Using the Calendar
Microsoft Outlook Web App
# University Information Technology Services

## Using the Calendar
Microsoft Outlook Web App

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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 applications (See Figure 1).

Note: This menu will be here in any application you navigate to.

2. **Settings** - Change your settings for *Office 365, Mail, Calendar, or People* (See Figure 1).

3. **Search Calendar** - Search for a person to view their calendar (See Figure 1).

4. **New** - Create a new message or calendar event (See Figure 1).

5. **Command Bar** - Add, share, or print a calendar (See Figure 1).

6. **Calendar in List** - Use this calendar to view a specific time frame based on the view selected (See Figure 1).

7. **Calendar List** - View or hide more than one calendar at a time by selecting them (See Figure 1).

8. **Calendar** - Calendars are displayed here. To create a calendar event, double-click on the day or time slot you want (See Figure 1).

9. **Calendar View Options** - Choose if you want the calendar view to be *Day, Work week, Week, or Month* (See Figure 1).

10. **Calendar Pane** - This pane only shows up for the *Month view*. Select a day on the month and this pane will show the events for that day (See Figure 1).

11. **Outlook for Web Application Shortcuts** - Switch to the *Mail, Calendar, People, or Tasks* application (See Figure 1).

*Figure 1 - Calendar Interface*
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.

![Figure 2 - Accessing Calendar](image)

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.

![Figure 3 - Click Calendar](image)
2. The Calendar view will display. In the menu bar, click **New**.

![Figure 4 - Click New](image)

3. The Details window will open:
   a. **Subject**: Enter the subject of your event (See Figure 5).
   b. **Location**: Enter where the event will take place (See Figure 5).
   c. **Start Date and Time**: Enter the date and time the event will start (See Figure 5).
   d. **End Date and Time**: Enter the date and time the event will end (See Figure 5).
   e. **Repeat**: If this is a recurring event, enter how often the meeting will repeat (See Figure 5).
   f. **Reminder**: Set if you wish event attendees to receive a reminder before the event begins (See Figure 5).
   g. **Show as**: Will automatically set the status for attendees on their calendar during the event time (See Figure 5).
   h. **Add an email reminder**: Can schedule an email reminder to be sent to yourself and/or attendees before the event occurs (See Figure 5).
   i. **Message**: Enter any message that you would like to send attendees along with the appointment (See Figure 5).
   j. **People**: Enter the name or net id of attendees you would like to invite (See Figure 5).
   k. **Attendees**: Displays all users who will be attending your 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).

![Figure 6 - Save/Send](image)

**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.

![Figure 7 – Event](image)

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

![Figure 8 - Suggested Contacts Displayed](image)
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 new **Start** and **End dates** that do not conflict with attendee schedules (See Figure 10).

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 a 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 Event Title field, enter a title (See Figure 11).
3. In the Location field, enter a location (See Figure 11).
4. In the Start/End time fields, enter a start/end time (See Figure 11).
5. If you wish to add more information to the calendar item (e.g. repeat times, additional attendees, notes), click More details (See Figure 11).
6. Click Save when done to save the calendar item to your calendar (See Figure 11).

![Figure 11 - Creating a Quick Calendar Item](image)

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.

![Figure 12 - Repeat](image)

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. **From:** Enter the start time for the calendar item (See Figure 13).
   b. **To:** Enter the end time for the calendar item (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.

   ![Figure 15 - Select Calendar Appointment](image)

3. The Details window will appear and display the details of the appointment. Adjust the **Start/End time** of the appointment (See Figure 16).
4. Click **Save** (See Figure 16).

   ![Figure 16 - Modify Appointment Details](image)

5. 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.

Deleting a Calendar Item

To delete an existing calendar item:

1. Access your calendar.
2. Right-click the calendar item you wish to delete.
3. Additional options will display. Select Delete.
4. The selected appointment will be removed from your calendar.

Note: 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.
**Suggested Meeting Times**

Microsoft Outlook Web App will check received emails for potential meeting times and dates. If it finds something that it thinks could be a meeting request, it will highlight the information in blue. You can then use this to create a calendar appointment from the message.

The following will use an example of an email requesting a meeting on a Wednesday at 2pm:

1. If Microsoft Outlook Web App identifies a potential meeting time/date, the information will be highlighted in the message. Click the highlighted link.

![Highlighted Meeting Information](image)

**Figure 20 - Highlighted Meeting Information**

**Note:** If the message you wish to create an appointment from does not include a highlighted link, you will need to create the appointment using the steps outlined in the Creating Calendar Items section.

2. The Suggested Meetings window will open:

   **Note:** The When and Who fields may be automatically populated if Microsoft Outlook detects the information in the message (See Figure 21).

   a. **Where:** Enter the location the event will take place (See Figure 21).
   
   b. **Edit Details:** If you wish to edit details of the suggested meeting (e.g subject, location, start/end times, etc.), click **Edit details** (See Figure 21).

   **Note:** If you wish to edit details of the event, please refer to step 3 under Creating Calendar Items.

   c. **Schedule Event:** Click to confirm the information and add it to your calendar (See Figure 21).
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 22).
2. Additional details will be displayed in the email (See Figure 22).
3. Click **Accept** to accept the meeting request and add it to your calendar (See Figure 22).
4. Click **Tentative** to mark the meeting request as tentative and add it to your calendar (See Figure 22).
5. Click **Decline** to deny the meeting request (See Figure 22).
6. 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 22).

