

# Outlook Calendars

See and Share Multiple Calendars

Adapted from Microsoft Training Material

Scott Krentel

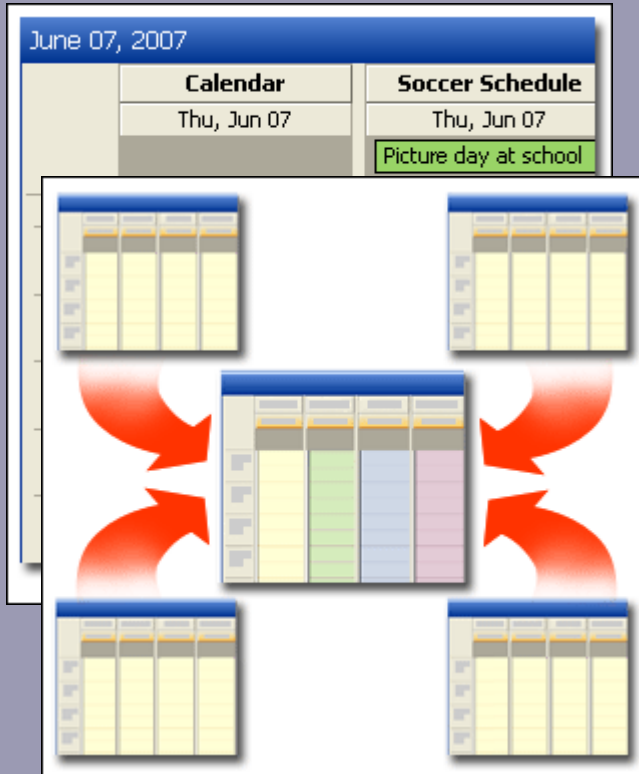
Central Valley School District

# Outlook Resource - Calendars

- Overview: Seeing, sharing calendars
- Lesson 1: Track two schedules at once
- Lesson 2: Share your calendar with others

See and share multiple  
calendars

# Overview: Seeing, sharing calendars



If you have more things to keep track of in a day than you can fit conveniently onto one page of a calendar, side-by-side calendars are for you.

Don't stop there: Stay in touch with other teachers schedules, MDT schedules, coaching schedules, by using shared side-by-side calendars.

See and share multiple  
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# Goals

- View multiple calendars side by side.
- Track two or more separate schedules in your own calendar.
- Share your own calendar with someone else, or view a calendar that someone has shared with you.
- Use shared calendars to set up meetings quickly.

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# Lesson 1

**Track two schedules at once**

# Track two schedules at once



You probably wear several hats during the day, balancing a range of appointments and tasks—from running a sales meeting to taking kids to soccer practice.

What if you had a calendar that supported all your roles, showing appointments in a format that was easy to read?

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# When one calendar isn't enough

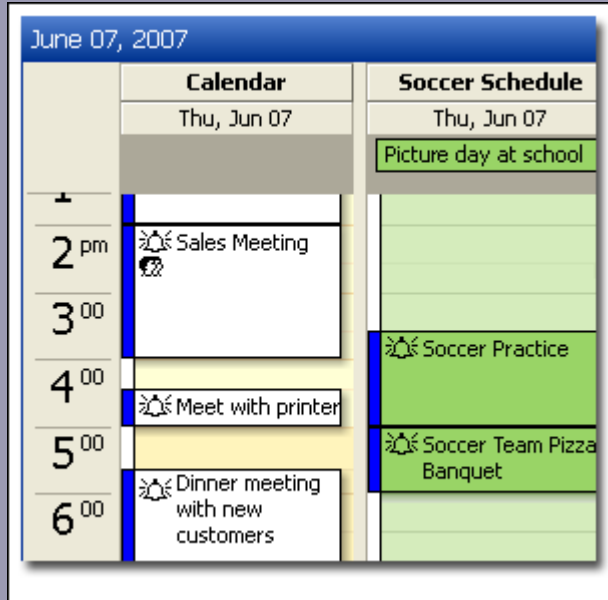


Your current calendar might look like this: work appointments mixed in with the kids' soccer events.

