



THE UNIVERSITY OF WINNIPEG

# Outlook Web Access 2016

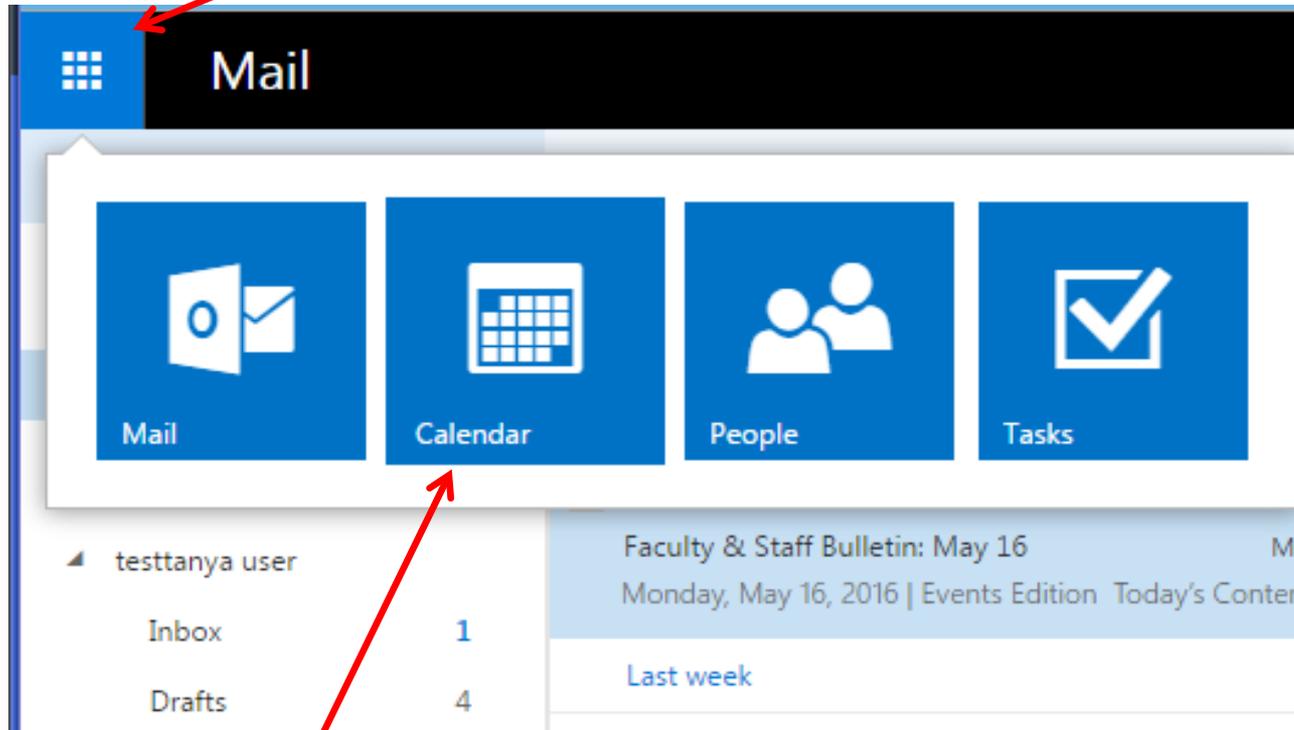
## Calendar



DISCOVER · ACHIEVE · BELONG

# Calendar

Click on the box here



Click on Calendar

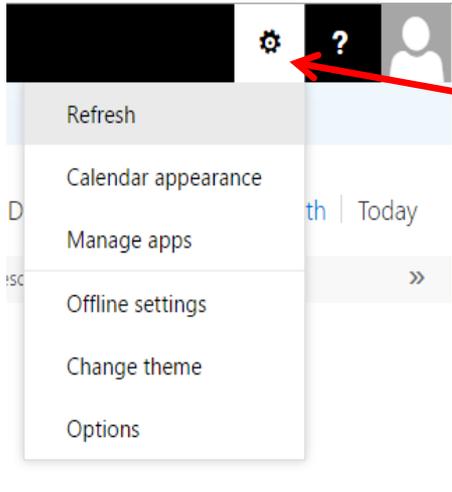
# Viewing your Calendar

The screenshot shows the Microsoft Office calendar application. At the top, there is a search bar labeled "Search Calendar" and buttons for "New", "Share", and "Print". The main area displays a monthly calendar for May 2016, with the current date, Tuesday, May 17, 2016, highlighted. The calendar is viewed in "Month" mode. On the left side, there is a sidebar with "My calendars" and "Other calendars" sections. The "Other calendars" section is highlighted with a red arrow pointing to it.

