

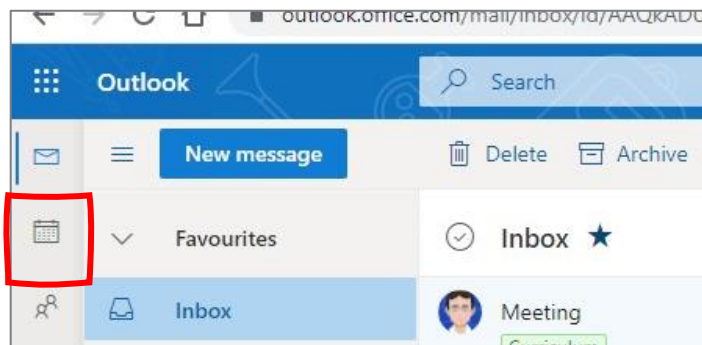
Introducing Outlook on the web – Your Calenders

Outlook is your one-stop application for Microsoft 365 emails, calendars, contacts, notes and tasks. We have produced a number of guides to help you get the most out of the browser version of Outlook.

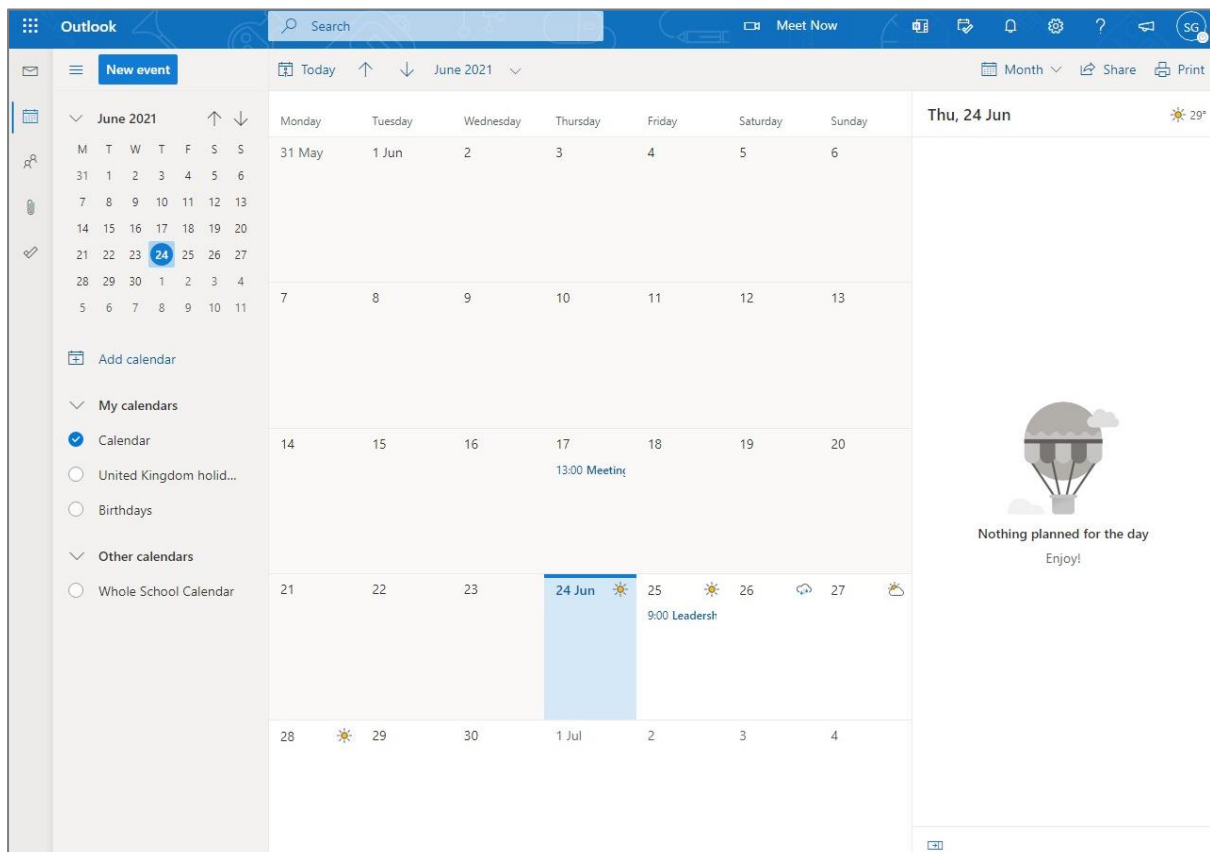
Introducing your Outlook Calendar

To get to your Calendars:

