

NCI Technologies presents:

Microsoft® Office Outlook® 2007 Training

See and use multiple calendars

Course contents

- Overview: Helping you juggle
- Lesson: Track multiple schedules

The lesson includes a list of suggested tasks and a set of test questions.

Overview: Helping you juggle



Suppose you need to manage or track someone else's schedule: a co-worker's schedule while she's on vacation, a professional conference series, or even a family member's daily activities.

You'd rather not enter all those things into your work calendar, but you'd still like to keep track of them in one place.

Keeping multiple calendars is easily done in Outlook.

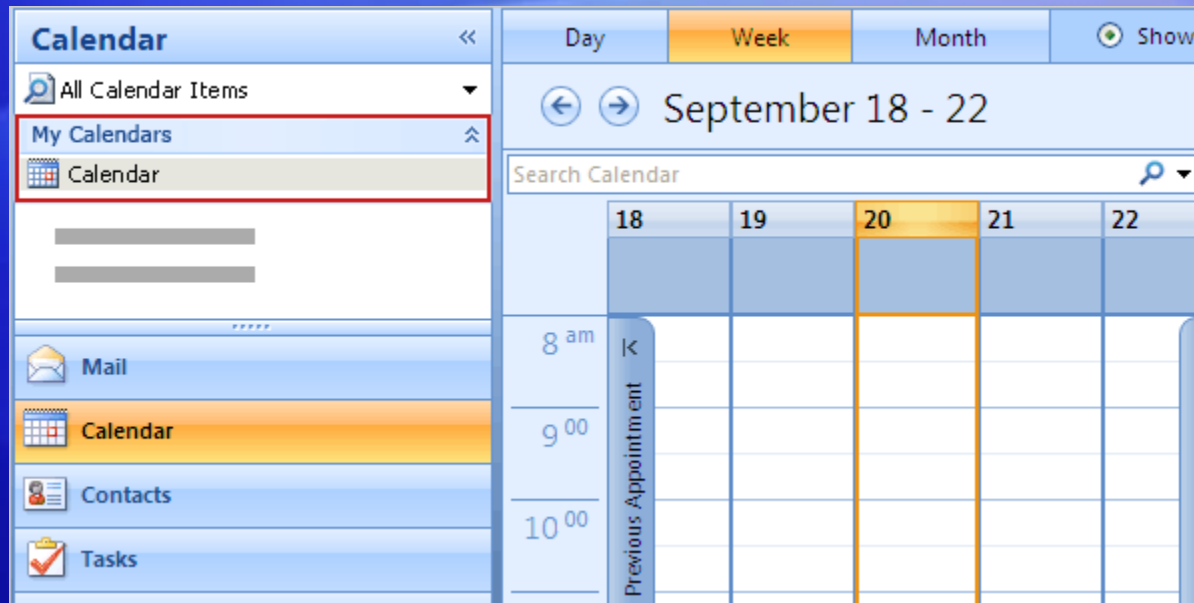
Course goals

- Create additional Outlook calendars and keep them separate from your main calendar.
- Use multiple calendars and compare the schedules they contain.
- Display or hide different calendars and make multiple calendars easy to find by organising them in the Navigation Pane.

Lesson

Track multiple schedules

Track multiple schedules



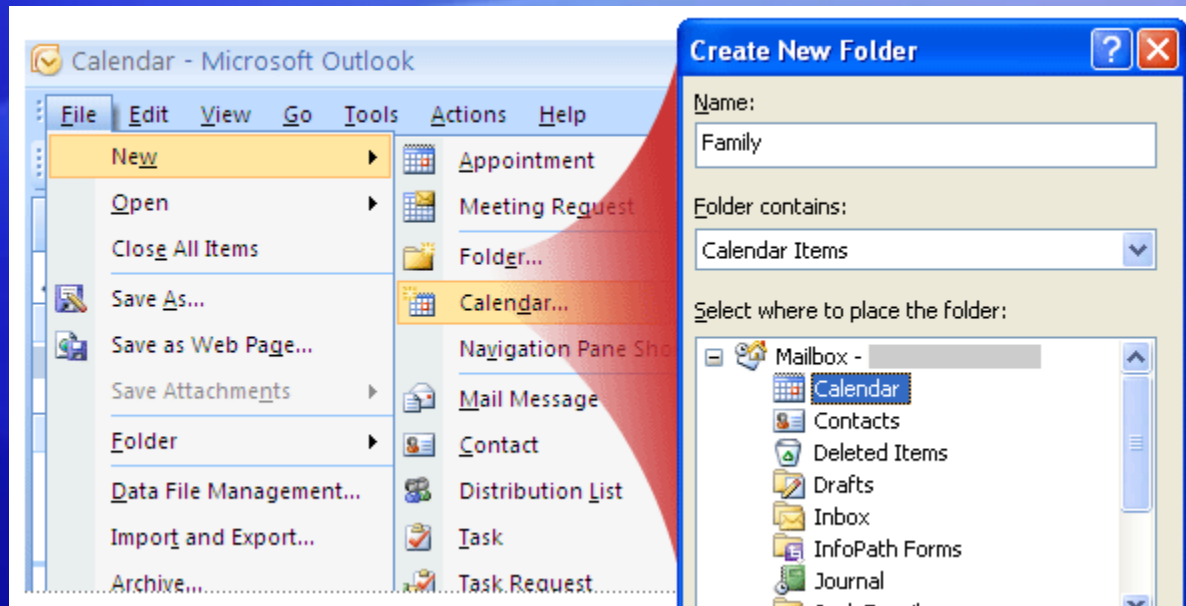
When you click **Calendar** in the Navigation Pane, the calendar that you see listed under **My Calendars** is your main, or default, calendar.

