort your tasks according to a variety of criteria including the due date.

- Click on **Due Date** in the blue bar at the top of your tasks list



- Your tasks will display by the date