Various events grouped in one calendar

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# See separate schedules side by side



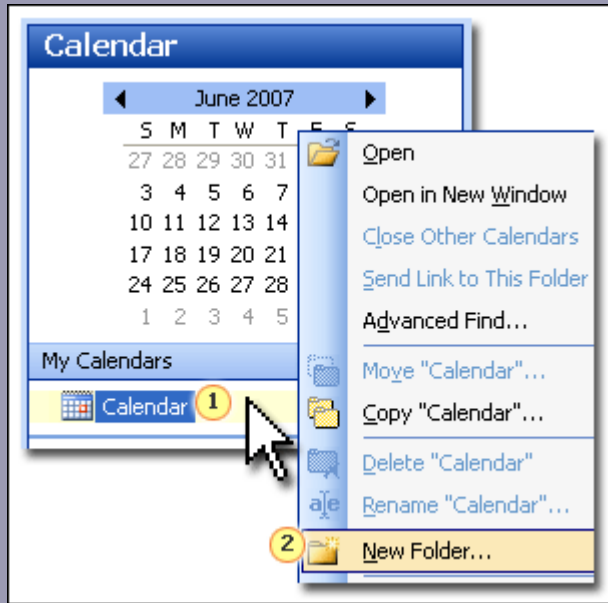
Side-by-side calendars bring the mess into focus.

How? By creating separate schedules for different types of appointments.

Separate schedules  
aligned side by side

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# Take the first steps



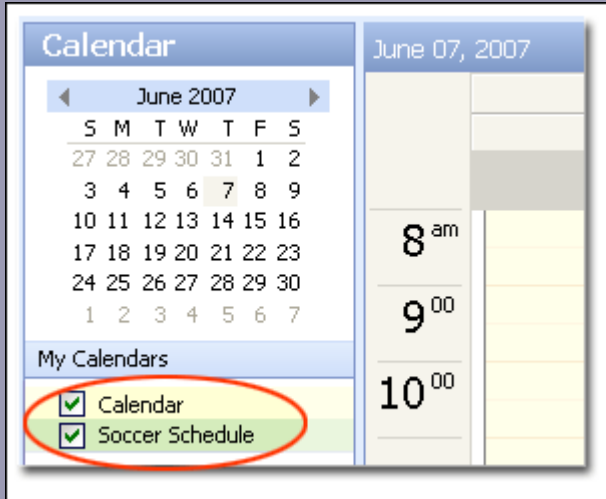
To set up side-by-side calendars, create a new folder in which to store items for the second calendar.

1. Under **My Calendars**, right-click **Calendar**.
2. Click **New Folder**, and name and save the folder.

The Navigation Pane  
in Calendar

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# How you see it (and how you don't)

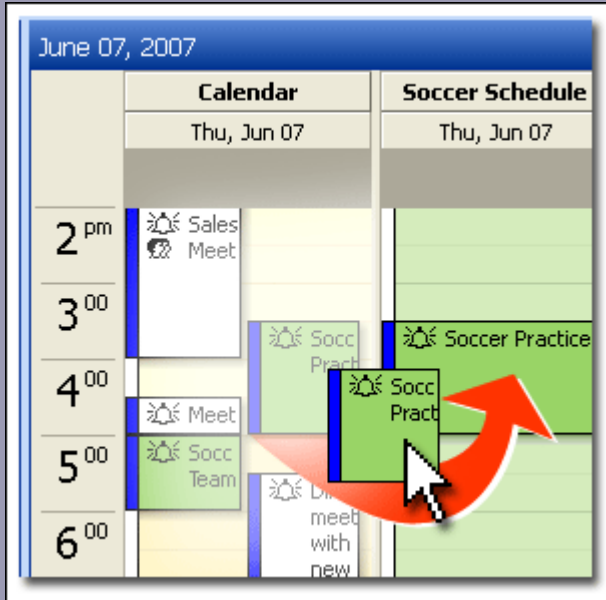


- To display the new calendar, select the check box next to its name in the **My Calendars** list.
- To hide it, clear the check box.

