

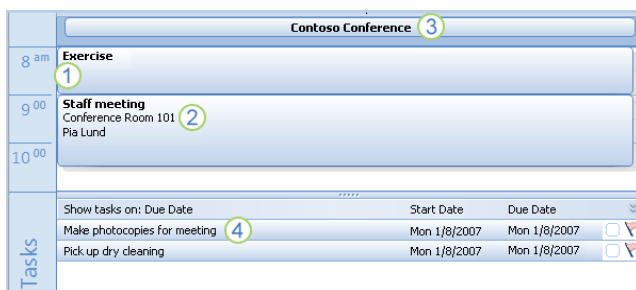
This guide will provide an overview of Outlook 2007 Calendar by covering the following:

- Types of Calendar Entries
- Recurrence
- Creating Appointments, Meetings, Events
- Scheduling

Detailed Information

TYPES OF ENTRIES

There are four types of calendar entries– Appointments, Meetings, Events, and Tasks. By using the correct type of calendar entry you will know at a glance what’s going on, where, and with whom.

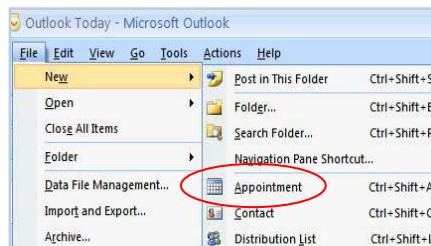


1. **Appointment** – activity that does not involve inviting other people or reserving resources
2. **Meeting** - an appointment to which other people are invited or meeting location is reserved
3. **Events** - activity that lasts 24 hours or longer. Example: trade show, seminar, vacation
4. **Tasks** - an activity that involves only you and that does not need a scheduled time

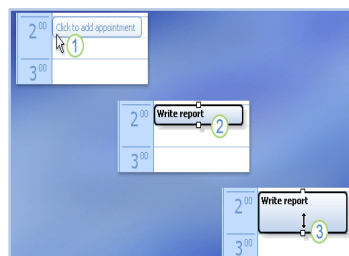
CREATING AN APPOINTMENT, MEETING, OR EVENT

There are several different ways to create a new appointment, meeting, and event.

Click **File | New**
Select type of entry and create

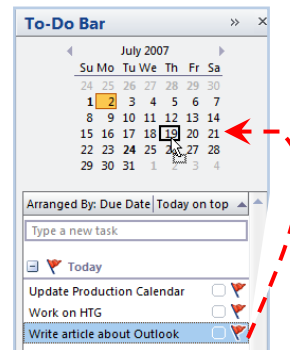


1. Rest the pointer over the desired time in your calendar and click
2. Type the details
3. Simply drag the handle to make the entry longer

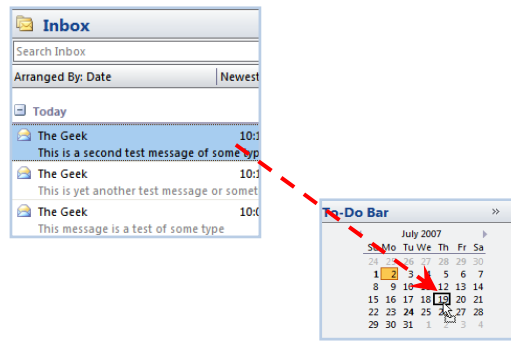


CREATING AN APPOINTMENT, MEETING, OR EVENT CONT...

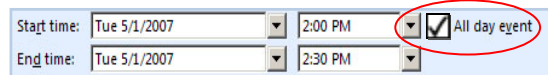
Drag Task to mini-calendar date on To-Do-Bar and create entry



Drag Message to mini-calendar date on To-Do-Bar and create entry



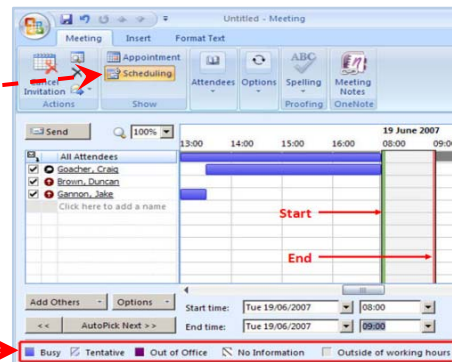
Note: To change a meeting or an appointment to an event, select **All day event**



SCHEDULING

Check that your meeting does not conflict with any meetings that other people may already have booked.

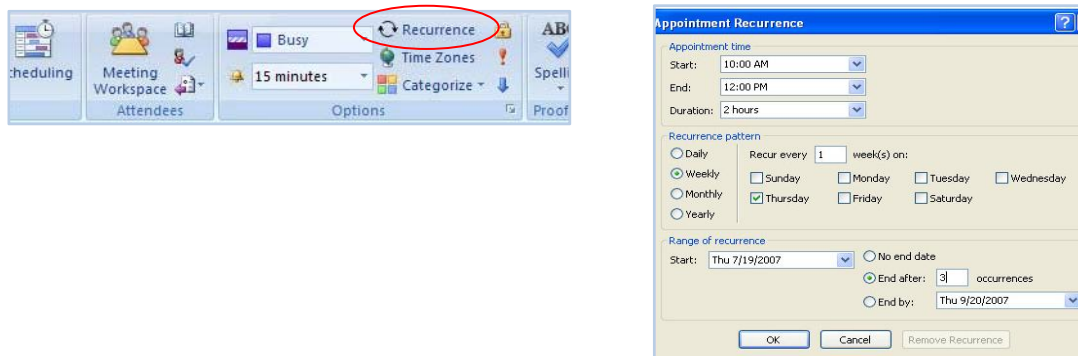
Click **Scheduling**



Legend

RECURRENCE

An appointment, meeting, or event that takes place on a daily, weekly, monthly, or even on a yearly basis can be set to recur. Saves time of having to enter each entry individually.



Editing a recurring entry will give the option to edit the one occurrence or the entire series.

Where to get Microsoft Office 2007 help:

IT Help Desk

Phone: (817) 531-4428 ext. 2

Email: helpdesk@txwes.edu

CETL

Phone: (817) 531-6530

Email: cetl@txwes.edu

Microsoft

Online: <http://office.microsoft.com>