The Calendar Environment - Safari

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). You also have the option of establishing appointments and meetings on either an individual or recurring basis. The graphic below illustrates the basic Calendar screen.

NOTE: Calendar appointments and meeting requests are added using the New Appointment and New Meeting Request icons, which are located on the Webmail taskbar. For information on how to add Calendar items, refer to Scheduling Appointments and Making Meeting Requests.

The Calendar View

The Webmail Calendar has three basic components: the Date Selection Area, where you can choose the date view; the Schedule Area, which displays an hourly view of that date you select, including your scheduled appointments and/or meetings for that day; and the Taskbar, from which you can create meetings and appointments, as well as change the date view.

Navigating Your Calendar

The Calendar date view can be selected from the Date Selection Area or by using the Next Day and Previous Day icons located under the Taskbar.

Navigating Your Calendar: Date Selection Area

1. To select the month, in the Date Selection Area, click NEXT MONTH or PREVIOUS MONTH Calendar refreshes to display the selected month.
2. To select the day, in the Date Selection Area, click the specific day you want to view Calendar refreshes to display the selected day.

Navigating Your Calendar: Next Day and Previous Day Icons

You can change the date ahead or back one day at a time using the NEXT DAY or PREVIOUS DAY icons located under the Taskbar.

1. To change the date one day at a time, under the Taskbar, click NEXT DAY or PREVIOUS DAY Calendar refreshes to display the selected date.

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