New calendars appear below your main calendar, which is called "Calendar."

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# Move an appointment

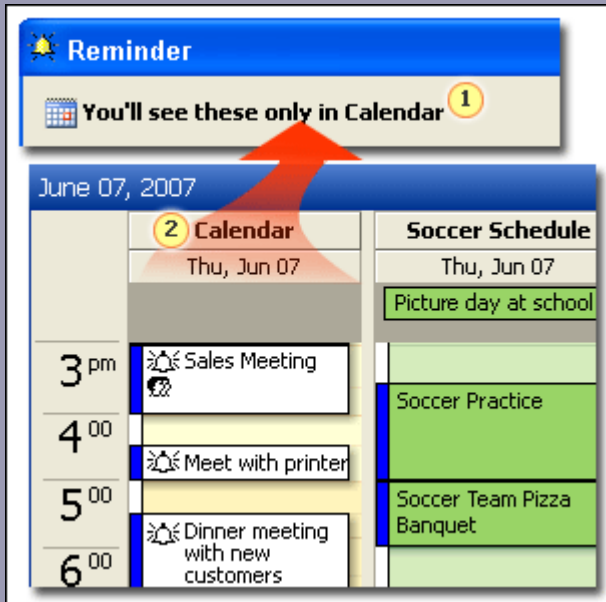


- To move appointments to the new calendar, just drag them, one by one.

An appointment being dragged

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# Reminders in main calendar only

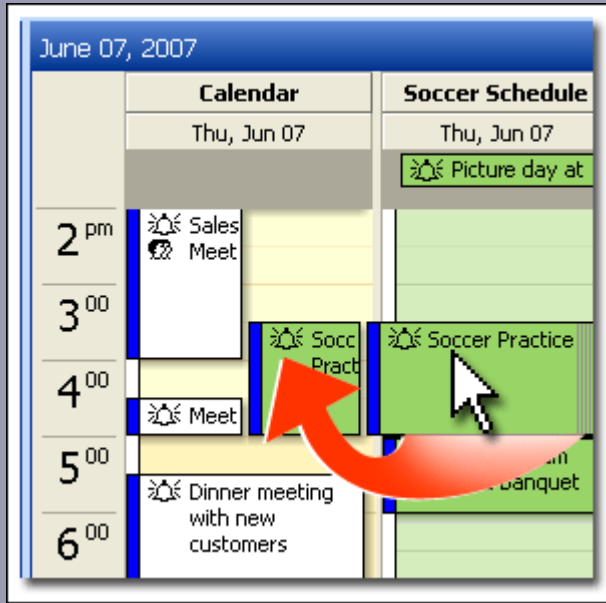


When you create additional calendars, remember: Outlook can display reminders only for items in the main calendar.

1. Reminder
2. Main calendar

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# So, copy an appointment



- To copy an appointment, press CTRL, select the appointment, and drag it to the other calendar.

Now you have a reminder.

You also have that time blocked out in your work schedule.

Copy an appointment so you get a reminder for it.

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# Suggestions for practice

1. Create a folder for a new calendar.
2. Display the new calendar next to the main calendar.
3. Hide the new calendar.
4. Move and copy appointments between calendars.
5. Remove the new calendar.

[Online practice](#) (requires Outlook 2003)

# Test 1, question 1

What's an easy way to see two schedules at the same time? (Pick one answer.)

1. Use a separate calendar for each schedule and view the two calendars side by side.
2. Launch Outlook twice and view it twice, in two reduced-size windows.
3. Use color-coding.

