Using the Calendar

Microsoft Outlook Web App
University Information Technology Services

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Introduction

The Outlook Web App is a useful tool in managing your email, schedule, contacts, and tasks, with the added convenience of being able to access it from your preferred browser on any computer. This booklet will focus on the Calendar tool in the Outlook Web App and guide you through the process of creating calendar items, meeting requests, sharing your calendar, and other uses of the Calendar tool.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create appointments, meetings, and events.
- Create repeating appointments, meetings, and events.
- Modify or delete appointments, meetings, and events.
- Respond to meeting requests.
- Use suggested meeting times to create a calendar item from an email.
- Search for calendar items.
- Show, hide, create new, and modify calendars.
- Share calendars with others and modify privileges to your existing calendar shares.
- Access your calendar options.
The Calendar Interface

1. **App Launcher** - Use the app launcher to quickly switch between Office applications (See Figure 1).
2. **Search** - Search for an event within your available calendar(s) (See Figure 1).
3. **Settings** - Change your settings for *Office 365, Mail, Calendar, or People* (See Figure 1).
4. **Toggle Left Pane** – Show/hide the left calendar information pane (See Figure 1).
5. **New Event** - Create a new calendar event (See Figure 1).
6. **Calendar Navigation** - Use to view a specific time frame based on the view selected (See Figure 1).
7. **Calendar View** – View the calendar based on day, work week, week, or month (See Figure 1).
8. **Calendar Share** – Share a calendar with someone within your institution (See Figure 1).
9. **Calendar Print** – Print out a copy of your selected calendar view (See Figure 1).
10. **Calendar** - Calendars are displayed here. To create a calendar event, click on the day or time slot you want (See Figure 1).
11. **Add Calendar** – Add additional calendars (e.g. personal, birthdays, etc) (See Figure 1).
12. **Import Calendar** – Import calendars from Microsoft, an .ICS file, web, or directory (See Figure 1).
13. **Calendar List** - View or hide more than one calendar at a time by selecting them (See Figure 1).
14. **Outlook for Web Application Shortcuts** - Switch to the *Mail, Calendar, People, or Tasks* application (See Figure 1).
Accessing the Calendar

The calendar can easily be accessed on the *Folder Pane* from within any tool in Outlook (e.g. Inbox, Tasks, People, etc.). To access the calendar, click the *Calendar* icon at the bottom of the *Navigation* pane.

![Accessing Calendar](image)

**Figure 2 - Accessing Calendar**

Calendar Items

Calendar items can be classified as an appointment, meeting, or an event. An appointment is a scheduled block of time that only involves you, and does not include other attendees or resources. A meeting is an activity that involves you and others during the same blocked time period, and can affect the calendars of other people included in the meeting. Once an appointment or meeting goes over 24 hours, it becomes an event and is shown as a banner at the top of the date(s) on which it occurs.

The following section will explain how to set up a calendar item and how to manage existing ones:

Creating Calendar Items

1. From your *Inbox*, click the *Calendar* icon at the bottom of the *Navigation* pane.

![Click Calendar](image)

**Figure 3 - Click Calendar**
2. The Calendar view will display. In the menu bar, click New Event.

![Figure 4 - Click New](image)

3. The Details window will open:
   a. **Subject**: Enter the subject of your event (See Figure 5).
   b. **Attendees**: Enter the name or NetID of users who will be attending (See Figure 5).
   c. **Start/End Date and Time**: Enter the date and time the event will start. You can choose a custom time for an event that takes place over multiple days (See Figure 5).
   d. **Repeat**: If this is a recurring event, enter how often the meeting will repeat (See Figure 5).
   e. **Location**: Enter where the event will take place (See Figure 5).
   f. **Reminder**: Set if you wish attendees to receive a reminder before the event (See Figure 5).
   g. **Message**: Enter any message that you would like to send attendees along with the appointment (See Figure 5).
   h. **Scheduling Assistant**: Displays a detailed view of attendee’s calendar in order to choose a time that is convenient for everyone (See Figure 5).
   i. **Show as**: Will automatically set the status for attendees on their calendar during the event time (See Figure 5).
   j. **Categorize**: Assign category tags to make organizing meetings easier (See Figure 5).
   k. **Response Options**: Can request attendees provide a response to the request, and allow others to forward the event (See Figure 5).

![Figure 5 - Event Details](image)
4. Depending on if your calendar item is being sent to other people or not:
   a. If you are the only person scheduled for the calendar item, click **Save** to save the calendar item to your calendar (See Figure 6).
   b. If there are other people scheduled on your calendar item, click **Send** to email the calendar item to your listed **Attendees** (See Figure 6).