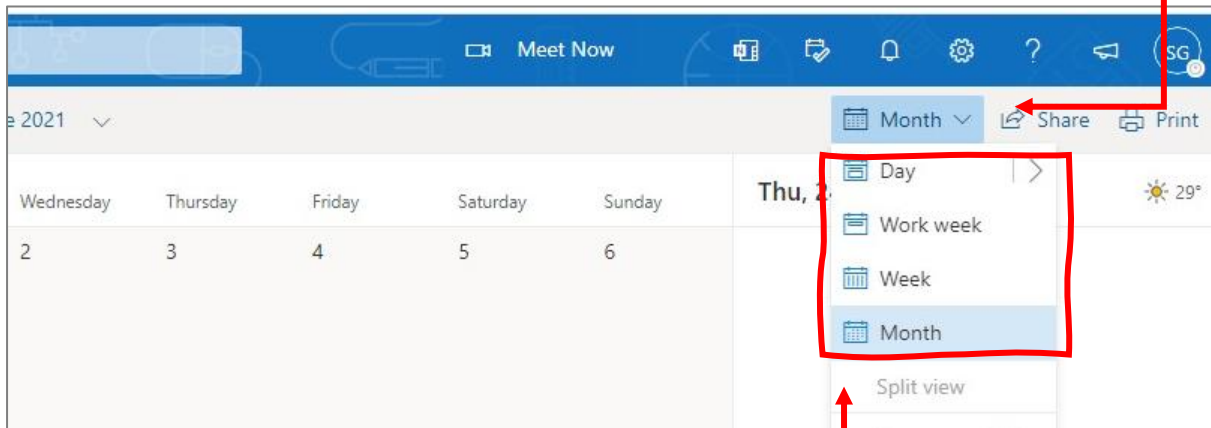
- Open **Outlook**
- Click on the **Calendar** icon on the navigation bar along the left of the screen



