Calendar Overview – Outlook Web Access

The Calendar helps you manage your time, such as create singe and recurring appointments, schedule meetings and events, and even see someone's free/busy schedule.

You can customize the Calendar View by clicking one of the following buttons on the toolbar:

Daily	Displays all appointments and meetings for the current day. This is the default calendar view.
Weekly	Displays all appointments and meetings for the current week.
Monthly	Displays all appointments/meetings for the current month.

Creating a New Appointment

1. In the Calendar, click **New**. A new appointment form appears.

Alternative: You can create a new appointment by double-clicking a time slot in the daily calendar view or double-clicking the date bar in the weekly or monthly view.

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2. In the *Subject:* field, type an informative description of the appointment.
3. In the *Location:* field, type the location of the appointment.
4. In the *Start time:* and *End time:* fields, type the time that the appointment starts and ends. Select the *All day event* box if it occurs during the entire day.
5. By default, Outlook sets the *Show time as* field to **Busy** indicating to others viewing your schedule that you are not available at that time for other meetings. Click the drop-down arrow to select a different time status: *Free, Tentative,* or *Out of Office*.
6. Select the **Reminder** check box to be reminded about this appointment. The default is 15 minutes before a meeting starts, but you can adjust the notification time.
7. Notes can be added in the large blank area on the form. This is useful for writing yourself comments about items to discuss or what you intent to accomplish.
8. If the appointment occurs on a regular basis over a period of time, click **Recurrence** and set the recurring pattern. In the **Recurrence pattern** dialog box, set the recurrence pattern for the appointment, and then click **OK**.
9. Click **Save and Close**. The appointment item appears on your Calendar.

Editing an Appointment

If information about an appointment has changed since it was created, you can modify the appointment. However, you cannot modify an appointment created by someone else such as a meeting request.

1. In the Calendar, double-click the appointment to open it.
2. Update the information as needed.

Note: If you need to change a recurring pattern, when prompted, select either **Open the Series** or **Open this occurrence** depending on whether you need to change all of the future meetings on only the current one

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3. Click **Save and Close**.

Tip: It is possible to drag and drop calendar items from one time to another within a single day. But, you can not drag and drop a calendar item to another date. You will need to open the appointment and type in the necessary changes.

Deleting an Appointment

1. In the Calendar, click the appointment you want to delete.
2. Click **Delete** ✕.

Planning a Meeting

Use the **Meeting Request** feature to invite people and schedule resources for a meeting at a specific time. When you add people to the *To:* field of your meeting request and click **Send**, email is automatically sent inviting them to your meeting. The attendee can choose to accept or decline the invitation and reply to inform you of their decision.

Creating a Meeting Request

1. In the Calendar, click **New.** A new appointment form appears.
2. Click **Invite Attendees** .
3. In the *Required:* and *Optional:* fields, type the names of the people you would like to have attend this meeting.
4. The *Resources* field allows you to request a conference room or special equipment. The use of these resources are usually restricted to individuals within the department to which they belong.

Tip: When adding names to your meeting request, you can type in the person's name, or click the buttons next to the respective fields. The Find Names dialog box appears allowing you to search through the KU Global Address Book or your Contacts folder for a particular person. Click the Resources field to search for resources in your department. Once you locate a person (or resource) in the Find Names dialog box, click the **Add recipient to** button so their name can be added directly to your meeting request.

To delete a name from the address fields, right-click the name and click **Remove**.

5. Click the **Availability** tab to view the attendees free/busy schedule. The availability chart opens to the day of your meeting, with the time of your meeting highlighted. All attendees' schedules are displayed on the chart, along with your own schedule. If your meeting time intersects a blue bar, it means one or more people is "busy" and may not be able to attend your meeting.
   - To move the meeting time, click on the center of the highlighted bar representing the meeting time, and then drag the meeting to a different time.
   - To change only the starting time of the meeting, click on the green line representing the start time and drag it to the left (for an earlier start) or right (for a later start).
   - To change only the ending time of the meeting, click on the red line representing the end time and drag it to the left (for a shorter meeting) or right (for a longer meeting).
6. When you are finished checking availability, click the **Appointment** tab.
7. By default, the **Request Responses** box is checked. If you do not want your meeting request recipients to send you their responses, click to uncheck this box.

8. Enter any additional information for the meeting in the appropriate fields (**Subject, Location, Start time, End time, Recurrence, Show time as,** and **Reminder**). Type a message regarding the meeting request in the message text area.
9. Click **Send**.

Each attendee (or resource) is sent a meeting request, and the new meeting is added to your schedule. Each person who receives your meeting request can accept, decline, or tentatively accept it.

Rescheduling a Meeting

When you send out meeting requests, that meeting is added to your calendar. It may be necessary to reschedule a meeting after you have already sent out meeting requests.

1. To reschedule a meeting, open the original meeting request.
2. Make any adjustments to the fields as needed.
3. Click the **Availability** tab to view the attendees schedules. You can add or delete attendees as well.
4. Click **Send Update**.

Note: If you cancel a meeting, OWA asks you if you want to notify attendees with a cancellation notice.

Canceling a Meeting

1. In Calendar, open the meeting you organized.
2. Click **Delete** ✕.
3. In the **Alert** dialog box, click **Yes** to send a cancellation notice to the people you invited to the meeting.

Tip: To include a message with the cancellation, type your message in the body of the cancellation form.

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4. Click **Send**.