

# An Overview of Outlook Scheduling

*Presented by*

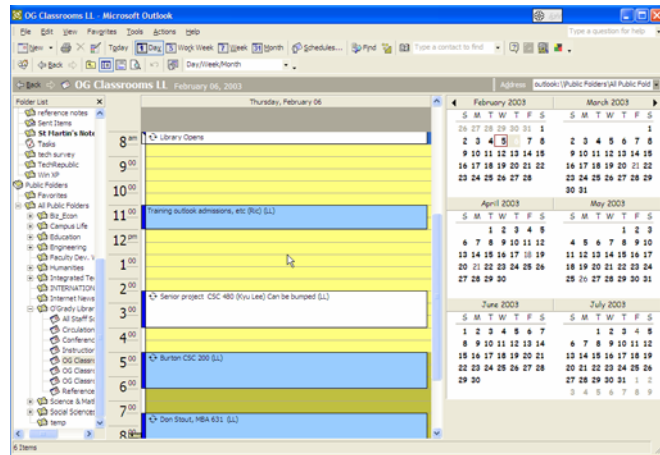
*Ric Kube, Technology Coordinator, O'Grady Library*

Topics covered:

- Creating schedules/appointments
- Publishing availability
- Checking availability
- Assigning tasks

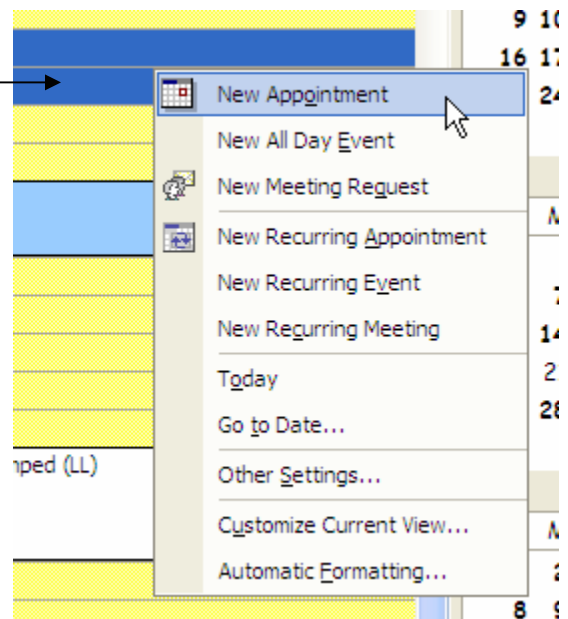
# Scheduling

Change to calendar view in Outlook:

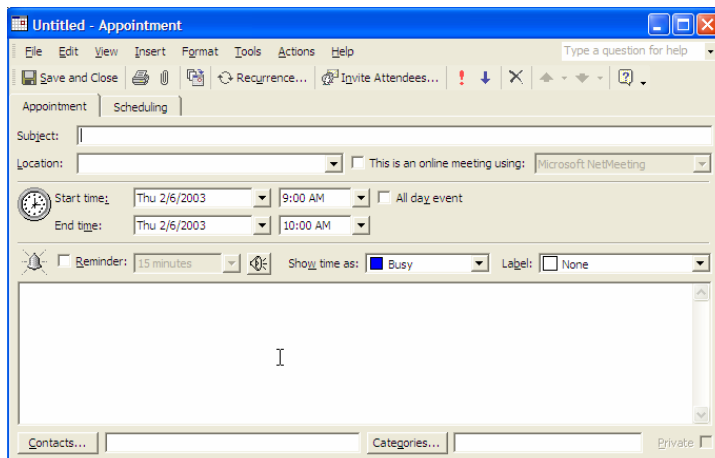


Right click on a timeslot or select timeslot(s) and right click on that:

