

CHANGE TIME ZONE

When you change the time zone setting in Outlook 2010, all Calendar views are updated so that they display the new time zone, and all Calendar items reflect the new time zone.

1. Select the File tab|Options|Calendar
2. Under Time Zones, type a name for the current time zone in the Label box
3. In the Time zone list, click the time zone that you want to use

CHANGE THE TIME SCALE

By default, the calendar grid shows a time interval of 30 minutes.

- To change the interval, in Calendar, on the View tab|Arrangement group|Time Scale| click the target grid interval

CHANGE THE TIME RANGE

1. Select the Home tab| Arrange group|Day, Work Week, Month, or Schedule View
2. To change the amount of info that appears in the month view, click the bottom half of the Month button, and click a detail level
 - *Low Detail* – Only holidays
 - *Medium Detail* - Holidays and days on which you have calendar items
 - *High Detail* - Time and header info appears

CHANGE THE DEFAULT BACKGROUND COLOR

1. Click File tab|Options|Calendar
2. At Display Options|Default calendar color|desired color
3. Select the Use this color on all calendars check box

CREATE AN APPOINTMENT

Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources.

1. In Calendar, select Home tab|New group|New Appointment
2. As an alternate, right-click a time block in your calendar grid, and click New Appointment, or
3. As a keyboard shortcut to create an appointment, depress CTRL+SHIFT+A

CHANGE AN APPOINTMENT OR MEETING

1. Open the appointment or meeting, click Open this occurrence
2. On the *Item Occurrence* tab, change the options that you want, and click Save & Close or for a meeting, click Send Update

You can drag the appointment or meeting to a different date on the calendar.

CHANGE A RECURRING APPOINTMENT OR MEETING

1. Open the appointment or meeting
2. On the Appointment Series or Meeting Series tab, change the target options
3. To change recurrence options, on the Appointment Series or Meeting Series tab|Options group|Recurrence
4. Change the options such as time, recurrence pattern, or range of recurrence, and then click OK
5. Click Save & Close or for a meeting, click Send Update

CHANGE THE FONT

On View tab|Current View group|View Settings|Other Settings, use the buttons to choose desired fonts and sizes.

SCHEDULE A MEETING

A meeting is an appointment that includes other people and can include resources such as conference rooms. Responses to your meeting requests appear in your Inbox.

1. In Calendar, select Home tab|New group|New Meeting, or
2. As a keyboard shortcut to create a new meeting request from any folder in Outlook, depress CTRL+SHIFT+Q

CREATE AN EVENT

1. In Calendar, on the Home tab|New group|New Items|All Day Event
2. In the Subject box, type a description and in the Location box, enter the location
3. To indicate out of office instead of free, on the Event tab|Options group|Out of Office in the Show As list
5. Confirm the Start time and End time boxes
6. Click Save and Close

CHANGE AN EVENT

Events are changed the same way as appointments or meetings. By default, all-day events are defined as midnight to midnight and the time does not appear on your calendar as busy.

TURN BOLD ON OR OFF FOR DATES

1. In Calendar, on the View tab, in the Current View group, click View Settings, and then click Other Settings
2. Under General settings, clear or select the check box for Bolded dates in Date Navigator represent days containing items

SET AN EVENT TO RECUR

1. Open the target event
2. On Appointment tab|Options group|Recurrence|Click the recurrence frequency — Daily, Weekly, Monthly, Yearly — and select the options for the frequency
3. Click OK|Save and Close

MAKE AN EVENT PRIVATE

1. Create or open the event that you want to make private
2. On the Appointment tab, in the Tags group, click Private

CREATE A TASK

Some people keep a list of things to do — on paper, or with a combination of paper and electronic methods. In Microsoft Outlook you can combine various lists into one, get reminders and track task progress.