# Test 1, question 1: Answer

Use a separate calendar for each schedule and view the two calendars side by side.

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# Test 1, question 2

Suppose you need a meeting reminder. Which calendar should you store the meeting in, alternate or main? (Pick one answer.)

1. Either one.
2. The main one.
3. The alternate one.

# Test 1, question 2: Answer

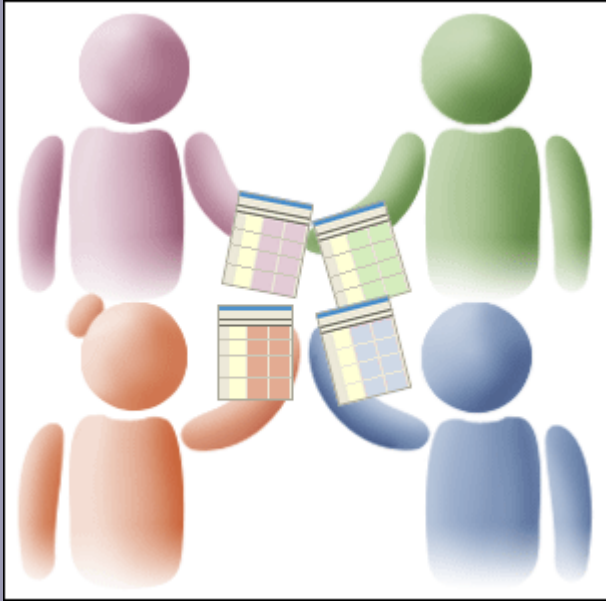
The main one.

If you want to see the appointment in the alternate calendar, copy it from one calendar to the other so that it's in both.

# Lesson 2

**Share your calendar with  
others**

# Share your calendar with others



To really cooperate,  
share your calendar with  
your team.

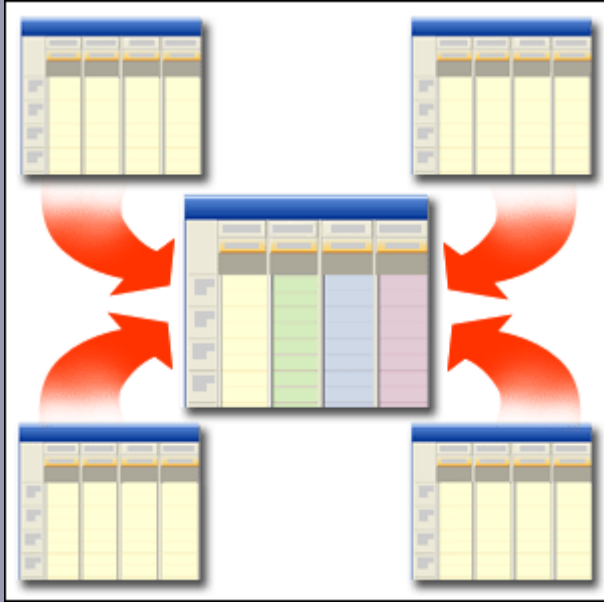
Another way to utilize side-by-side calendars is to arrange to share your calendar with others and have them share theirs with you.

Shared calendars promote cooperation on your team and, by helping you plan, help you save time.

**Note:** This feature requires you to be using Outlook with Microsoft Exchange Server.

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# Shared calendars, side by side



View shared calendars together, side by side.

You no longer have to view someone else's calendar in another window.

Now, look at several people's calendars at once, without having to switch views.

Advantages:

- See when colleagues are there.
- Quickly set up meetings.
- Move or copy appointments.

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# How sharing works



When you share your calendar, tell others that you've shared it.