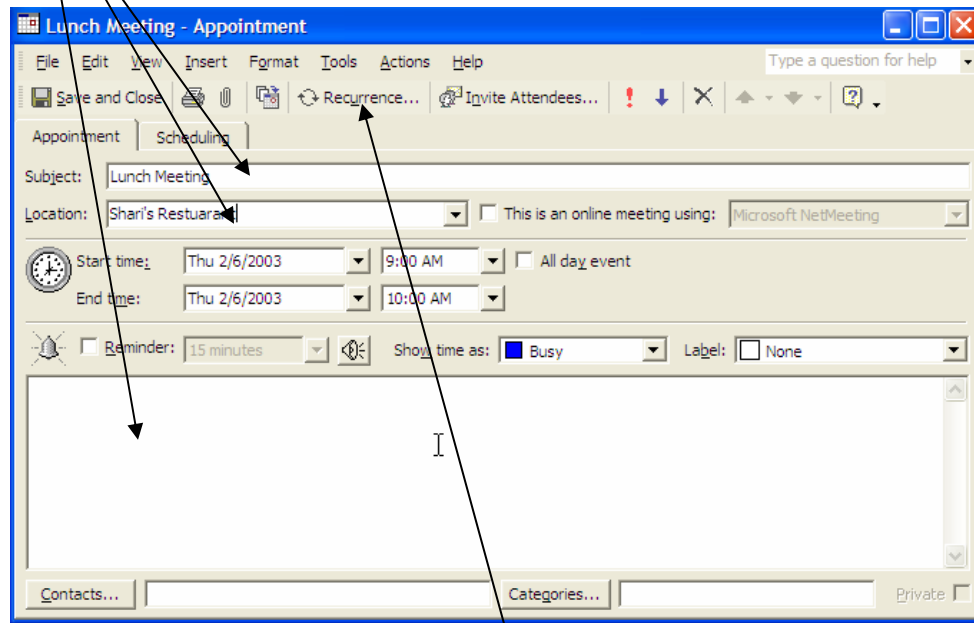
Select the new.... That you require

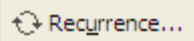


The appointment window opens:



Fill in the relevant information for the schedule/appointment:



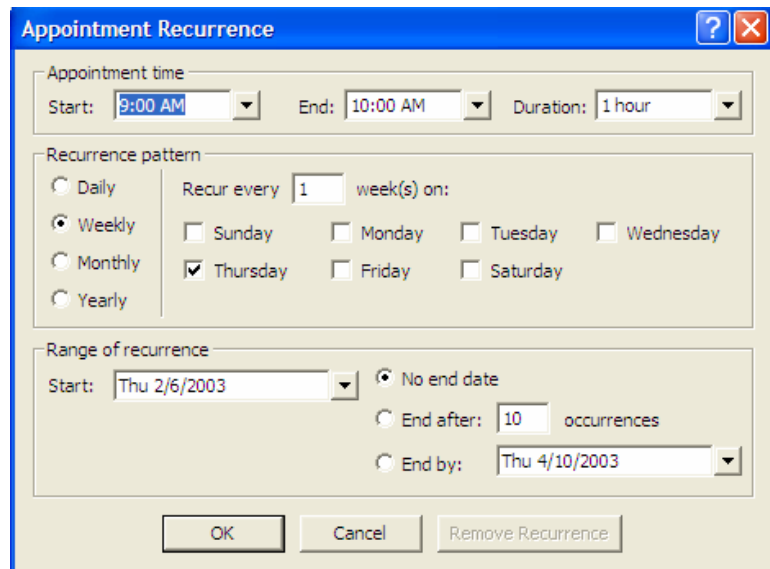
If this is to be a recurrent (repeating) schedule, click  **Recurrence...** button. The appointment recurrence menu will open:

Select needs:  
Start time and end time or duration

Recurrent pattern

Range of recurrence

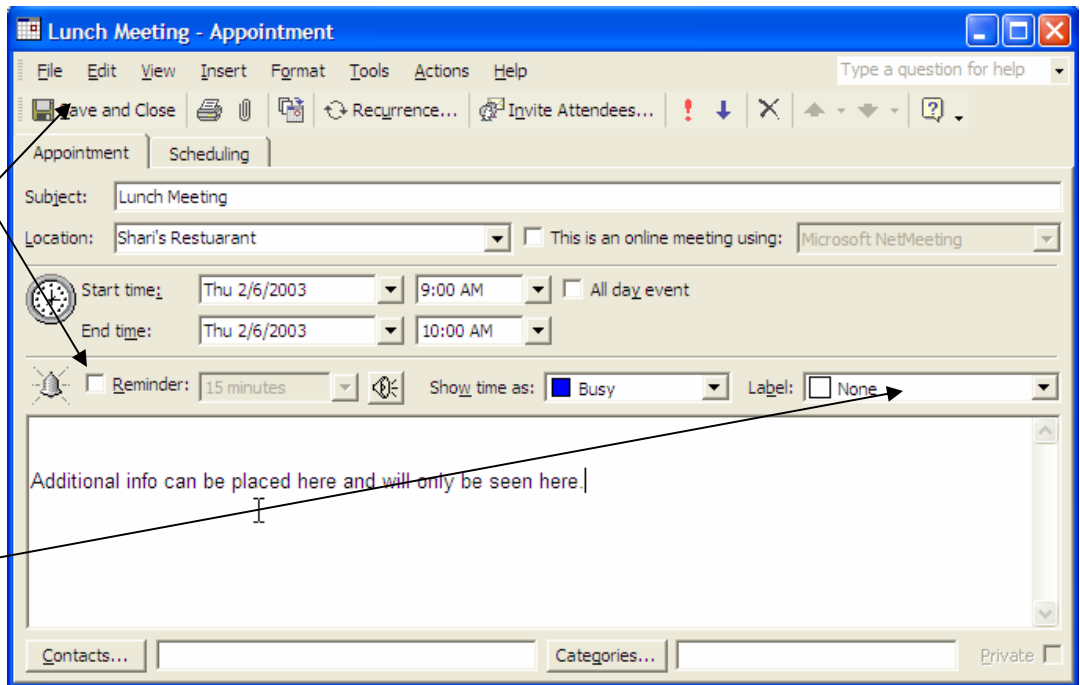
When complete click OK



Click Reminder button, if you want to be reminded.

Click **Save and Close**

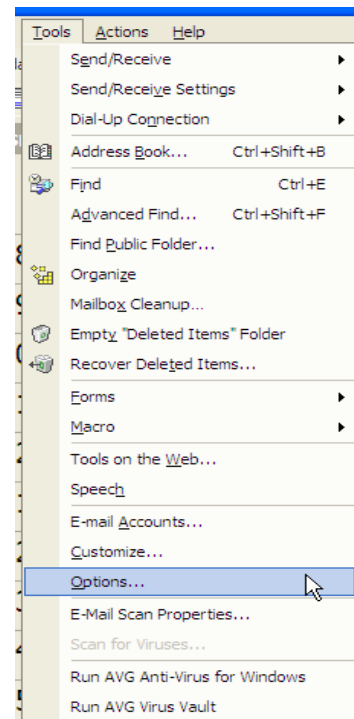
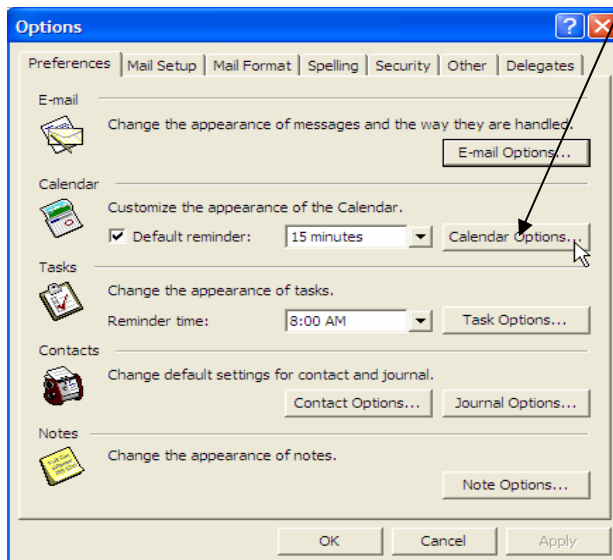
Appointment will then show up on calendar. If you have Office XP you can color the label to make it stand out.



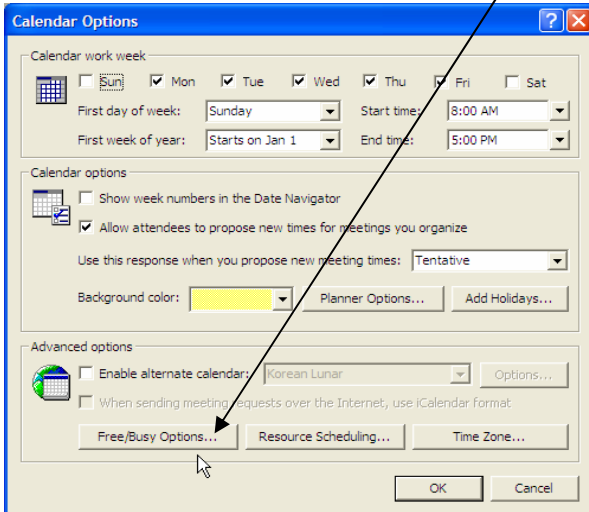
## Publishing your availability

From the menu bar select **T**ools and then **O**ptions.

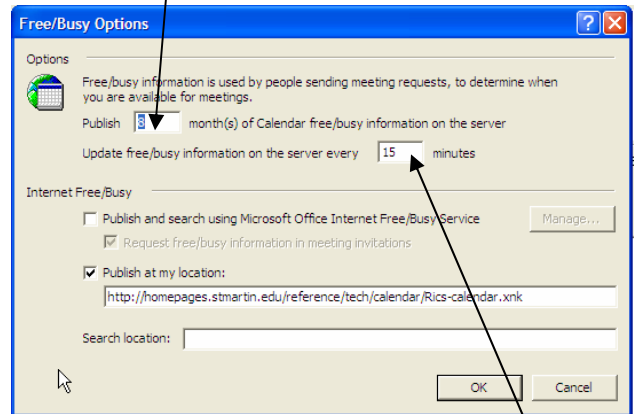
Options menu will open. Once open click **C**alendar **O**ptions



The click the **Free/Busy Options...** button



then set your publishing for 6 or more months

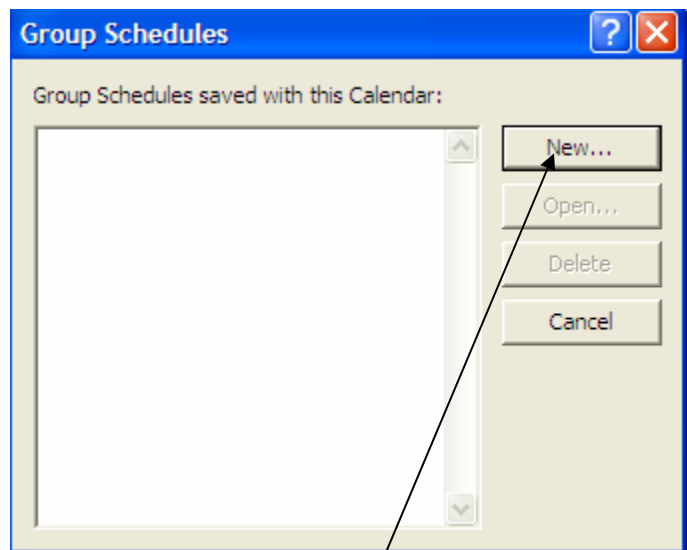
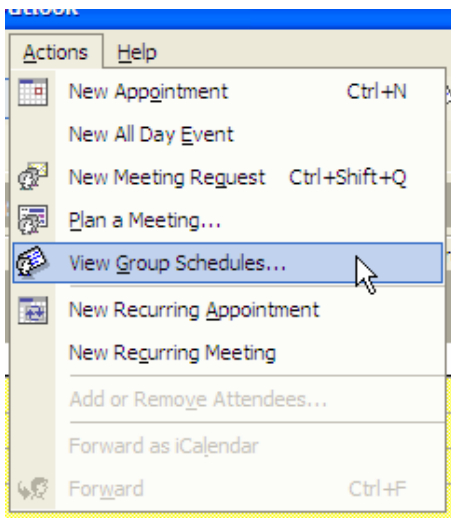


Set frequency for updating on server. If you wish it available over the internet, fill in the bottom section.

Click **OK** to close.

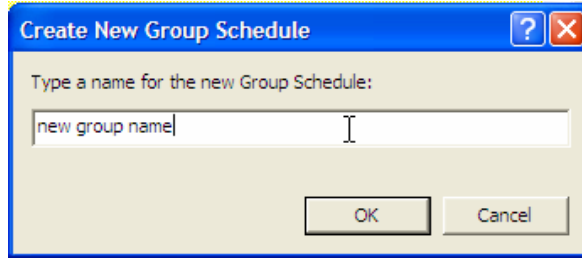
## Viewing someone's availability

While still in the calendar section click **Actions** then **View Group Schedules**



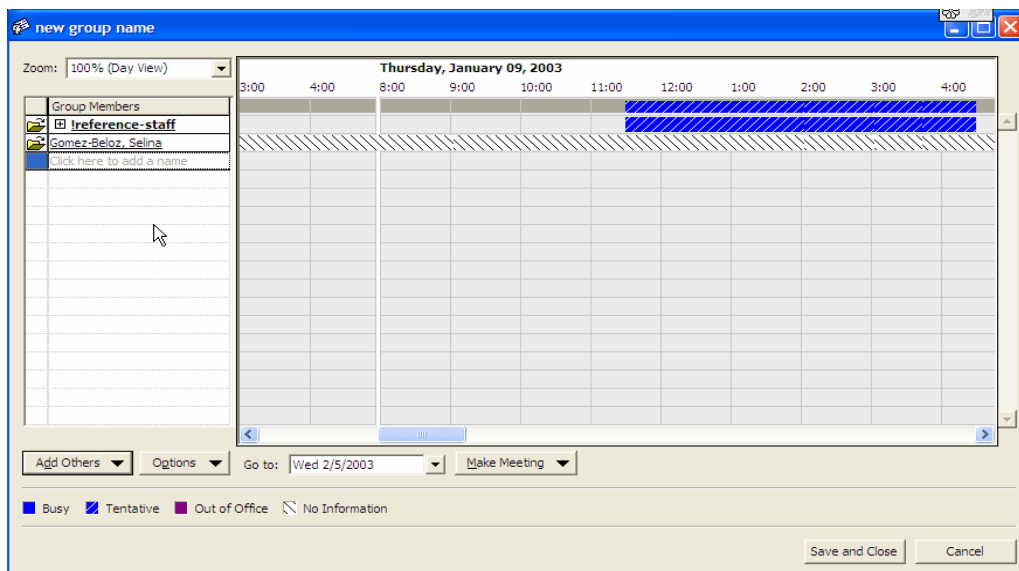
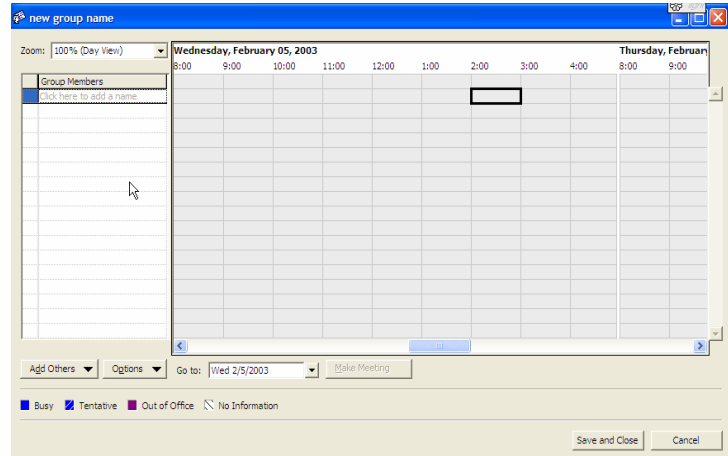
If there are no group schedules showing then click on **New...** button

Select a new group name:



Click on **Add Others** button to open the address book to choose members

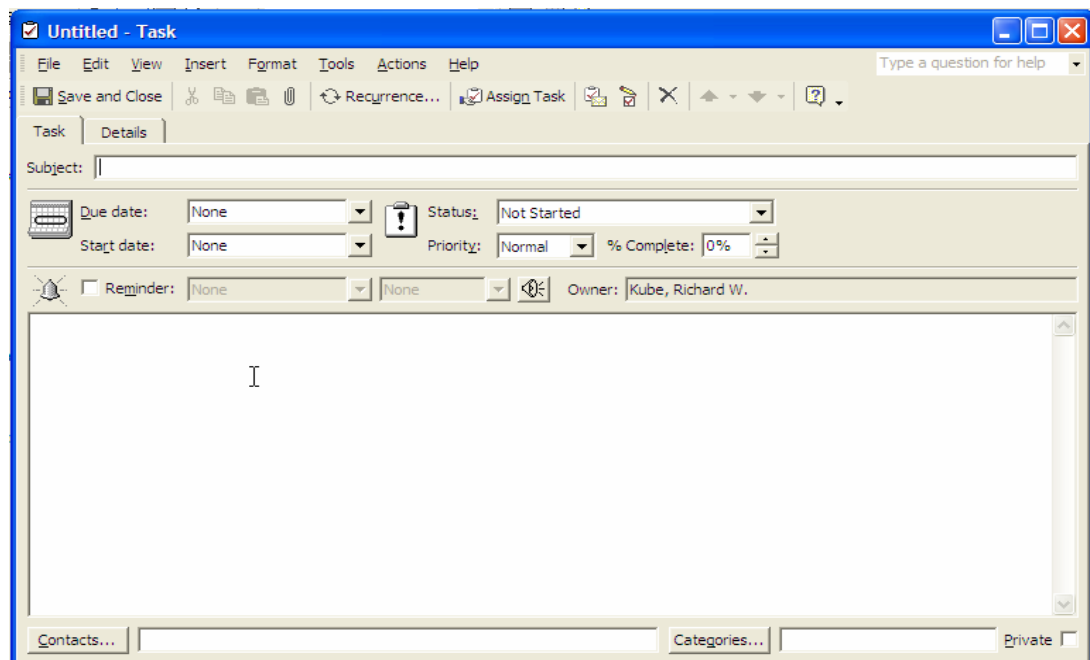
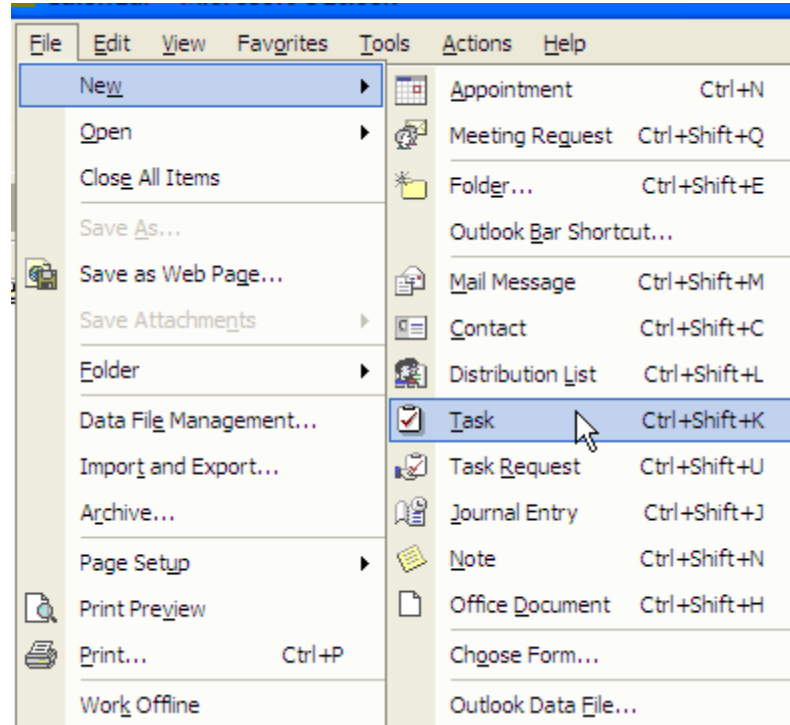
Select names or groups from address book then click **OK** to show selections



Shows availability of persons (or groups) for meeting, task, etc. If you want to see the members of a **+** group, just click on the **+** in front of the group name. The key at the bottom shows what the colors mean. If it shows the white hashed lines it means the person has set the free/busy on, but the time did not extend to this period.

# Assigning tasks

Click **F**ile then **N**ew then **T**ask to open task window, or if you have the Outlook bar open in your calendar you can click on the task icon.



Set start time, name task and set priorities click **S**ave and **C**lose button. To view tasks click on task icon on Outlook bar