1. In Tasks, select Home tab|New group|New Task, or
2. As a keyboard shortcut to create a new task, depress CTRL+SHIFT+K

PRINT A CALENDAR

1. Click the File tab|Print|Under Print What|click the print style that you want
2. To print the complete details, click Weekly Agenda Style or Calendar Details Style
3. To set other print options, click Print Options
4. To print specific pages or change the date range under Printer, click Print Options

SET OR REMOVE A REMINDER

1. For all new events that you create click File tab|Options
2. Under Calendar options, select or clear the Default reminder check box
2. At the check box, enter how long before the event that the reminder will display
3. To turn on or off a reminder, on the Appointment tab|Options group|Reminder list, click None or how long before the notification
4. To customize the sound, in the Reminder list, at the end of the list click Sound, and select the desired sound. A reminder time must be selected before the Sound command displays

CREATE A CALENDAR GROUP FROM A CONTACTS LIST

1. In Calendar, on the Home tab|Manage Calendars group|Calendar Groups, click Create New Calendar Group
2. Type a name for the new calendar group, and then click OK
3. Under Address Book, choose the target Address Book or Contact list
4. Browse for names or type them in the Search box, click the name that you want and then click Group Members and click OK

JUMP TO A DATE

Use the date navigator to move to a new date by clicking a date on the calendar.

You can also depress CTRL+G to open the Go To Date dialog

VIEW A CALENDAR GROUP

1. In the Navigation Pane, select the calendar check box. Group calendars appear side by side or in horizontal Schedule View
2. To see the calendars in overlay mode, on the Home tab|Arrange group|click Day, Work Week, Week or Month. The calendars are arranged side-by-side
3. Click the View in Overlay Mode arrow on the tab on each calendar that you want to overlay

EMAIL MESSAGES, CONTACTS, AND TASKS

1. On the Home tab|Tags group|Follow Up|Add Reminder
2. In the Custom dialog box, select or clear the Reminder check box. If you select the check box, enter the date and time when you want the reminder to appear and click OK

PRINT A BLANK CALENDAR

1. Select the Home tab|Manage Calendars group|Open Calendar|Create a New Blank Calendar
2. In Create New Folder dialog|Name box, type a name for the folder
3. In the Select where to place the folder list|Calendar|OK
4. In Calendar|Navigation Pane|My Calendars|select the check box for the new calendar
5. Click the File|Print|Print Options|Print Range, enter the Start/End dates|OK
6. At Settings, click desired print and then Print

MAKE AN APPOINTMENT OR MEETING PRIVATE

When an appointment or meeting is marked private, other people cannot see details of the item. This includes people who have delegate access rights or other people who you have granted read permissions to your calendar.

Details of a private item can also be blocked from appearing when your calendar is printed.

1. Create or open the target appointment or meeting
2. Select Appointment or Meeting tab|Tags group|Private

The Private command is not available for a single occurrence of a recurring appointment or meeting. You can mark the entire series as private.

You should not rely on the private command to prevent others from accessing your appointments, contacts, or tasks. To ensure privacy, do not grant Read permission to your Calendar, Contacts, or Tasks folders.

To remove the privacy mark, click on the appointment, and select Calendar Tools tab|Private.

CHANGE WORK DAYS AND TIMES ON THE CALENDAR

1. Click the File tab|Options|Calendar
2. To change your work hours - In the Start time and End time lists, click the start time and end time of your work day
3. To set your work week - Select the check boxes for the days of your work week. Clear the check boxes for the days that are not a part of the work week

ADD ANOTHER MAILBOX TO YOUR PROFILE

As the manager:

1. Right-click the root folder of the Exchange mailbox, and then click Folder Permissions
2. Click the name of the delegate
3. Under Permissions|Other, select the Folder Visible check box and click OK As the delegate:

1. Click the File tab|Account Settings|Account Settings
2. On the E-mail tab|Exchange account type|Change|More Settings
3. On the Advanced tab|Open these additional mailboxes|Add|Enter the target mailbox name ions

DELETE ALL ITEMS ON YOUR CALENDAR

The process of deleting removes all the items from your data file without making a backup.

1. In the Navigation Pane, click Calendar
2. Select the View tab|Current View group|Change View|List
3. Click in the item list, and then depress CTRL+A. All items in the list should now be selected
4. Depress DELETE

Compliments of
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