**Note:** Once an appointment or meeting goes over 24 hours, it becomes an event and is shown as a banner at the top of the date(s) on which it occurs.

**Suggested Contacts**
When adding attendees to a calendar item, the Outlook Web App will display the people and distribution groups you most commonly interact with. To use this feature, simply click within the **Invite attendees** field and a list of suggested contacts will display.
Using the Scheduling Assistant

The scheduling assistant can help you find the best time for a meeting by displaying when attendees and meeting resources (e.g. rooms) are available.

1. After entering the information related to your meeting, click the **Scheduling Assistant**.

![Figure 9 - Scheduling Assistant](image)

2. The **Scheduling Assistant** will open and display the schedules for the selected attendees and any calendar items they may have (See Figure 10).
3. Attendee status will also be listed and if there are any current conflicts with the selected dates/times (See Figure 10).
4. Based on the information in the **Scheduling Assistant**, select a new **time** that does not conflict with attendee schedules (See Figure 10).

**Note:** Select **custom** from the list of end times to enable end dates.
5. Click **OK** to confirm the new dates/times (See Figure 10).

![Figure 10 - Scheduling Assistant Overview](image)

6. You will be returned to the **Event Details** window where you can finish completing your calendar item.
Creating a Quick Calendar Item

If you need to add something quickly to your calendar, you can also click on an empty time slot within your calendar to begin a new calendar item:

1. Within the Calendar view, click on a blank time within your calendar (See Figure 11).
2. In the Add a Title field, enter a title (See Figure 11).
3. In the Start/End time fields, enter a start/end time (See Figure 11).
4. In the Location field, enter a location (See Figure 11).
5. If you wish to add more information to the calendar item (e.g. additional attendees, notes), click More options (See Figure 11).
6. Click Save when done to save the calendar item to your calendar (See Figure 11).

Set a Calendar Item to Repeat

When setting up your calendar item, you can choose options to have the item repeat. The following will use the example of setting an appointment that will occur weekly at the same time for approximately two months:

1. While creating a new calendar item, select a choice from the drop-down under Repeat.

Note: For more information on creating calendar items, refer to the Creating Calendar Items section for more information.
2. Additional options will be displayed allowing you to set the duration of the repeating calendar item:
   a. **Start date**: Enter the start date for the calendar item (See Figure 13).
   b. **Repeat**: Select how often the event will repeat (daily, weekly, monthly, etc) (See Figure 13).
   c. **Save**: Save settings and return to creating your appointment (See Figure 13).

![Figure 13 - Set Repeating Calendar Item](image)

3. Continue filling out your calendar item. When finished click **Save** (if an appointment), or **Send** (if a meeting).

![Figure 14 – Save/Send](image)

4. The calendar item will be added to your calendar with the dates to repeat set.

**Modifying a Calendar Item**

The following section will explain how to modify existing appointments. For this example, we will change the date and time of an existing lunch appointment:

1. Access your **calendar**.
2. Double-click the **calendar appointment** you wish to modify.
3. The *Details* window will appear and display the details of the appointment. Click **Edit**.

![Figure 16 - Click Edit](image1)

4. Additional details for the appointment will appear. Adjust the **Start/End time** of the appointment (See Figure 17).

5. Click **Save** (See Figure 17).

![Figure 17 - Modify Appointment Details](image2)

6. The appointment will be updated.

**Note**: If you only have to change the date/time of a calendar item, you can also **left-click & drag** it to the desired timeslot.

![Figure 18 - Dragging Appointment to Reschedule](image3)
Deleting a Calendar Item

To delete an existing calendar item:
1. Access your calendar.
2. Right-click the calendar item you wish to delete (See Figure 19).
3. Additional options will display. Select Delete (See Figure 19).

4. The selected appointment will be removed from your calendar. If the deleted calendar item is a meeting, it will be canceled and all attendees associated with the meeting will be informed of the meeting cancelation.

Note: You can also click to select the calendar item and press the delete key on your keyboard to delete a calendar item.
Responding to a Meeting Request

When someone sends you a meeting request, it will appear in your inbox as an email. Details regarding the event will be displayed within the email with additional options for responding to the request. To respond to a meeting request:

1. From your Inbox, select the meeting request you wish to respond to (See Figure 20).
2. Additional details will be displayed in the email (See Figure 20).
   a. If you wish to email a response to the organizer, make sure Email organizer is enabled and type your response in the text field (See Figure 20).
   b. Click Yes to accept the meeting request and add it to your calendar (See Figure 20).
   c. Click Maybe to mark the meeting request as tentative and add it to your calendar (See Figure 20).
   d. Click No to deny the meeting request (See Figure 20).
   e. Click Propose New Time to either reply with a tentative or denial of the original request, and send attendees a new meeting time (See Figure 20).

