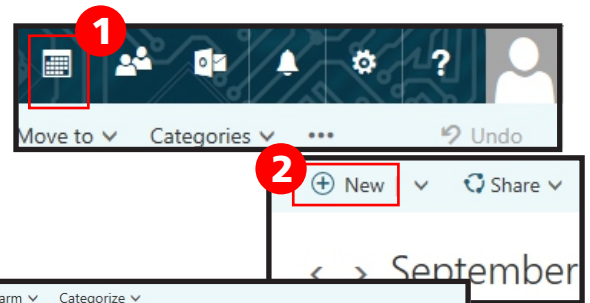


# Using Office 365 Outlook - Calendar

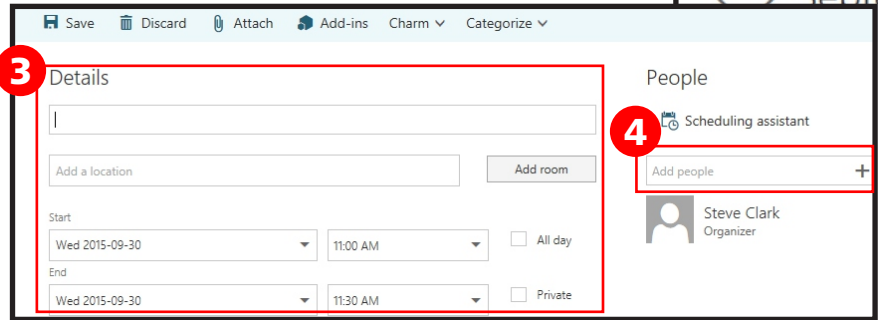
## Meetings / Appointments

### Creating a New Meeting:

- 1) Click the **Calendar** icon from the top right of the navigation bar.
- 2) Click **New** or double-click the date on the calendar.



- 3) Enter the meeting details including title, location, date, time.

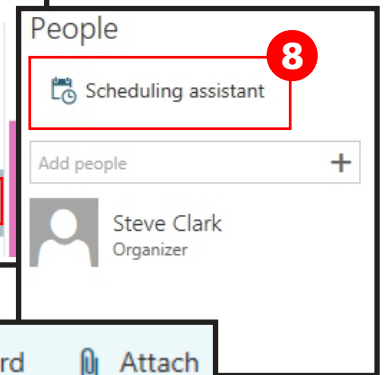


- 4) To invite others to the meeting, click the + under **People**.

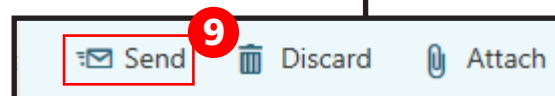
- 5) Search for the attendee names.
- 6) Click the + beside their name to add them as a Required Attendee.
- 7) Once you have all of your Required Attendees, click **OK**.



- 8) Click **Scheduling Assistant** to check your attendees' schedules.



- 9) When finished, click **Send**.



### New Appointment (Just Yourself)

Follow steps 1-3 above, then click **Save**.

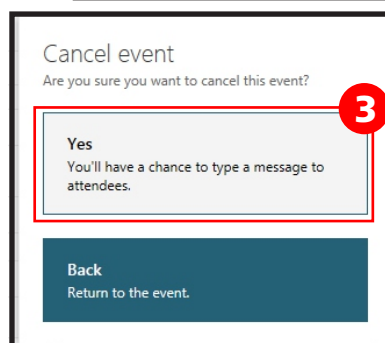
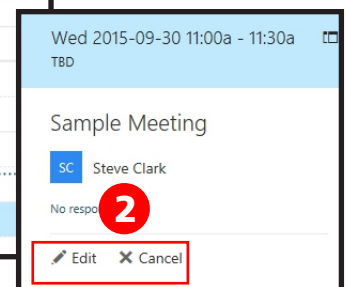
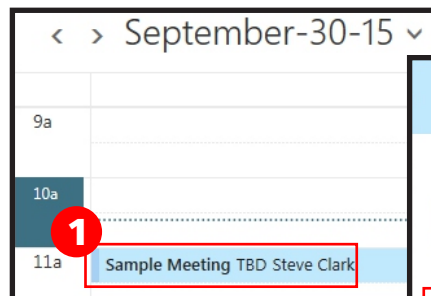
## Managing / Editing Meetings:

### Edit/Change

- 1) Double click on the event you wish to change.
- 2) Click the **Edit** icon.
- 3) Make your changes, then click **Send**.

### Delete

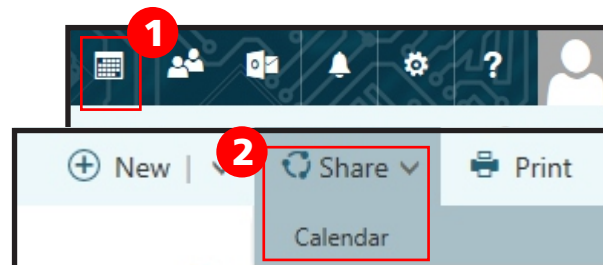
- 1) Double click on the event you wish to change.
- 2) Click **Cancel**.
- 3) Click **Yes**.



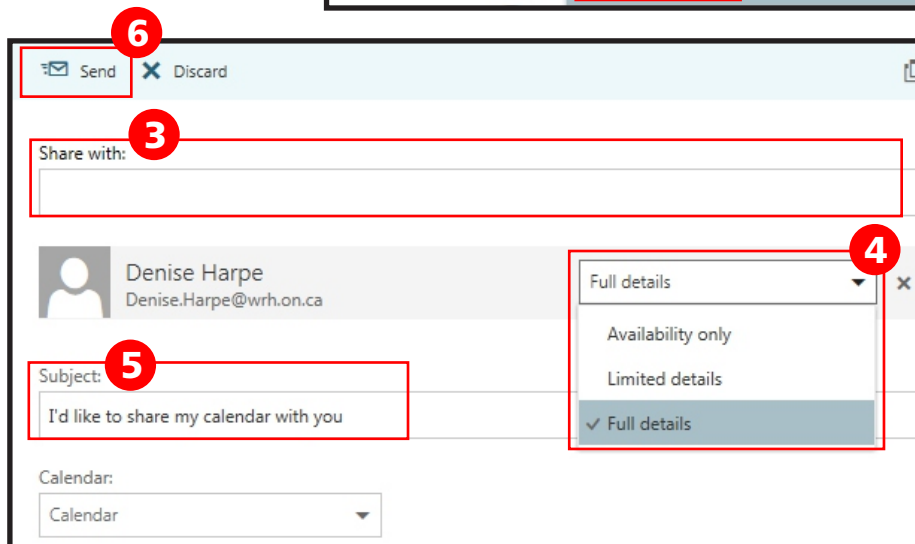
# Using Office 365 Outlook - Calendar

## Sharing Your Calendar:

- 1) Click the **Calendar** icon from the top right of the navigation bar.
- 2) Click **Share**.



- 3) Type the name(s) or email address(es) of the person you want to share your calendar in the **Share With** field.
- 4) Using the drop down menu that appears, select the appropriate permission level\*. **Full Details is the default.**
- 5) Change the **Subject** to let the person know what permission level you're granting them.
- 6) Click **Send** to share the calendar.



\***Availability only** - allows someone to view blocks of time as Free, Busy, Tentative, Away.

**Limited details** - allows someone to view our Subject and Location

**Full details** - allows someone to view your Subject, Location, Attendees, and Description. However, any calendar event you mark as Private displays simply as Private Appointment.