This will open your Calendar in the standard Month view

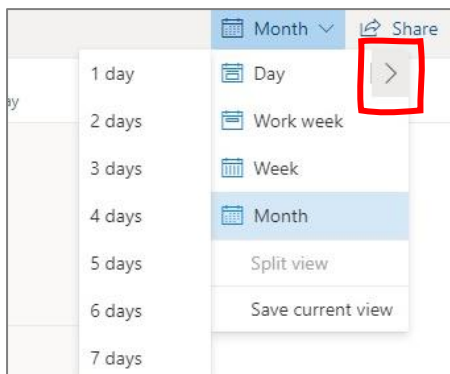


To change this to Week, Work Week or Day view, click on the view button

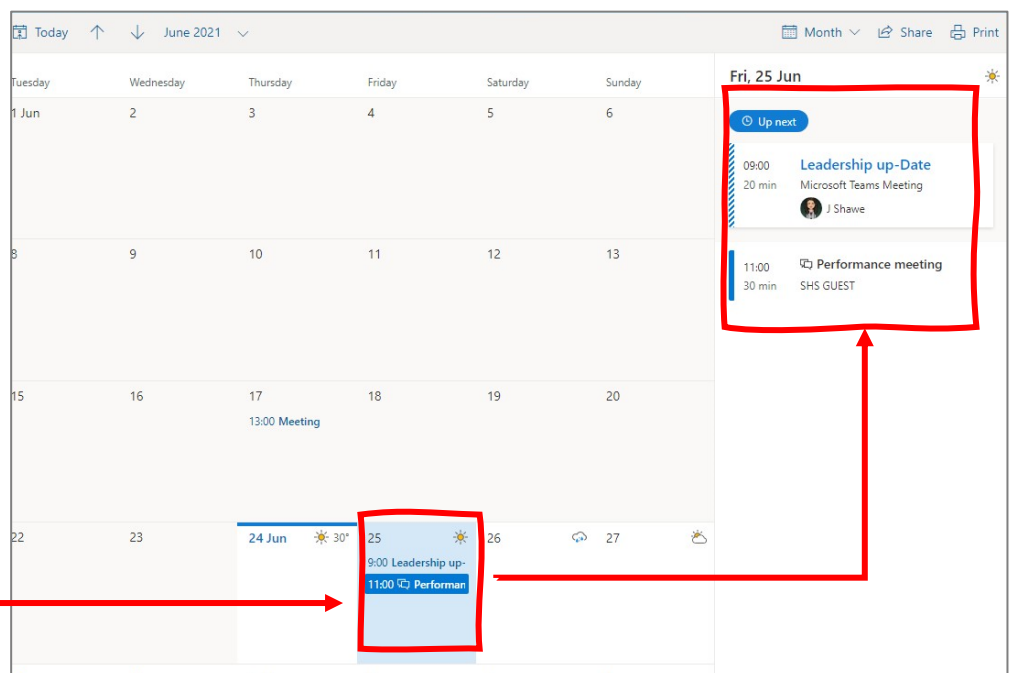


Select the view you want from the list

There are additional options for the “Day” view. Click on the arrow to see the pop-out.



Clicking on a day will display all the events in the Agenda Pane on the right of the screen.



Seeing additional Calendars

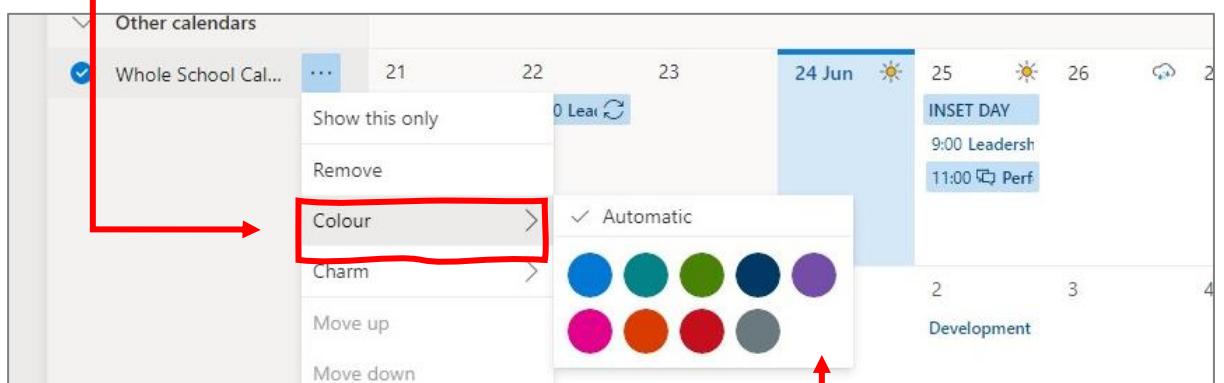
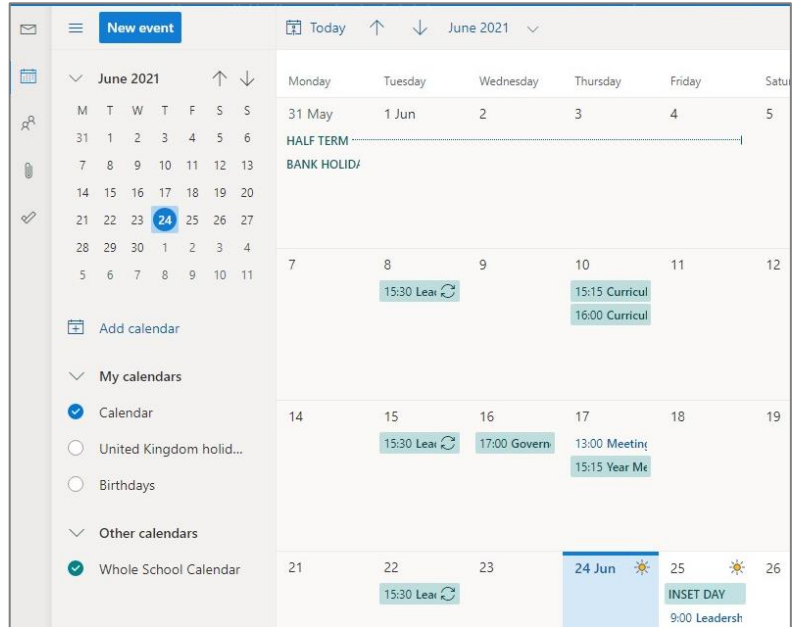
If you have other shared calendar, or have created new personal calendars, they will appear in the Left Pane.

Click on the radio button alongside a calendar to merge its content into the display.

To differentiate between the different calendars, you can change the calendar's display colour.

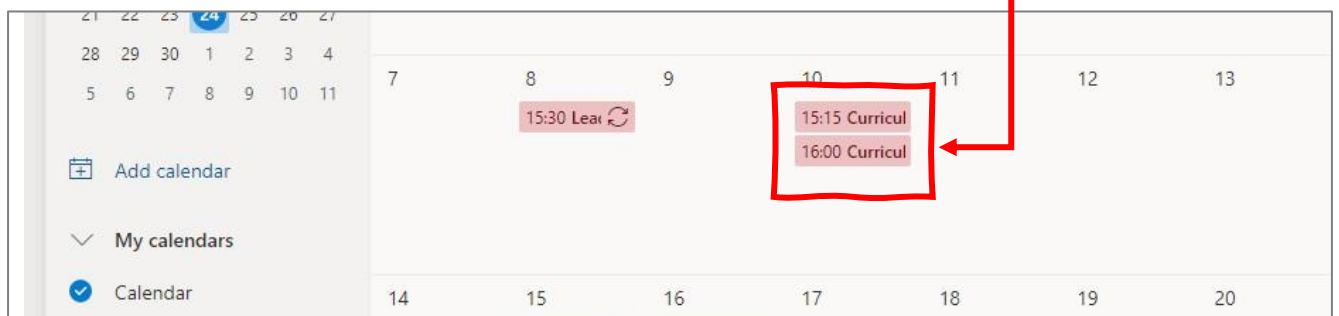
To change the calendar colour:

- Hover your mouse over the calendar name and click on the "Colour" option



- Select a colour from the pallet pop-out

Items from that calendar will now be displayed with the chosen colour.

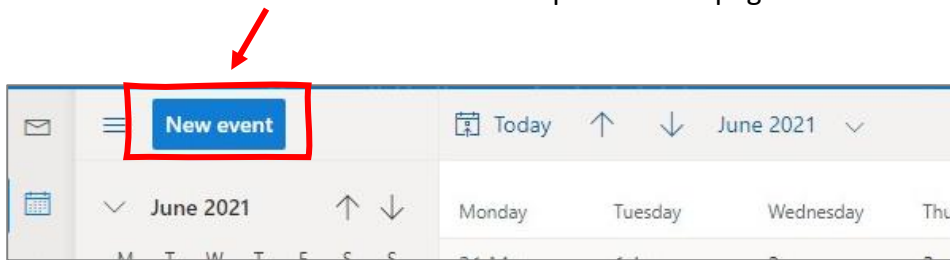


Creating an Event or Meeting

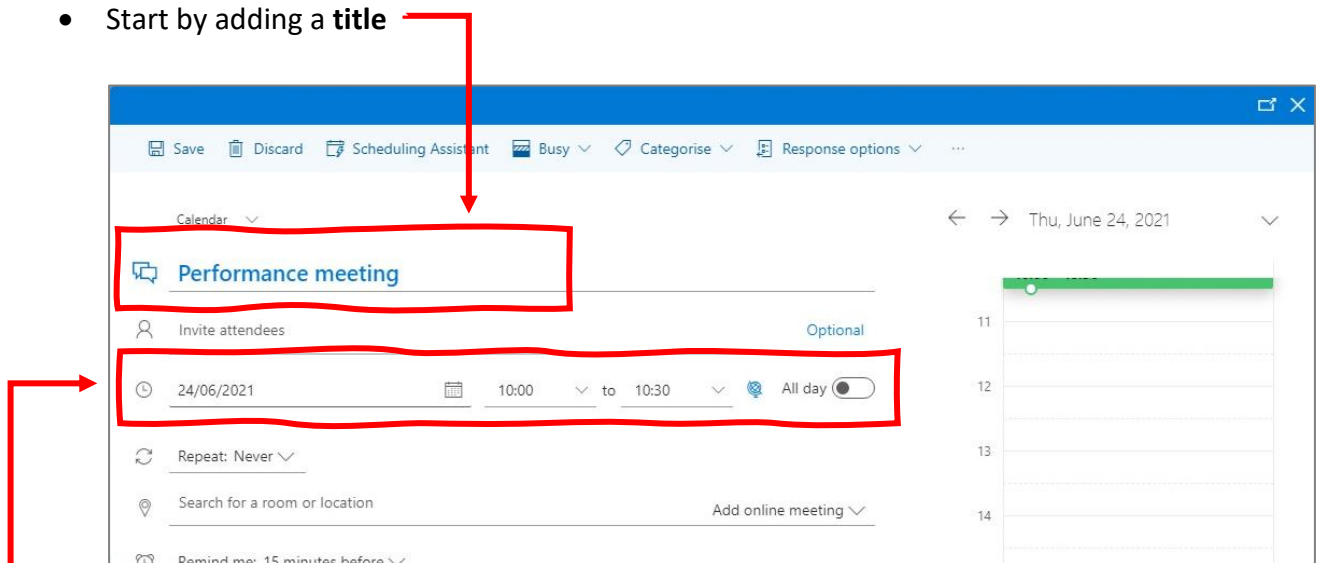
You can quickly create events or meetings in your Calendar. These can either be personal reminders or events to be shared with and include other users.

To create you new calendar event/meeting:

- Click on the **“New event”** button at the top-left of the page



- This will open the **New Event** window
- Start by adding a **title**

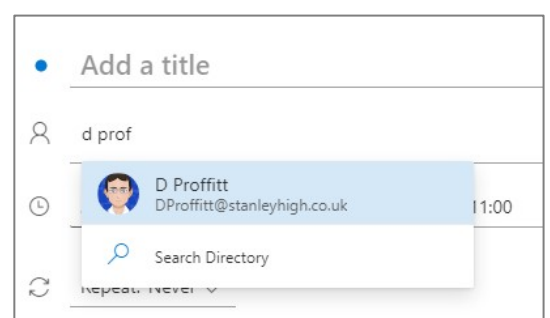


- By default, the date for the event will be the data selected in the calendar when the button was clicked. Change this to the date and time you want.

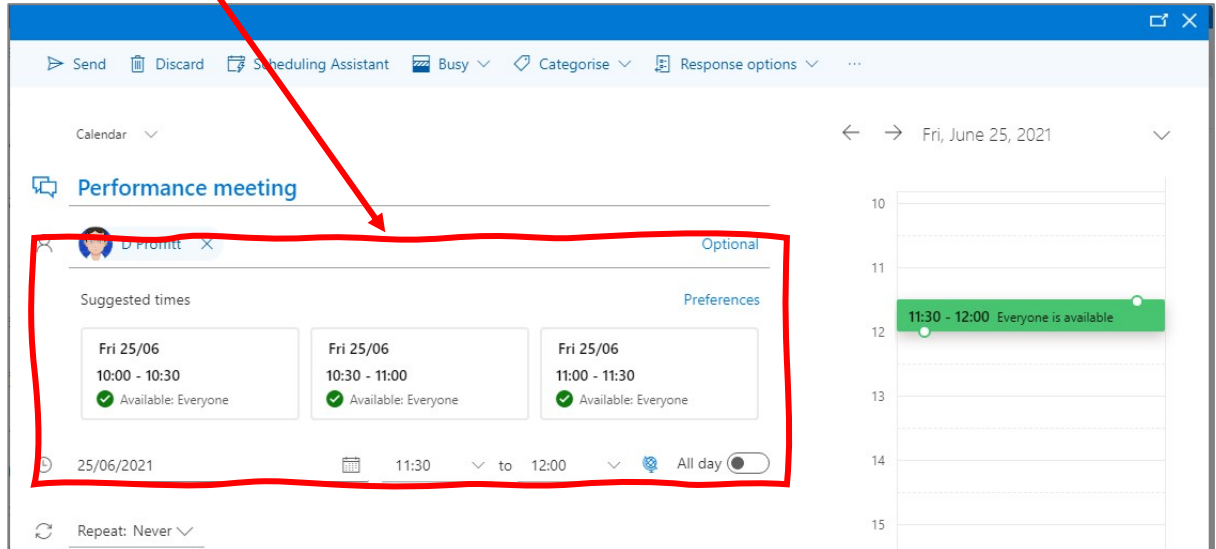
For a personal reminder or event, that is all you need to do. Click Save to add the event to your Calendar.