Figure 20 - Meeting Request Email
Proposing a New Meeting Time

When you receive a meeting request, you can choose to propose a new meeting time:

1. Clicking Propose New Time will bring up additional options for proposing a new time (See Figure 20):
   a. I might attend: Marks the current time as tentative on your calendar and opens the scheduling assistant to select a new time (See Figure 21).
   b. No, I won’t attend: Denies the current meeting request and opens the scheduling assistant to select a new time (See Figure 21).

2. After making a selection, the Propose New Time window will open and display the calendars of all participating attendees (See Figure 22).
   a. Under the Start/End Times, select a new time and date to propose (See Figure 22).
   b. Click Done (See Figure 22).

3. The new meeting time will be sent to the meeting organizer.
Respond to a Meeting Request from the Calendar

When someone sends you a meeting request, it will also appear on your calendar as tentative. To respond to a meeting request from your calendar:

1. Click the **meeting time** of the request on your calendar.
2. A pop-up will appear and display the following:
   a. Additional information from the meeting invitation (See Figure 23).
   b. **Yes**: Accepts the meeting request and adds it to your calendar (See Figure 23).
   c. **Maybe**: Marks the meeting request as tentative and adds it to your calendar (See Figure 23).
   d. **No**: Denies the meeting request (See Figure 23).

![Figure 23 – Meeting Pop-Up](image)

3. Clicking **Yes**, **Maybe**, or **No** will enable an option to email the organizer. Type your response in the text field, if desired (See Figure 24).

4. Click **Send** (See Figure 24).

![Figure 24 - Meeting Request Response Options](image)

**Note:** See the section on *Proposing a New Meeting Time* for more information on proposing a new meeting time.
Search Calendar Items

If you need to find an appointment, meeting, or event on your calendar, you can use the search feature to search your whole calendar for a keyword or phrase.

1. From your Calendar, type your **search parameters** in the **Search Calendar** field (See Figure 25).
2. Press **Enter**.
3. Your search will appear below the search field and list all items that match your search parameters (See Figure 25).
4. To close the search and return to the calendar view, click the **arrow** in the search field (See Figure 25).

![Figure 25 – Search Results](image)

Creating a Calendar

You can create a calendar to track different types of appointments (e.g. if you want to keep your personal appointments separate from your KSU appointments).

1. After accessing your calendar, click **Add calendar** (See Figure 26).
2. A new calendar will be created. Type a **name** for your calendar and press **enter** (See Figure 26).
3. The new calendar will be created and displayed under **My calendars**.
Show/Hide Calendars
Calendars that you have access to view and/or edit are visible on the folder pane in the Calendar view. Calendars that are currently displayed will be selected and color coded.

1. To show/hide your calendars, simply click the calendar in your calendar list to show or hide it.

![Figure 27 - Show/Hide Calendars](image)

Modifying Calendars
The following section will demonstrate some ways you can modify your calendars and change your calendar view:

Renaming Calendars
1. From the Calendar view, right-click the Calendar you wish to rename (See Figure 28).
2. Click Rename (See Figure 28).

![Figure 28 - Rename Calendar](image)

3. The selected calendar will turn into a text field. Type the name you wish to give the calendar.

![Figure 29 - Renaming Calendar](image)

4. Press Enter to confirm.
Change the Color of a Calendar
1. From the Calendar view, right-click the Calendar you wish to change (See Figure 30).
2. Click Color (See Figure 30).
3. From the list of colors displayed, click a color (See Figure 30).
4. Your new calendar color will be set.

Printing a Calendar
The following will explain how to create a printout of your calendar:
1. From the Calendar view, make sure all calendars you wish to print are currently marked as shown in the Folder Pane (See Figure 31).
2. In the Command bar, click Print (See Figure 31).
3. The *Print Calendar* window opens (See Figure 32):
   a. Under *Calendar*, select the **calendar** to display (See Figure 32).
   
   **Note:** Available calendars displayed under *Calendar* will change based on which calendars are currently shown in your *Calendar view*.

   b. Under *View*, select a **calendar view** (See Figure 32).
   c. Under *Time Range*, select a **range** to display calendar items (See Figure 32).
   d. The *Print Preview* will update with your selections (See Figure 32).
   e. Click **Print** to confirm and open your browser’s printer settings (See Figure 32).

4. Adjust any settings through your browsers print dialog box and click **Print**.
5. Your selected calendar will be sent to your printer.
Deleting a Calendar

To delete a calendar you have created:

1. Access the Calendar view.
2. In the Folder Pane under My Calendars, right-click the Calendar to be removed (See Figure 33).
3. Click Remove (See Figure 33).