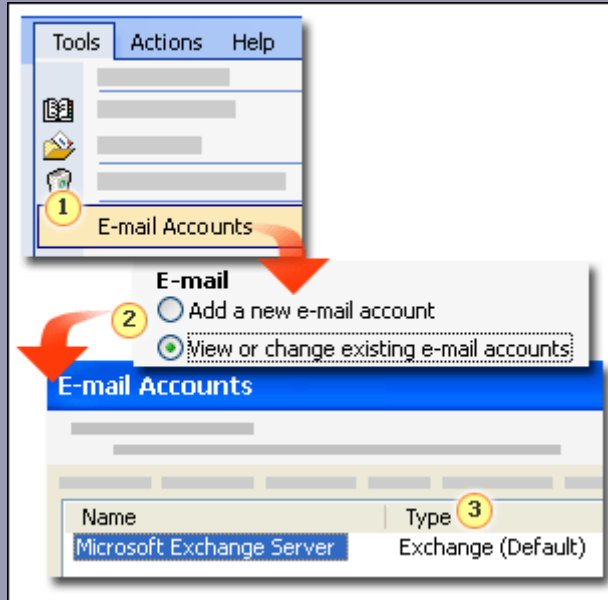
Don't worry: The calendar you share is still your own. You select the people that you want to make your calendar visible to.

- Give a colleague permission to see your calendar.
- Tell that person what you've done.

And note: You don't have to share everything.

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# Make sure before you share



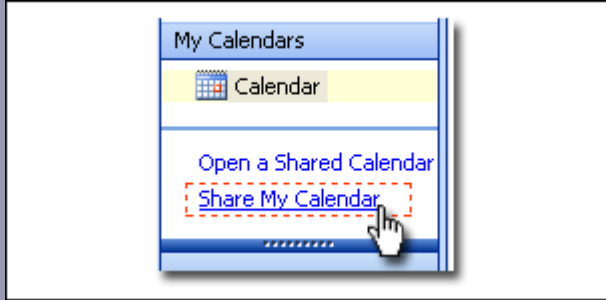
Steps for verifying that you are using Exchange Server

To verify that you are using Outlook with Exchange Server:

1. On the **Tools** menu, click **E-mail Accounts**.
2. Select the option to view existing accounts.
3. If Exchange appears here, you're using Exchange Server.

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# Give permission



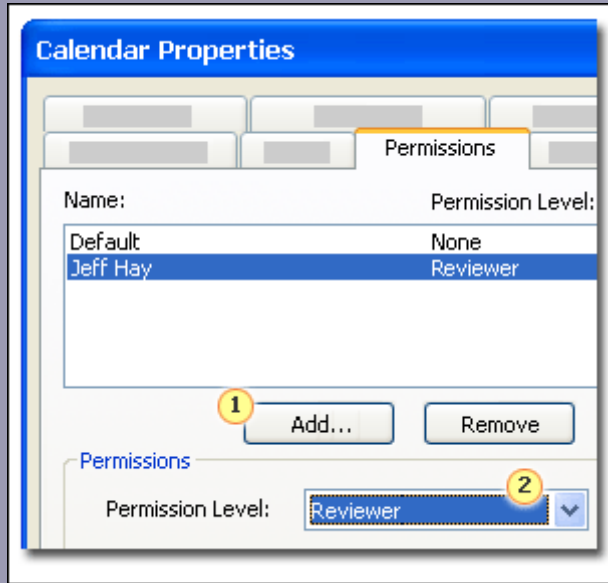
Giving permission to share

To give others permission to view your calendar:

1. Open your calendar.
2. In the Navigation Pane, under the **Calendar** folder, click **Share My Calendar**.

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# Set permission levels



Setting permission levels

To set permission levels:

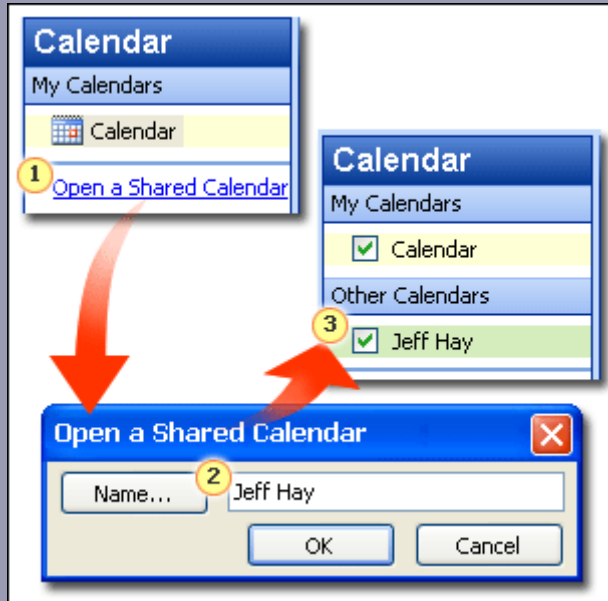
1. Click **Add** to select the name of a person you want to share with.
2. Set the permission level for that person.

Examples of levels you can set: Reviewer, Author, and Editor.

**Remember:** If you've given someone permission, let that person know.

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# Open a calendar that's shared with you

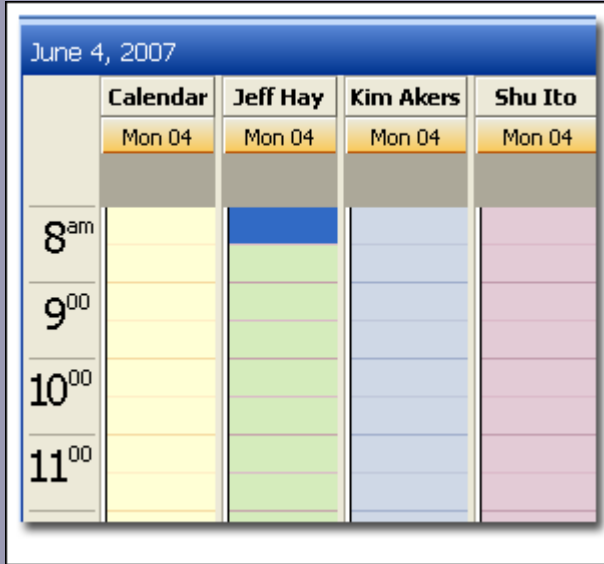


1. In the **Calendar** Navigation Pane, click the link called **Open a Shared Calendar**.
2. Click the **Name** button, and type a name in the **Name** box to specify the calendar.
3. Calendars shared with you are listed in the **Calendar** Navigation Pane.

Opening a shared calendar

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# See calendars side by side



The screenshot shows a calendar interface for June 4, 2007. It features four vertical columns representing different calendars: 'Calendar', 'Jeff Hay', 'Kim Akers', and 'Shu Ito'. Each column has a header with the name and a sub-header with 'Mon 04'. The time slots are labeled on the left as 8<sup>am</sup>, 9<sup>00</sup>, 10<sup>00</sup>, and 11<sup>00</sup>. The 'Calendar' column is yellow, 'Jeff Hay' is green, 'Kim Akers' is blue, and 'Shu Ito' is pink. A blue block is visible in the 8<sup>am</sup> slot of the 'Jeff Hay' calendar.

	Calendar	Jeff Hay	Kim Akers	Shu Ito
	Mon 04	Mon 04	Mon 04	Mon 04
8 <sup>am</sup>		Blue block		
9 <sup>00</sup>				
10 <sup>00</sup>				
11 <sup>00</sup>				

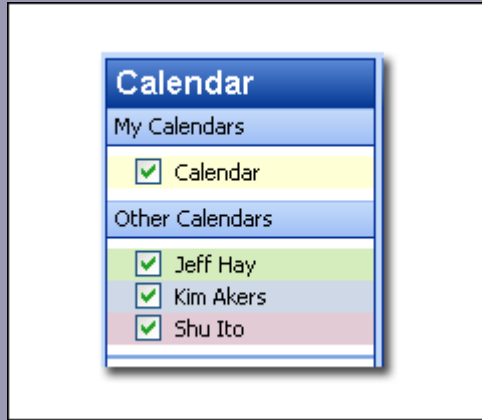
When you open the shared calendar, Outlook displays it side by side with your own (which has the name "Calendar").

