Calendar Options - Safari

The Outlook Webmail Calendar is useful for organizing and tracking your time, and even lets you create individual calendars for different facets of your life. This document shows you how to take advantage of various Calendar options.

Accessing the Calendar

1. From the Navigation pane, click CALENDAR.
   The Calendar screen appears.

Managing Calendars

The Webmail Calendar lets you create individual calendars for different aspects of your life. You can easily rename and delete calendars.

Creating a New Calendar

1. Access the Calendar
2. In the My Calendars section, click MANAGE CALENDARS...
   The Calendar screen refreshes to display the Manage Calendars options.
3. In the Create New Calendar section, in the Calendar name text box, type a name for your calendar
4. Click CREATE
   The new calendar appears in the My Calendars section.

Renaming a Calendar

1. Access the Calendar
2. In the My Calendars section, click MANAGE CALENDARS...
   The Calendar screen refreshes to display the Manage Calendars options.
3. In the Rename Calendar section, from the Current name pull-down list, choose a calendar to rename
4. In the New name text box, type the new name
5. Click RENAME
   The calendar is renamed.

Deleting a Calendar

1. Access the Calendar
2. In the My Calendars section, click MANAGE CALENDARS...
   The Calendar screen refreshes to display the Manage Calendars options.
3. In the Delete Folder section, from the Folder name pull-down list, select the calendar you want to delete
4. Click DELETE
   The calendar is deleted.

NOTES:
Deleting a calendar is the same as deleting a folder; it is first sent to the Deleted Items folder. A calendar is not permanently deleted until you delete it from the Deleted Items folder.
When a calendar is deleted, all contents (e.g., scheduled appointments and meetings) are deleted with it. For more information on deleting items in Webmail, refer to Deleting Items.

**Calendar Viewing Options**

When working in *Calendar*, you can use the *Date Selection Area* to view any date, but the current date view is always just a click away.

1. To view the current date, on the *Toolbar*, click **TODAY**