You can set the appearance of your calendar with these icons

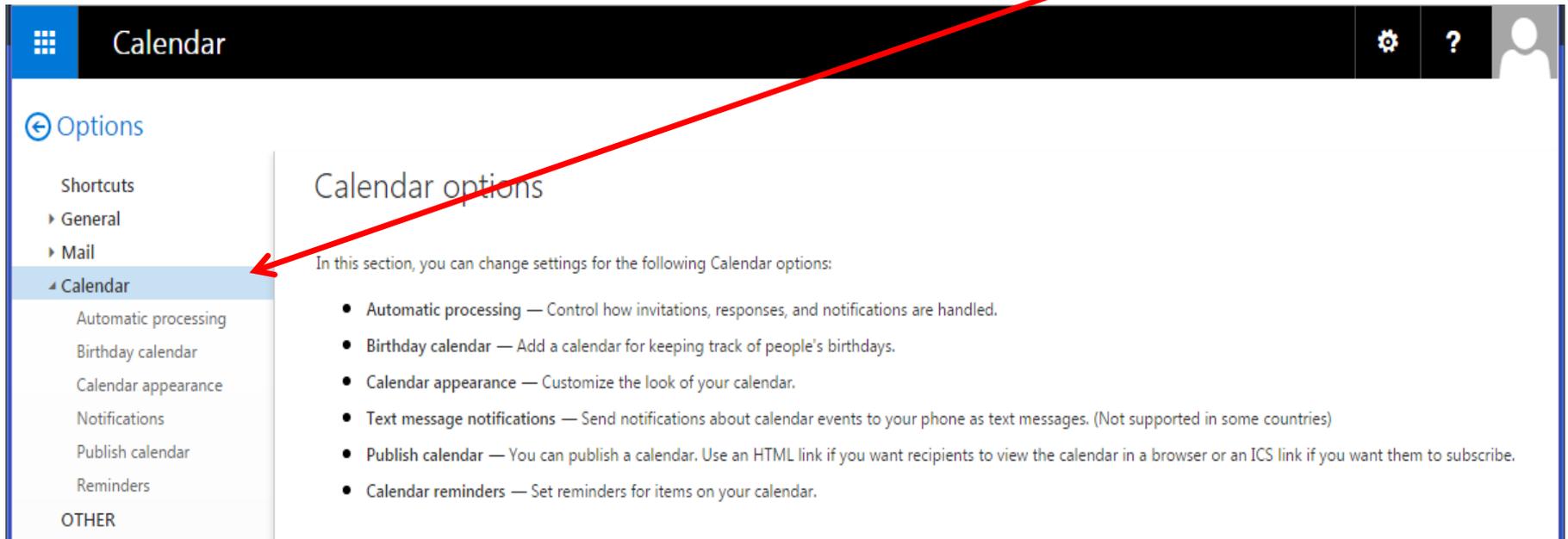
You can also view multiple calendars at the same time

# Calendar Options

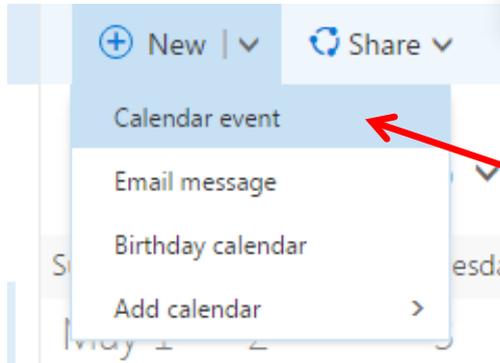


Click on the settings button and go to options

You can set the appearance of your calendar with these options



# New Appointment



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

Save Discard Attach Charm Categorize

Details

People Scheduling assistant

Add people +

Sort by

testtanya user Organizer

Fill in required fields

Set a reminder

You can add people and type in your details

# Scheduling Assistant

Click on  
OK

✓ OK ✕ Discard ...

Set a Start  
Time

When  
Tue 5/17/2016 1:00 PM

Until  
Tue 5/17/2016 1:30 PM

All day

Attendees  
Add attendees

2 required 1 conflict  
testtanya user

Tanya Anania  
Busy

Add room

Select a  
Room

< > Tuesday, May 17, 2016 ▾

Day Week

testtanya user

Tanya Anania

10a

11a

12p

1n

Busy

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



AVAILABLE

- OW01 (Free)
- CATCAL (Free)
- RM1BC11 (Free)
- RM1G04B (Free)
- RM2E03 (Free)
- RM2G07 (Free)
- RM2R48 (Free)
- RM3C15 (Free)
- RM4C83 (Free)
- RMSR58 (Free)

Show all rooms  
Any available room

# Tracking Attendance

The screenshot shows the Microsoft Teams meeting interface. On the left, the 'Details' pane contains the following information:

- Subject: test
- Room: RM3C15 (with a 'Change room' button)
- Start: Tue 5/17/2016 at 1:00 PM (with an 'All day' checkbox)
- End: Tue 5/17/2016 at 1:30 PM (with a 'Private' checkbox)
- Repeat: (empty field)
- Calendar: (empty field)

On the right, the 'People' pane shows the following attendees and their responses:

- testtanya user (Organizer)
- Tanya Anania (Accepted)
- RM3C15 (Accepted)

A red arrow points from a red-bordered box labeled 'Review Responses' to the 'Accepted' status of 'Tanya Anania'.