If you share calendars with a group of people, your screen can get crowded. There's a way to deal with that.

Shared calendars appear next to your own.

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# Hide calendars



List of other calendars, with check boxes

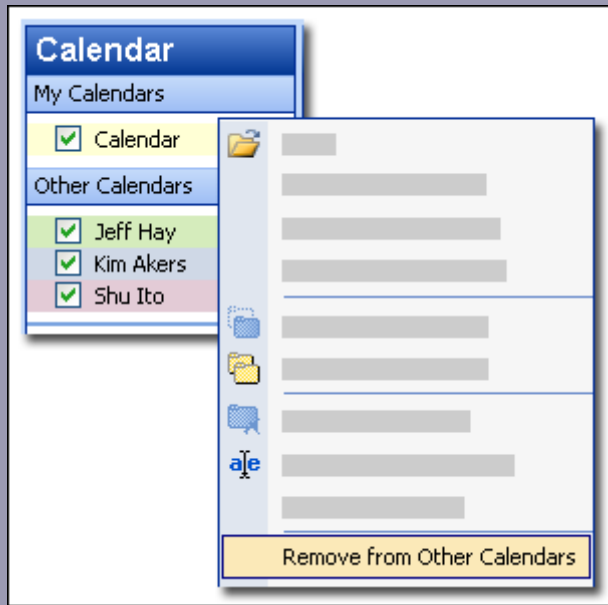
To hide a calendar:

- Clear the check box for that calendar under **Other Calendars**.

The name remains in the list, so you can always view as many calendars—or as few—as you wish.

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# If sharing stops

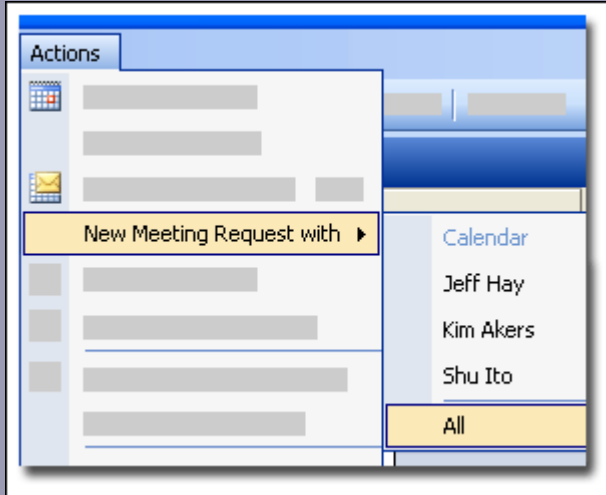


- To remove the name of someone who isn't sharing his or her calendar anymore, right-click the name, and click **Remove from Other Calendars**.

Use the shortcut menu to remove calendars no longer being shared.

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# No more schedule conflicts



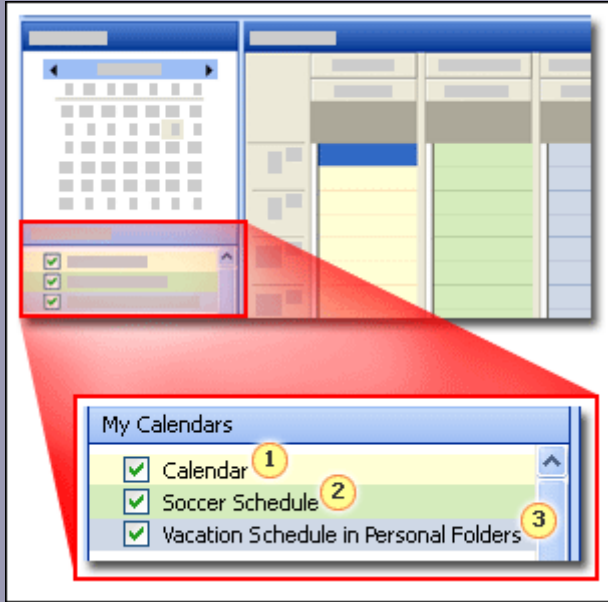
Sharing calendars helps you schedule meetings.