This calendar is always named “Calendar.”

You’ll always have this main calendar, but you can have other calendars as well. That’s what this lesson is about.

See and use multiple calendars

Create a new calendar



Outlook stores everything in folders, including calendar entries.

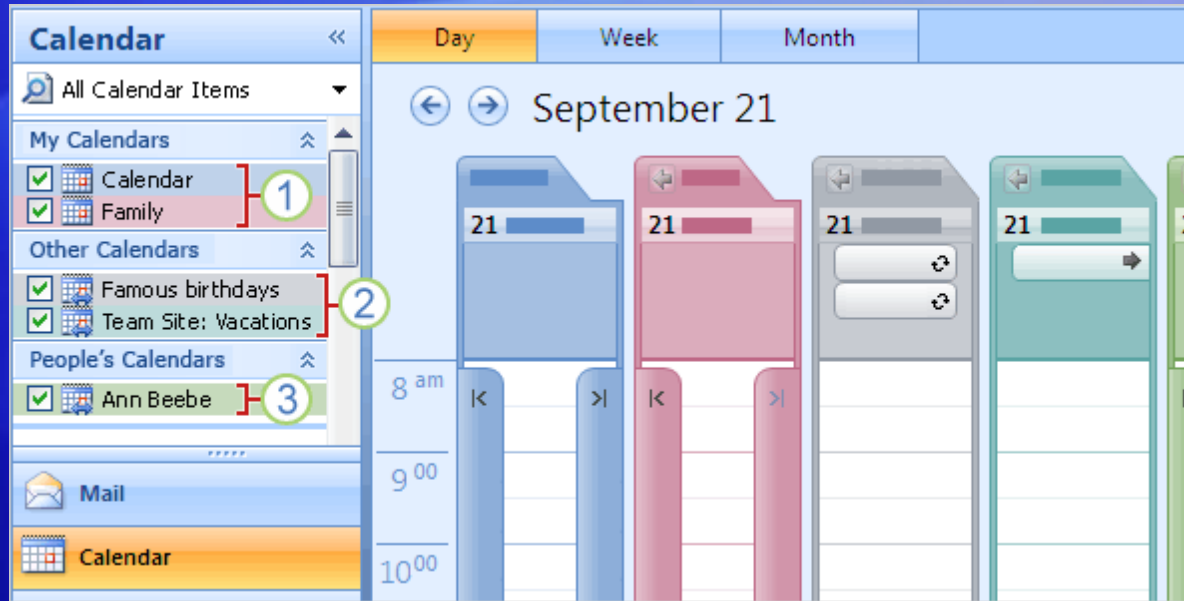
So, to create a new calendar, you'd first create a new folder in which to store items for the new calendar.

As shown in the picture, this can be done easily by clicking the **File** menu, pointing to **New**, and clicking **Calendar**.

From there you use the **Create New Folder** dialog box and fill in the details for the new folder, for the purpose of training call it Family.

