Outlook Web Access 2016

Calendar

Calendar

Click on the box here
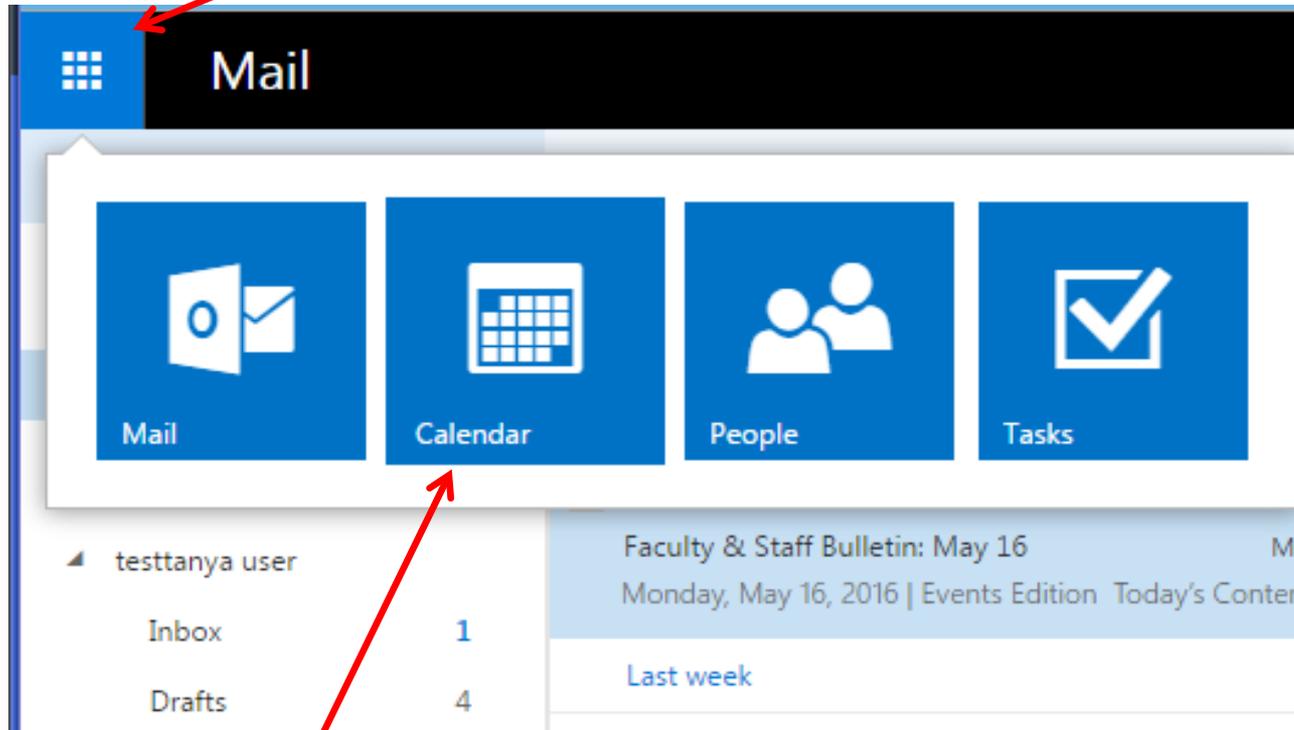
Mail

Mail   Calendar   People   Tasks

Click on Calendar

testtanya user

Inbox   1

Drafts   4

Faculty & Staff Bulletin: May 16
Monday, May 16, 2016 | Events Edition Today's Content

Last week

DISCOVER · ACHIEVE · BELONG

<u>Viewing your Calendar</u>

You can set the appearance of your calendar with these icons
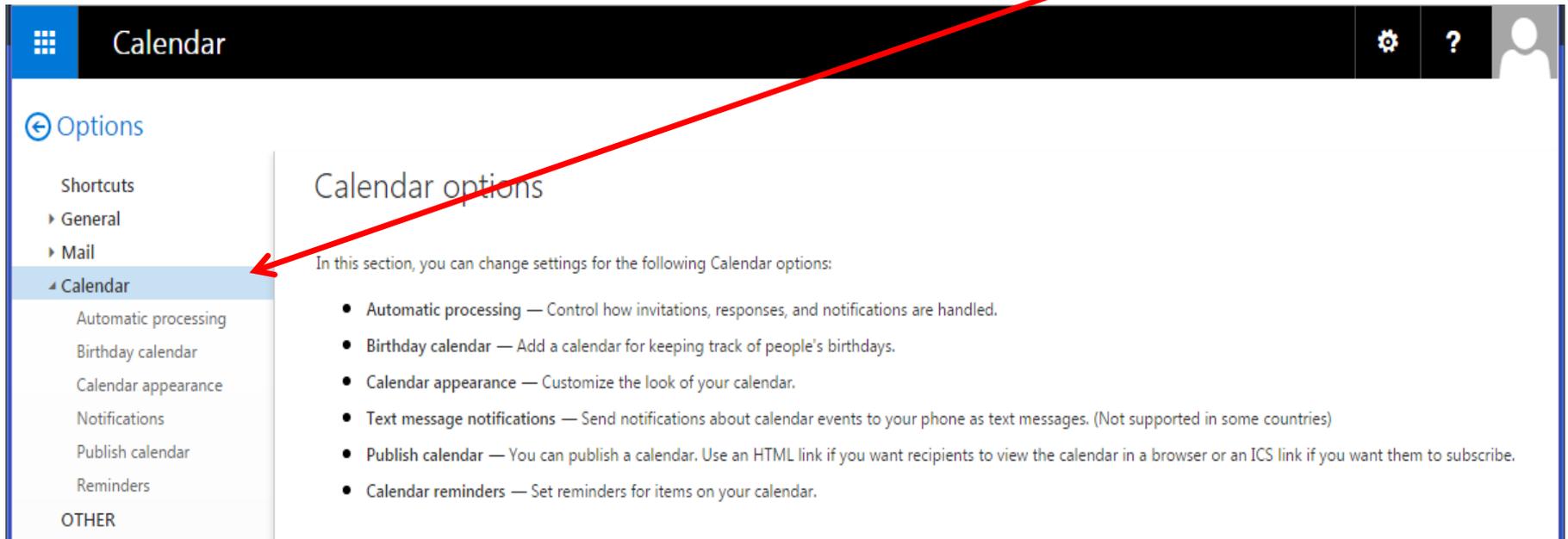
You can also view multiple calendars at the same time