While viewing the shared calendars, you can spot schedule conflicts or open times, and then send meeting requests to some or all of the people.

Set up meetings with any or all of the people you're sharing with.

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# Create unshared calendars



Types of calendars, all displayed, but not all shared.

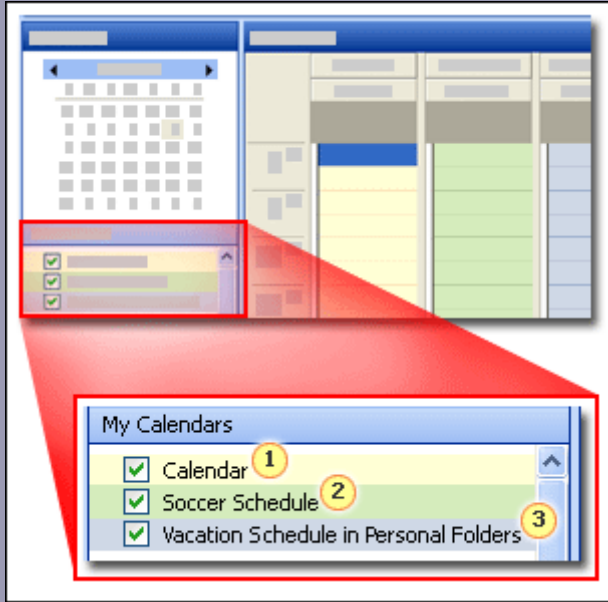
Sharing one calendar doesn't mean sharing all calendars.

When you share your **Calendar** folder, you do not share any alternate calendars you've created unless you specifically arrange to.

So, you can create alternate calendars for storing information you don't want to share. You can also mark any event as **private**. This will allow the person sharing your calendar to see that you are busy, but it will not provide details into that calendar event.

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# Create unshared calendars, cont'd.



For example:

1. Calendar—shared when you click Share My Calendar.
2. A subfolder within your Calendar folder—not shared unless you choose to do that.
3. A calendar folder stored locally on your own computer—not shared on the server.

Types of calendars, all displayed, but not all shared.

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# Suggestions for practice

1. Create a folder for a new calendar.
2. Move personal or private appointments.
3. Learn your Exchange account name.

Do the following with another person:

4. Share your calendar.
5. Open a shared calendar.
6. Enter an appointment in your partner's calendar.
7. Schedule a meeting.
8. Stop sharing.

(Continued on next slide)

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calendars**

# Suggestions for practice, cont'd.

9. Remove a name from **Other Calendars**.

[Online practice](#) (requires Outlook 2003)

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calendars

# Test 2, question 1

After you've shared your calendar with someone, what else do you need to do? (Pick one answer.)

1. Click **Share My Calendar**.
2. Nothing, because your name will appear in the **Other Calendars** list.
3. Tell that person you've shared it.

# Test 2, question 1: Answer

Tell that person you've shared it.

Unless you tell the person, they may never find out.

# Test 2, question 2

When you share your calendar, what do you share? (Pick one answer.)

1. Everything listed in **My Calendars**.
2. Only your main calendar, called "Calendar."
3. The calendar you keep in **Personal Folders**.

# Test 2, question 2: Answer

Only your main calendar, called "Calendar."

If you have alternate calendars, on the server or in **Personal Folders**, those will not be shared.

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# Quick Reference Card

For a summary of the tasks covered in this course, view the [Quick Reference Card](#).

See and share multiple  
calendars