See and use multiple calendars

See multiple calendars

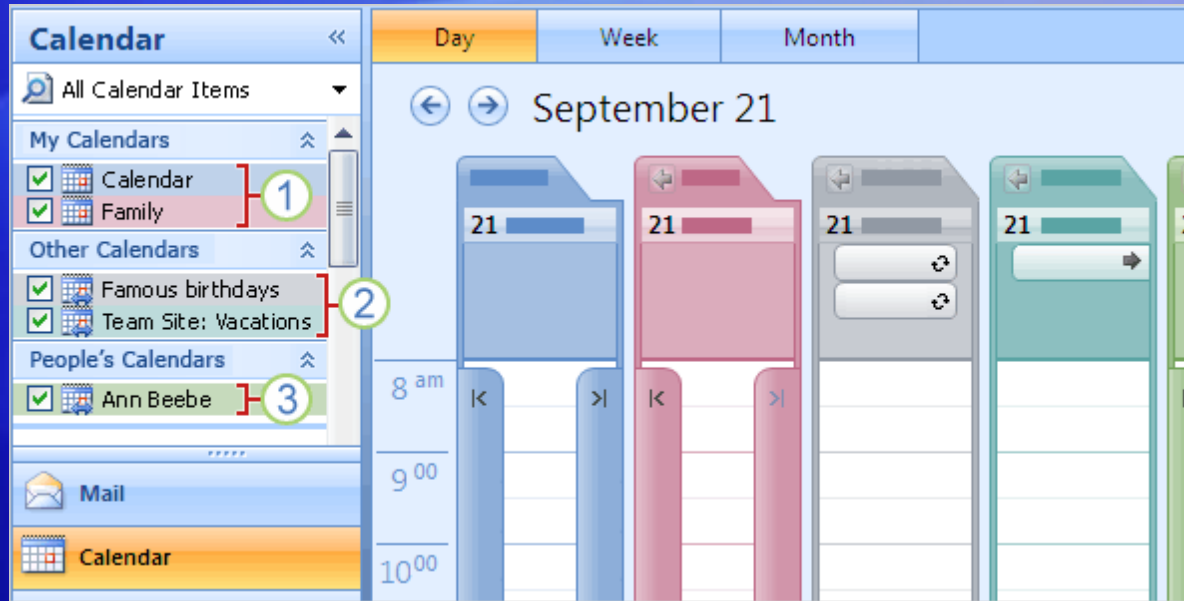


The previous section talked about one way to create an additional calendar, called “Family.”

There are other types of calendars you can see in Outlook and ways to access them.

Which ones you use will depend on your specific needs and how your e-mail and computer are set up.

See multiple calendars

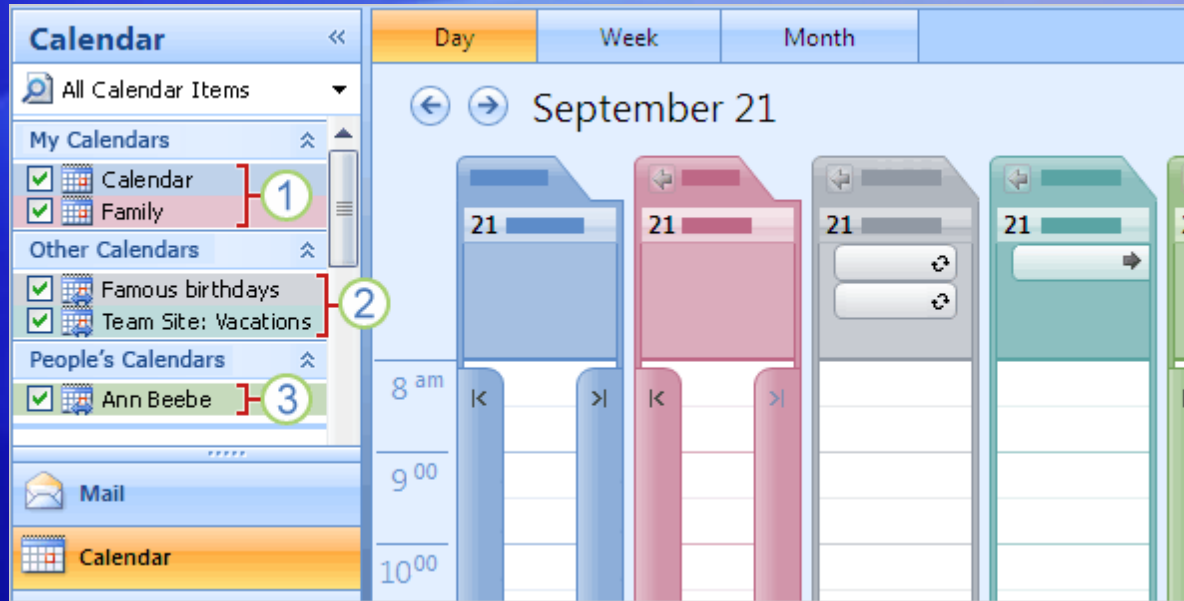


Once you have other calendars to view in Outlook, you'll see them listed in the Navigation Pane.