If you are arranging a meeting with other people, you will need to add them to the event.

- Click in the **“Invite attendees”** box and start typing the name of the person you want to include. Outlook will search for users that match.



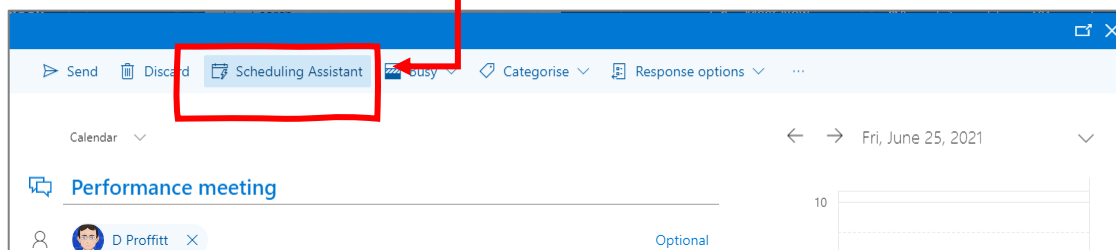
- When you add another user, Outlook will link to their calendar and display their availability.



- Click on any of the optional times to select it.

If you are including more than one other person, or you want to see more availability:

- click on “Scheduling assistant”



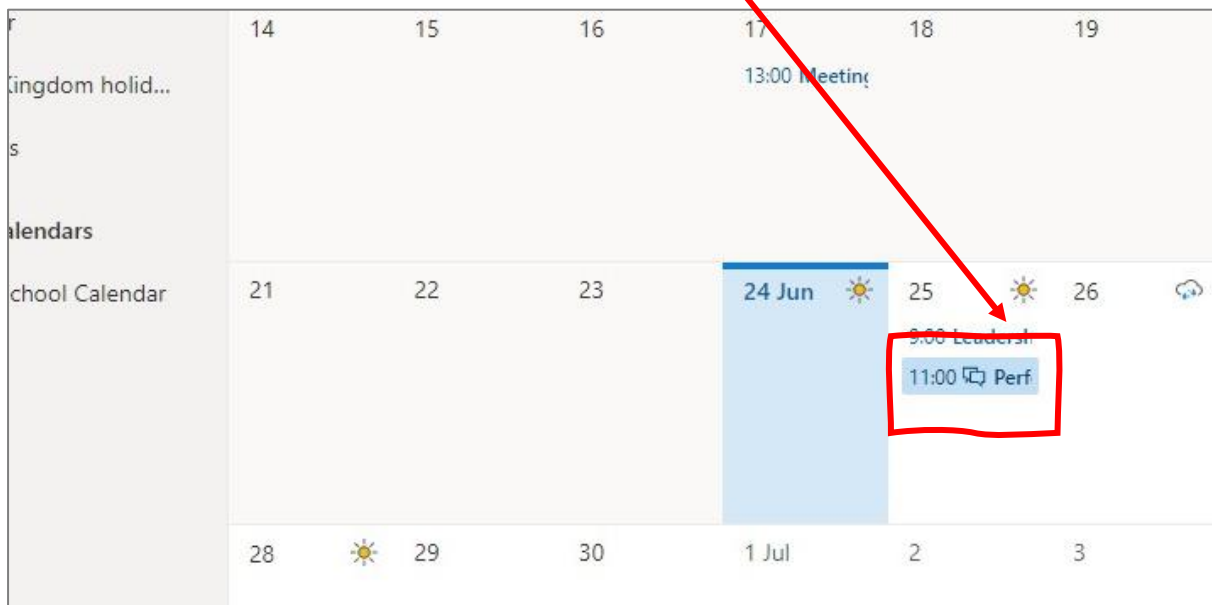
Scheduling Assistant displays calendars for all users selected. That way you can see when they are all available.

Click and drag the red box to change the date and time of the meeting.

Click “Done” when you have finished.

Edit an event

Once an event has been created it will appear in your Calendar.



To edit an event:

- Click on the event in the calendar. This will open a pop-up.



- To edit the event, click on the **“Edit”** button
- You can edit any of the settings, including attendees, date and time, reminders or add notes.
- Once you have made your changes, click **“Send”**.

Anyone who is listed as an attendee will automatically receive notification of any changes. If they have already accepted the invitation, they will get an opportunity to change that reply.