4. The selected calendar will be removed.

Sharing a Calendar

You can share your calendars with others when you want others to have access to your schedule. When sharing, you can determine the level of control others will have over your calendar. To share a calendar with a colleague:

1. From the Calendar view, right-click a calendar from the folder pane (See Figure 34).
2. Click Sharing and permissions (See Figure 34).
3. The Share this calendar sidebar will display. Under Send a sharing invitation in email, type the name of someone you wish to share with.

4. The search results will auto-populate below. Click the name of the person you wish to include in the calendar share.

5. The person will be included in the Share. Next to their name, select a permission level from the drop-down (See Figure 37).
6. Click Share (See Figure 37).

Note: Permission levels include:

<table>
<thead>
<tr>
<th>Permission Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can view when I'm busy</td>
<td>People you share with can only see the time you have blocked out as busy.</td>
</tr>
<tr>
<td>Can view titles and locations</td>
<td>People you share with can only see the title and location of an event.</td>
</tr>
<tr>
<td>Can view all details</td>
<td>People you share with can see all the details including description or attendees</td>
</tr>
<tr>
<td>Can edit</td>
<td>People you share with can view, edit, and delete events.</td>
</tr>
</tbody>
</table>
7. The calendar will be shared with the selected person and will appear within the list of calendar shares (See Figure 39).

8. If you wish to share the calendar with more people, repeat steps 3 through 6 (See Figure 39).

9. When finished adding people to the calendar share, click X to close the window (See Figure 39).

![Figure 39 -Existing Calendar Share](image)

10. Recipients will receive an email notification with information on the share, and be able to add it to their calendar view by clicking the **Accept and view calendar** button.

![Figure 40 - Sample Email Notification](image)
Accepting Access to a Shared Calendar

When you are sent a calendar share, you will receive an email in your inbox with an option to accept the share.

1. From your Inbox, select the email with the sharing invitation (See Figure 41).
2. In the body of the email, click **Add this calendar** (See Figure 41).

3. The *Calendar* view will open and the shared calendar will be added to under your *calendars* in the *Folder Pane*.

![Image](image-url)
Removing a Shared Calendar

To remove a calendar that has been shared with you:

1. Under your Shared Calendars, right-click the Calendar to be removed (See Figure 43).
2. Click Remove (See Figure 43).

3. A confirmation will appear. Click Delete to remove the calendar.

4. The shared calendar will be removed.

Changing Permissions on a Shared Calendar

The following will show how to adjust Calendar access and permissions to an existing calendar share you have sent to another person:

Access Calendar Permissions

1. In the Calendar View, right-click the Calendar for which you wish to alter permissions (See Figure 45).
2. Click Sharing permissions (See Figure 45).

3. The Share this calendar window appears.
Remove Someone from a Calendar Share

1. After accessing the *Share this calendar* window, click the trash can next to the person whom you wish to remove (See Figure 46).
2. The name will be removed from the calendar share. Click X to close the window (See Figure 46).

[Figure 46 – Share this Calendar: Remove]

Alter Permissions on a Calendar Share

1. After accessing the *Share this calendar* window, click the drop-down next to the person for whom you wish to alter permissions (See Figure 47).
2. From the *Permission Level* drop-down, select a *permission level* (See Figure 47).
3. Click Done to apply the new permissions (See Figure 47).

[Figure 47 – Share this Calendar: Permission Levels]
Note: Permission levels include:

<table>
<thead>
<tr>
<th>Permission Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can view when I’m busy</td>
<td>People you share with can only see the time you have blocked out as busy.</td>
</tr>
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<td>Can view titles and locations</td>
<td>People you share with can only see the title and location of an event.</td>
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<td>Can view all details</td>
<td>People you share with can see all the details including description or attendees</td>
</tr>
<tr>
<td>Can edit</td>
<td>People you share with can view, edit, and delete events.</td>
</tr>
</tbody>
</table>

Figure 48 - Permission Levels Explained

Access Calendar Options

You can access your Microsoft Outlook Calendar Options to change default settings such as your automatic processing, calendar reminders, display options, and more. To access your calendar options:

1. Click **Settings** at the top of your window.

2. The **Settings** side bar will open. Click **View all Outlook Settings**.
3. The *Calendar Options* window will open and display a list of settings you can change. To access a group of options, click the desired **section** (See Figure 51).

4. When finished, click **X** to close the window and return to the *Outlook Web App* (See Figure 51).

![Figure 51 - Calendar Options](image)

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu

**KSU Student Helpdesk**
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu