Calendar Options – Internet Explorer

The Outlook Webmail Calendar offers useful options for organizing and tracking your time. Within the Calendar, you can check your email; create individual calendars for different aspects of your life; and view your schedule by day, a specified work week, or an entire week. Calendar can also send reminders for your appointments. This document shows you how to make the most of your Calendar.

Accessing the Calendar

You can access the Calendar from any Webmail view.

1. From the Navigation pane, click CALENDAR
   Webmail refreshes to display the Calendar view.

Checking Email Messages

Webmail lets you check for email messages without leaving the Calendar view.

NOTE: You may experience a brief delay (about one minute) before new messages are received in the Calendar view. For instant email updates, use the Mail view.

1. On the toolbar, click CHECK MESSAGES
   If you have received a message, a box displaying its sender and subject appears momentarily in the upper-right corner of the Webmail window.
   The NEW MAIL icon appears in the upper-right corner of the Webmail window.

2. To view the message, click NEW MAIL
   Webmail refreshes to display the Mail view.
   The new message is viewable from the Folder Contents.

Creating a New Calendar

You may want separate calendars for different facets of your schedule. Webmail Calendar makes it easy to create individual calendars that can be maintained separately.

NOTE: Your Calendar customization settings (e.g., Calendar Work Week) will apply to all the individual calendars you create.

1. From the Navigation pane, click CALENDAR
   Webmail refreshes to the Calendar view.
2. In the My Calendars section, click CREATE NEW CALENDAR » type a name for the calendar
3. Press [Enter]
   The calendar is added to My Calendars.

Calendar View Options

You can view your Calendar by day, by a specified work week, or by an entire week. Calendar also provides a snapshot month-view of selected date(s) from the Date Selection Area.
Day View

In the Day view, you see only the selected date, which is divided into hourly increments that begin and end according your specifications.

1. Access the Calendar
2. On the toolbar, click **DAY VIEW**  
   Calendar refreshes to display the Day view.

Work Week View

Your custom Calendar Work Week settings determine the Work Week view. If, for example, you designate a Calendar Work Week that runs Monday through Friday, from 8:00 am to 5:00 pm, the Work Week view shows only Monday through Friday of the selected week, with the hours from 8:00 am to 5:00 pm highlighted. All other hours are visible but grayed out; days not included in the work week are not displayed.

1. Access the Calendar
2. On the toolbar, click **WORK WEEK VIEW**  
   Calendar refreshes to display the Work Week view.

Week View

The Week view shows an entire 7-day week, including days you have not designated as your work week.

1. Access the Calendar
2. On the toolbar, click **WEEK VIEW**  
   Calendar refreshes to display the Week view.

Using Reminders

Calendar can send you reminder notices for your appointments. When you are logged into Webmail, the Reminders dialog box, containing appointment details, opens at a specified time before the appointment.

NOTES:
You must be logged into Webmail to receive a reminder.
If you log into Webmail after the designated appointment, the reminder will still appear.
1. Schedule an appointment and select the option to receive a reminder
   At the designated time, the Reminders dialog box appears.

2. To hide the Reminders dialog box, above the dialog box, click REMINDERS.
   The Reminders dialog box for this appointment is hidden, but can be viewed by clicking the REMINDERS button again.

3. To postpone the reminder,
   a. In the Click snooze to be reminded again in pull-down list, select a new reminder time
   b. Click SNOOZE

4. To discontinue the reminder, click DISMISS
   The Reminder dialog box for this appointment disappears and will not reappear.

5. To discontinue all reminders, in the Reminders dialog box, click DISMISS ALL
   All open appointment reminders disappear and will not reappear.