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



Review Responses

# Changing a Calendar Item

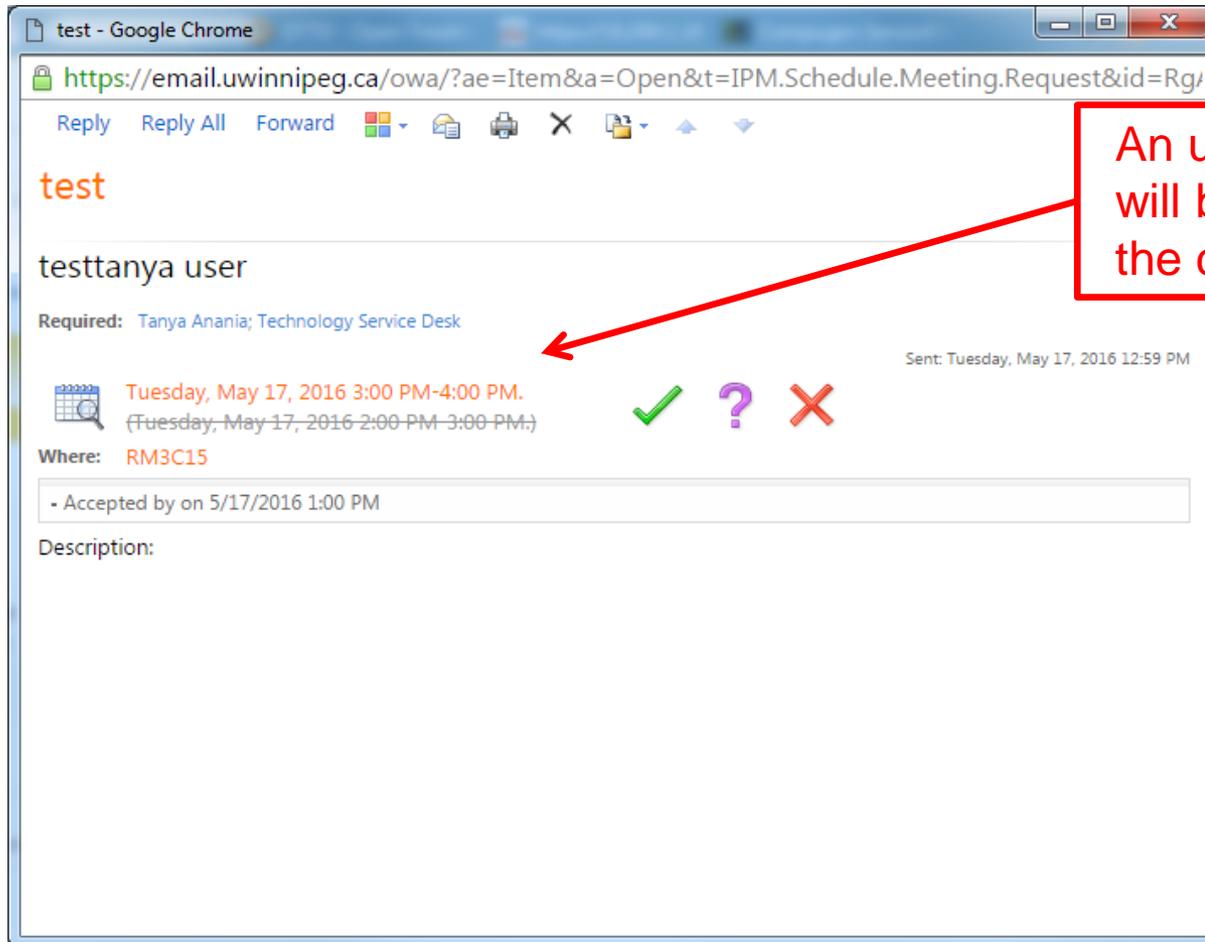
*Send Update to save and close*

*Make required changes as needed*

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

The screenshot shows a calendar editing interface. At the top, there's a 'People' section with a 'Scheduling assistant' icon and an 'Add people' input field with a plus sign. Below that, there's a 'Sort by' dropdown and a 'Request responses' checkbox which is checked. A list of attendees is shown with their names and roles: 'testtanya user' (Organizer), 'Tanya Anania' (No response), 'RM3C15' (Tentative), and 'Service Desk' (New attendee). Each attendee has a small 'x' icon to their right. On the left side, there are buttons for 'Change room' and 'Send update to attendees'. The 'Send update to attendees' dialog box is open, showing three options: 'Just added or removed' (Send updates only to added or removed attendees), 'Everyone' (Send updates to all attendees), and 'Continue editing' (Return to the event for more editing). A red arrow points from the 'Send update to attendees' dialog box to the 'Send Update to save and close' text box. Another red arrow points from the 'Send update to attendees' dialog box to the 'If you make changes to the invitees...' text box. A blue vertical line is on the right side of the screenshot.

# Changing a Calendar Item cont'd



An updated Calendar item will be sent to invitees with the change highlighted