Calendar Options
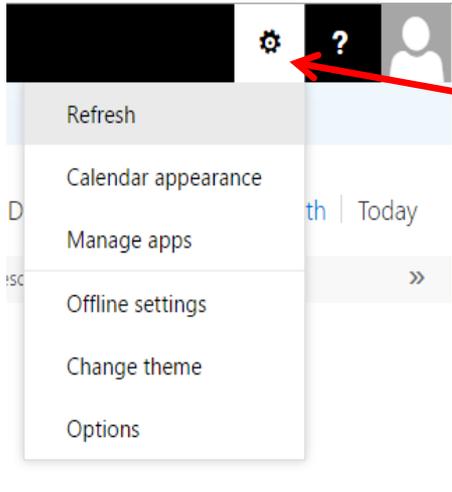
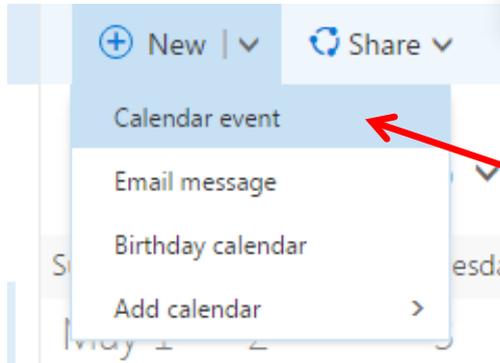Click on the settings button and go to options

You can set the appearance of your calendar with these options

New Appointment

New | v   Share v

Calendar event

Email message

Birthday calendar

Add calendar

Click on the New button or the 'v' to get more options

Save   Discard   Attach   Charm v   Categorize v

Details

Add a location   Add room

Start
Tue 5/17/2016   12:30 PM   ☐ All day

End
Tue 5/17/2016   1:00 PM   ☐ Private

Repeat   Calendar
Never   Calendar

Reminder   Show as
15 minutes   Busy

Add an email reminder

Fill in required fields

Set a *reminder*

People   Scheduling assistant

Add people   +

Sort by v

testtanya user
Organizer

You can add people and type in your details

DISCOVER · ACHIEVE · BELONG

Scheduling Assistant

Click on OK

✔ OK ✘ Discard •••

‹ › Tuesday, May 17, 2016 ˅

Day Week ▢

Untitled event

Set a Start Time

When

| Tue 5/17/2016 ▼ | 1:00 PM ▼ |

Until

| Tue 5/17/2016 ▼ | 1:30 PM ▼ |

☐ All day

Select Attendees

Attendees

Add attendees

2 required 1 conflict

testtanya user

Tanya Anania ✕
Busy

Select a Room

Add room

testtanya user

Tanya Anania

10a

11a

12p

1p

Busy

Your invitee's availability will appear here and allow you to do a busy search TIP

AVAILABLE
0W01 (Free)
CATCAL (Free)
RM1BC11 (Free)
RM1G04B (Free)
RM2E03 (Free)
RM2G07 (Free)
RM2Ri48 (Free)
RM3C15 (Free)
RM4C83 (Free)
RM5Ri58 (Free)

Show all rooms
Any available room

Tracking Attendance

When you open the meeting the tracking of attendance is on the right hand side

Review Responses

DISCOVER · ACHIEVE · BELONG

Changing a Calendar Item

Send Update *to save and close*

People   Scheduling assistant

Add people +

Sort by ∨   ☑ Request responses

testtanya user
Organizer

Tanya Anania ✕
No response

RM3C15 ✕
Tentative

Service Desk ✕
New attendee

Change room

Send update to attendees

Just added or removed
Send updates only to added or removed attendees

Everyone
Send updates to all attendees

Continue editing
Return to the event for more editing

Aa

Make required changes as needed

If you make changes to the invitees, you will be prompted on who should be updated

Changing a Calendar Item cont'd