The picture shows some examples:

- 1 In the **My Calendars** group are two calendars: The default calendar (the one that's always called "Calendar") and an additional personal calendar. In this case, the alternate calendar is named "Family."

See multiple calendars

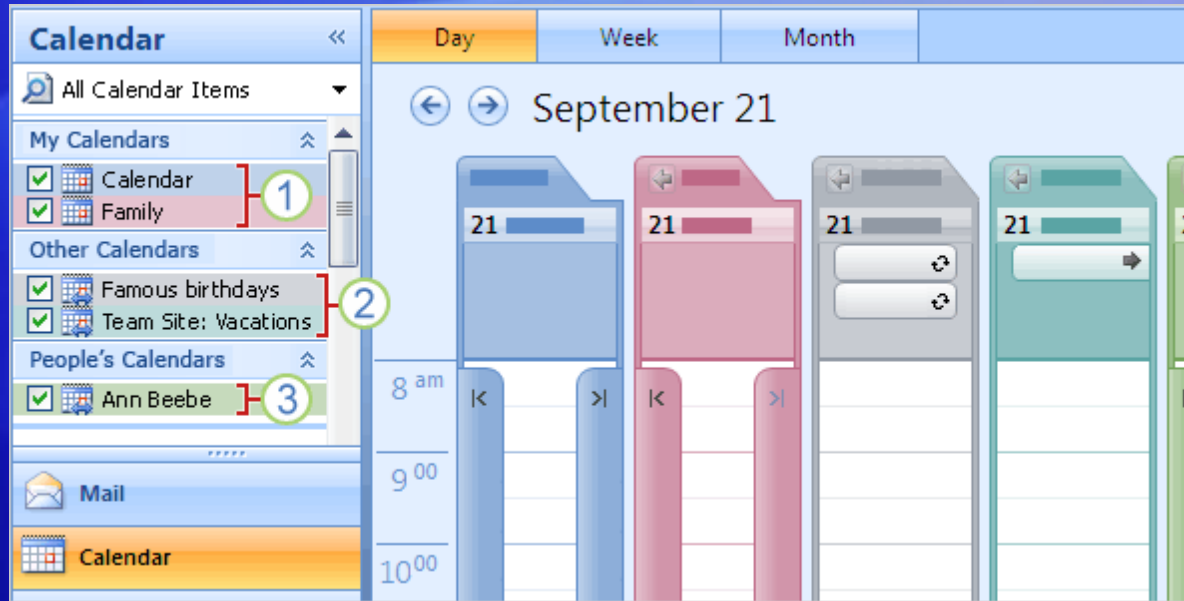


Once you have other calendars to view in Outlook, you'll see them listed in the Navigation Pane.

The picture shows some examples:

- ② In the **Other Calendars** group, there are two additional calendars: A **Famous birthdays** calendar, which is being subscribed to via the Internet, and a **Team Site - Vacations** calendar.

See multiple calendars

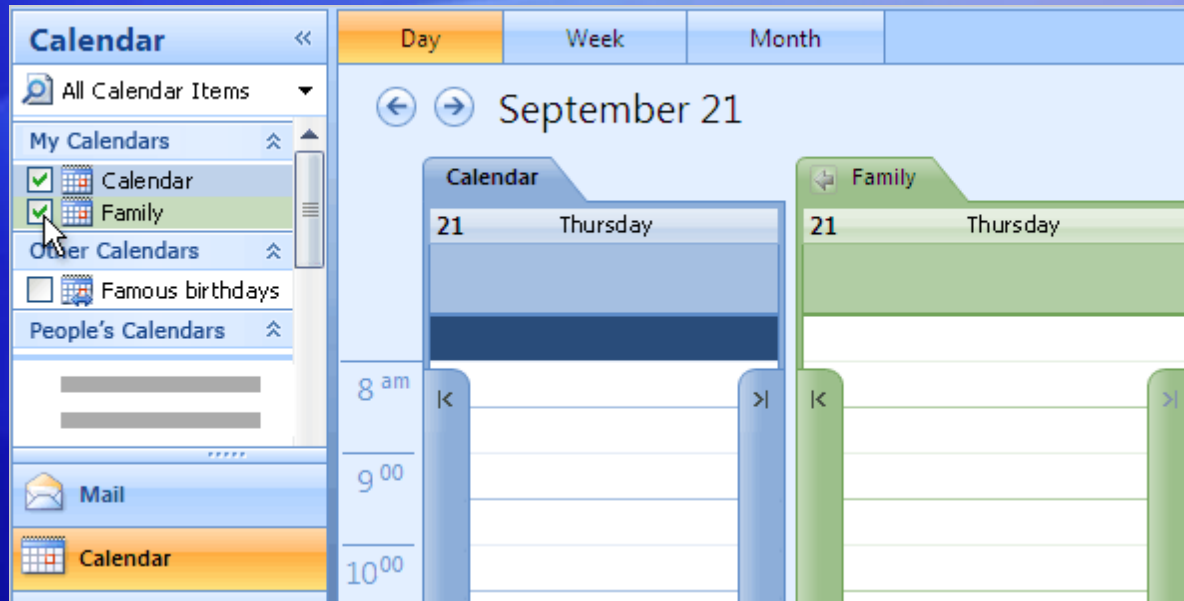


Once you have other calendars to view in Outlook, you'll see them listed in the Navigation Pane.

The picture shows some examples:

- ③ The **People's Calendars** group shows a colleague's shared calendar. If you're using Microsoft Exchange Server for your e-mail and calendar (which you may do at work), you'll be able to share your main calendar with others.

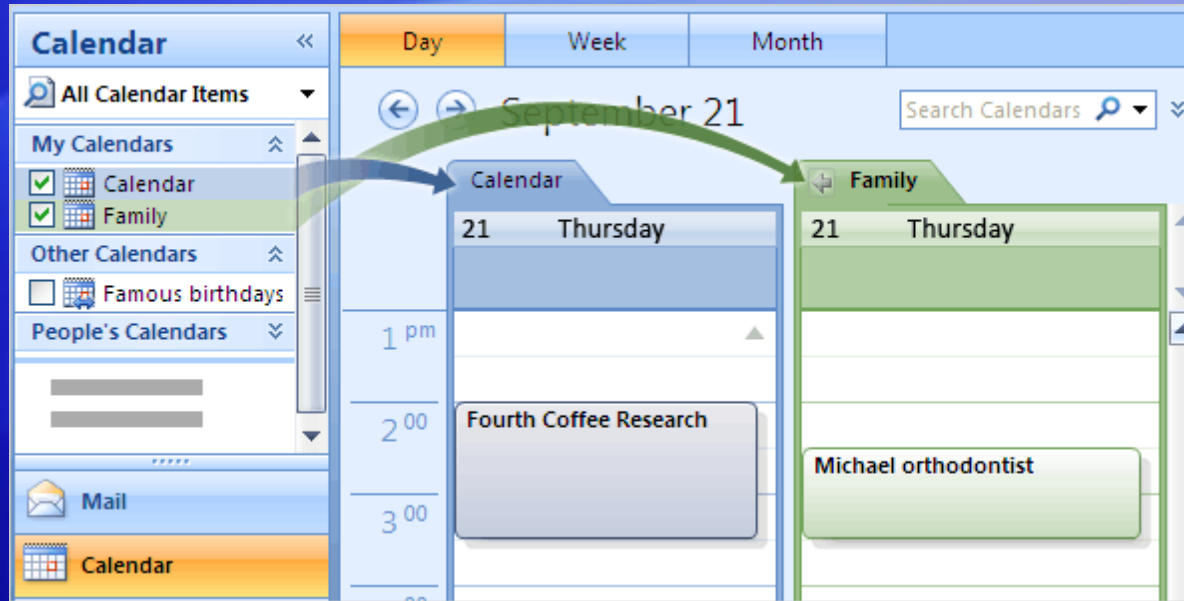
How you see them (and how you don't)



Use the Navigation Pane to manage which calendars are displayed.

To show or hide a calendar, just select or clear its check box, as the picture shows.

Outlook helps you keep track of it all



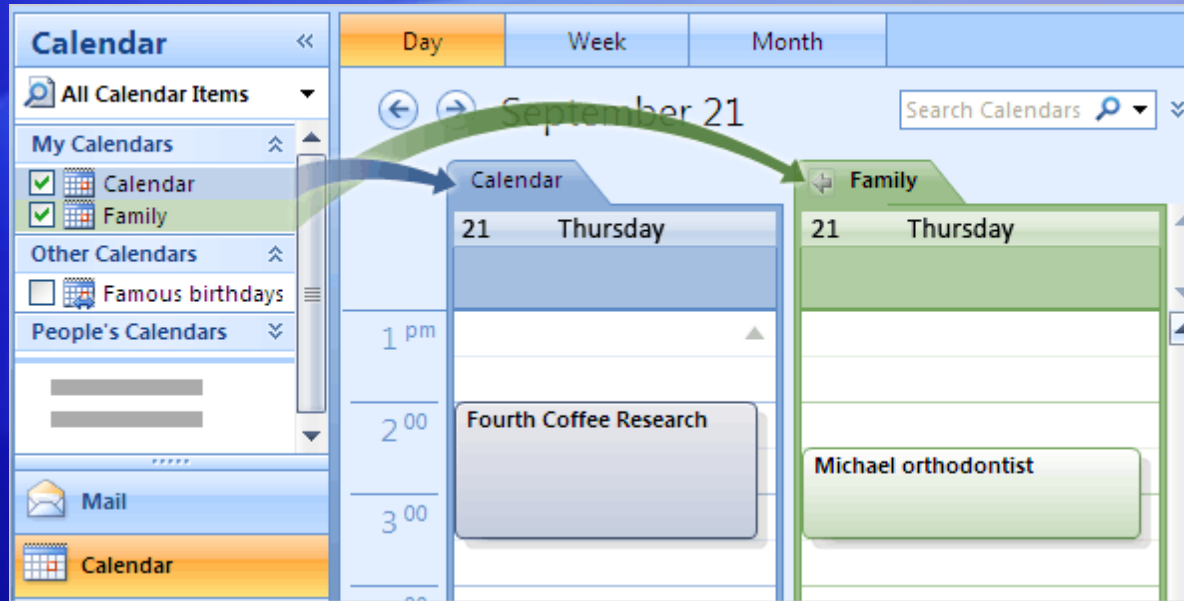
Once you have more than one calendar displayed, colour-coding and distinct names help you distinguish them.

In the picture, the default calendar is blue and the family calendar is green.

Outlook assigns colours to calendars according to the order in which you select their check boxes in the Navigation Pane.

See and use multiple calendars

Outlook helps you keep track of it all



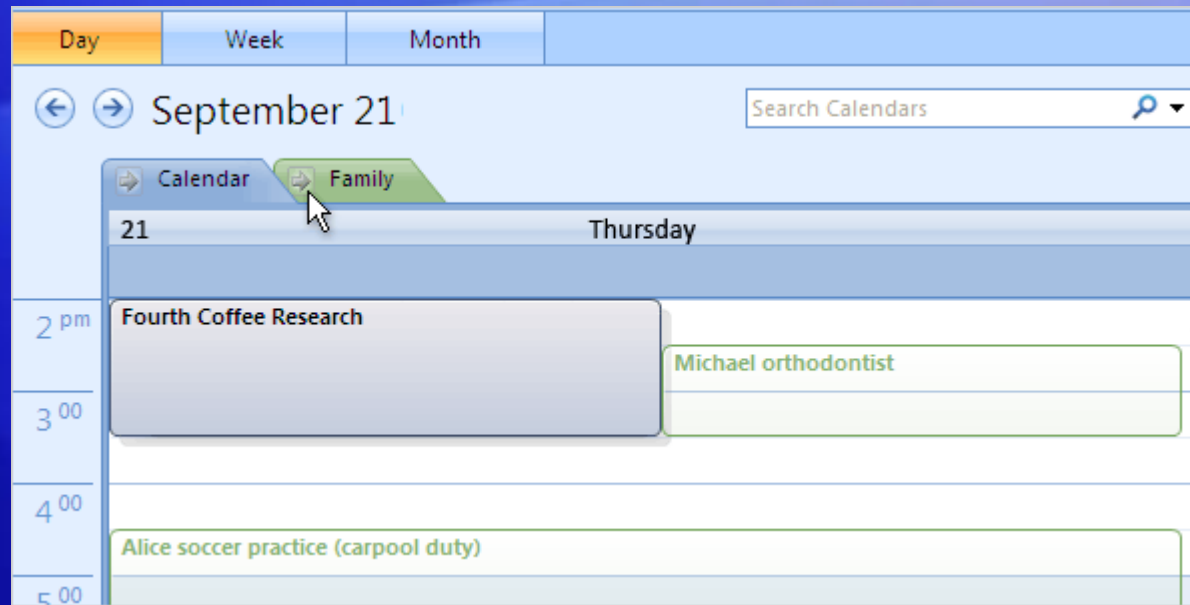
Once you have more than one calendar displayed, colour-coding and distinct names help you distinguish them.

Notice that each calendar is labeled, as follows:

- The first calendar from the left is **Calendar**. That's what the default calendar is always called.
- The next calendar is **Family**, which is the name used when the new personal calendar is created.

See and use multiple calendars

Match up schedules



After you select the calendars that you want to see, you then get to choose how you look at them.

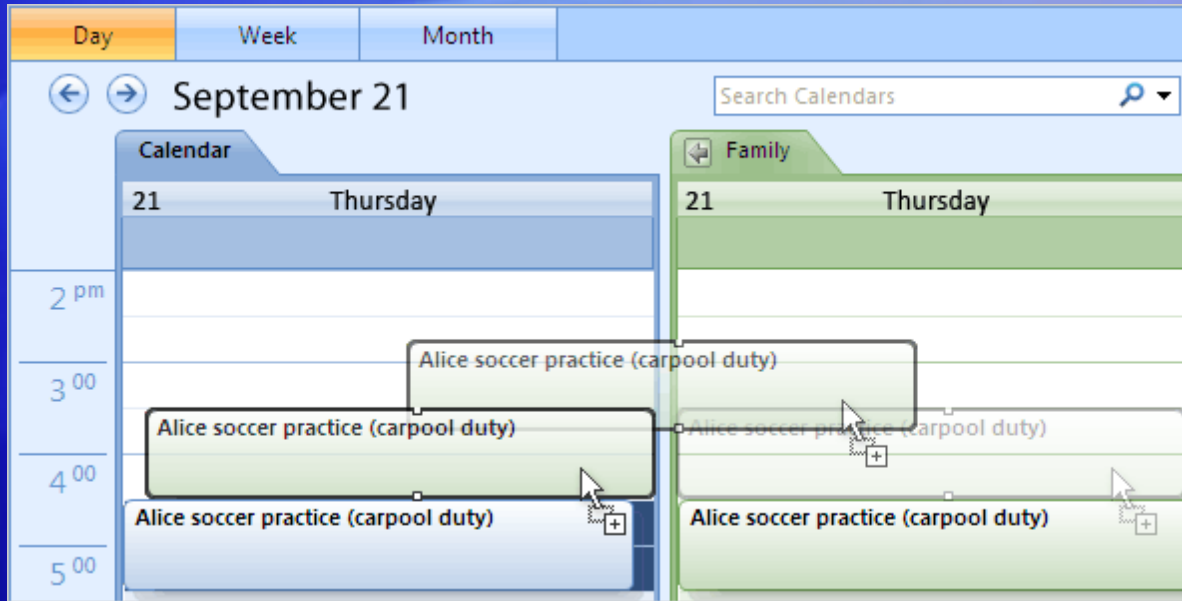
You saw how to view multiple calendars side by side.

You can also view calendars in **overlay mode**: a “transparent” mode that allows you to see how multiple schedules look as one.

The picture shows an example of switching between side-by-side and overlay modes.

Block out time in your own schedule

Sometimes you'll want an appointment to be in two calendars.

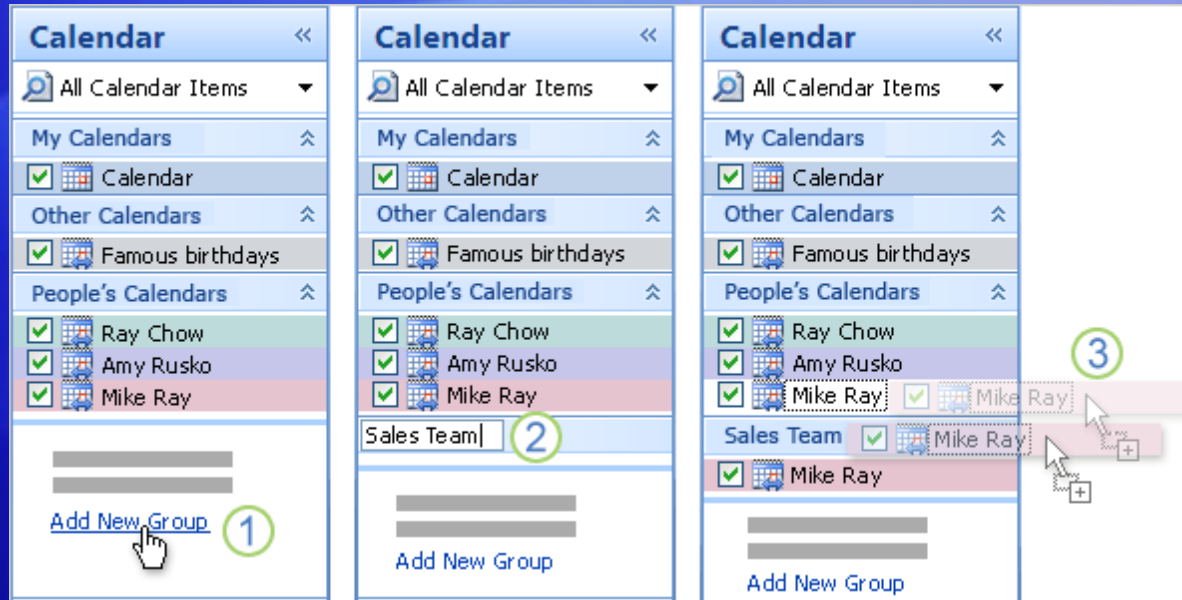


Copying an appointment from one calendar to another is simple: In side-by-side mode, click the appointment to select it and then drag it to the destination calendar as shown in the picture.

Just take care to position the copy in exactly the same time slot.

See and use multiple calendars

Organize your calendars in the Navigation Pane

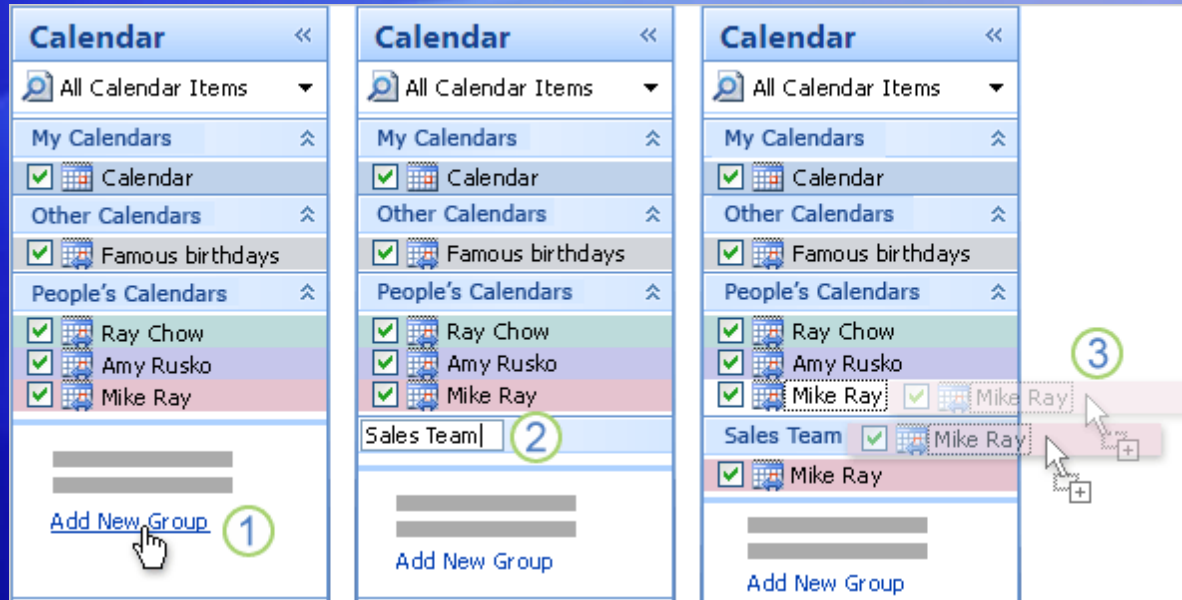


An earlier slide mentioned the standard group names for calendars in the Navigation Pane: **My Calendars**, **Other Calendars**, and **People's Calendars**.

These group names can be changed. What's more, if you want to, you can create your own groups using names that you choose.

See and use multiple calendars

Organize your calendars in the Navigation Pane



The picture shows the steps for creating a new group and moving a calendar to it.

- 1 In the **Navigation Pane**, click **Add New Group**.
- 2 Type a name for your group (here we've named the group "Sales Team").
- 3 Drag each calendar (one at a time) to the group. Here we're moving Mike Ray's calendar from **People's Calendars** to the new **Sales Team** group.

See and use multiple calendars

Suggestions for practice

1. Move the Date Navigator to the right.
2. Create a separate calendar.
3. Show two calendars, and try the different modes.
4. Copy an appointment from one calendar to another.
5. Add a new group to organise your calendars.

Test question 1

Your main, default, calendar will always be called this (pick one answer):

1. Whatever you choose to name it.
2. Calendar.
3. My Calendar.

Test question 1: Answer

Calendar.

See and use multiple calendars

Test question 2

To use more than one calendar in Outlook, you must have an Internet connection or be using Microsoft Exchange Server.
(Pick one answer.)

1. True.
2. False.

Test question 2: Answer

False.

There are multiple ways to create, view, and share calendars in Outlook.

Test question 3

If you want to see how multiple schedules look as one, do this (pick one answer):

1. Use side-by-side mode.
2. Select the check boxes for all your calendars.
3. Use overlay mode.
4. Clear the check boxes for all but one calendar.

Test question 3: Answer

Use overlay mode.

Because calendars appear transparent in overlay mode, you can see how a collection of schedules appear as one.