The Calendar Environment – Internet Explorer

Outlook Webmail's Calendar is a powerful feature that lets you create and keep track of appointments and meetings. Appointments involve only you (e.g., doctor appointment), whereas meetings involve multiple people (e.g., department review). Calendar gives you the option of establishing appointments and meetings on either an individual or recurring basis. This document provides an overview of the Outlook Calendar and discusses the different Calendar views.

What is the Calendar?

Calendar is a tool within the Outlook Webmail environment that makes it easy to set up and organize your daily, weekly, and monthly appointments. Once you have added items, Calendar lets you view your schedule in a variety of ways. The graphic at the bottom of this section illustrates Calendar when set to display a single day.

NOTE: Calendar appointments, meeting requests, and events can be added from the New icon, which is located on the Webmail taskbar. For information on how to add Calendar items, refer to Scheduling Appointments, Scheduling Events, and Making Meeting Requests.

Selecting a Calendar View

The Calendar can be viewed by day, by week, or by a designated work week. You can easily switch back and forth between these views.

1. In the Navigation pane, click CALENDAR
   The Calendar screen appears.
2. To view the day of the selected date, on the taskbar, click DAY VIEW
   To view the work week of the selected date, on the taskbar, click WORK WEEK VIEW
   To view the entire week of the selected date, on the taskbar, click WEEK VIEW

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