![Figure 22 - Meeting Request Email](image)

7. Clicking **Accept**, **Tentative**, or **Decline** will bring up additional options for responding to a meeting request:
   a. **Edit the Response before Sending**: Allows you to add a message that will be sent to the organizer of the meeting (See Figure 23).
   b. **Send the Response Now**: Will send the default acceptance/tentative/denial message to the organizer of the meeting (See Figure 23).
   c. **Don’t Send the Response**: Will not send a message to the organizer of the meeting (See Figure 23).

![Figure 23 - Meeting Request Response Options](image)
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 22):
   a. **Tentative and Propose New Time**: Marks the current time as tentative on your calendar and opens the scheduling assistant to select a new time (See Figure 24).
   b. **Decline and Propose New Time**: Denies the current meeting request and opens the scheduling assistant to select a new time (See Figure 24).

   ![Figure 24 - Rescheduling Options](image)

2. After making a selection, the **Propose New Time** window will open and display the calendars of all participating attendees (See Figure 25).
   a. Under the **Start/End Times**, select a new **time** and **date** to propose (See Figure 25).
   b. Click **OK** (See Figure 25).

   ![Figure 25 - Propose New Time](image)

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.

![Figure 26 - Access Meeting Request from Calendar](image)

2. A pop-up will appear and display the following:
   a. **Additional information from the meeting invitation** (See Figure 27).
   b. **Accept**: accept the meeting request and add it to your calendar (See Figure 27).
   c. **Tentative**: mark the meeting request as tentative and add it to your calendar (See Figure 27).
   d. **Decline**: deny the meeting request (See Figure 27).
   e. **Propose New Time**: reply with a tentative or denial of the original request, and send attendees a new meeting time (See Figure 27).
   f. **Pop-Out**: expand the meeting request to display additional information (See Figure 27).

![Figure 27 - Meeting Pop-Up](image)

3. Clicking **Accept**, **Tentative**, or **Decline** will bring up additional options for responding:
   a. **Edit the Response before Sending**: Allows you to add a message that will be sent to the organizer of the meeting (See Figure 28).
   b. **Send the Response Now**: Will send the default acceptance/tentative/denial message to the organizer of the meeting (See Figure 28).
   c. **Don’t Send the Response**: Will not send a message to the organizer of the meeting (See Figure 28).

![Figure 28 - 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.

2. Press Enter.

3. Your search will appear below the search field and list all items that match your search parameters (See Figure 30).

4. To close the search and return to the calendar view, click the X in the search field (See Figure 30).
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, hover your mouse over Your Calendars (See Figure 31).
2. A + sign will appear. Click the + sign (See Figure 31).
3. A new calendar will be created. Type a name for your calendar and press enter (See Figure 31).

4. The new calendar will be created and displayed under Your 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 highlighted and color coded, while calendars that are hidden will not be highlighted.

1. To show/hide your calendars, simply click the calendar in your calendar list to show or hide it.
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 34).
2. Click Rename (See Figure 34).
3. The selected calendar will turn into a text field. Type the name you wish to give the calendar.
4. Press Enter to confirm.

Change the Color of a Calendar

1. From the Calendar view, right-click the Calendar you wish to change the color of (See Figure 36).
2. Click Color (See Figure 36).
3. From the list of colors displayed, click a color (See Figure 36).
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 37).
2. In the Command bar, click Print (See Figure 37).

3. The Print Calendar window opens. Under Calendar, select the calendar to display (See Figure 38).

Note: Available calendars displayed under Calendar will change based on which calendars are currently shown in your Calendar view.
4. Under View, select a **calendar view** (See Figure 38).
5. Under Layout, select a **print layout** (See Figure 38).
6. Under Print from, select a **start time** (See Figure 38).
7. Under Print to, select an **end time** (See Figure 38).
8. The **Preview** will update and display a preview of your calendar as it will appear once printed out (See Figure 38).
9. Click **Print** to confirm your selection and open your browsers printer settings (See Figure 38).

10. Adjust any settings through your browsers print dialog box and click **Print**.
11. 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 39).
3. Click Delete (See Figure 39).
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 40).
2. Click Sharing Permissions (See Figure 40).
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.

![Search Results](image)

**Figure 42 - Search Results**

5. The person will be included in the Share. Next to their name, select a **permission level** from the drop-down (See Figure 43).

6. Click **Share** (See Figure 43).

![Set Permission Level](image)

**Figure 43 - Set Permission Level**

**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>
<tr>
<td>Delegate</td>
<td>Delegates can view, create, modify and delete items. Delegates can also create meeting requests and respond to meeting invitations on your behalf.</td>
</tr>
</tbody>
</table>

**Figure 44 - Permission Levels Explained**

7. The calendar will be shared with the selected person. If you wish to share the calendar with more people, repeat steps 3 through 6.
8. When finished adding people to the calendar share, click **Done**.

![Figure 45 - Finished Setting Up Shares](image)

9. 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 46 - 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 47).
2. In the body of the email, click Accept and view calendar (See Figure 47).

3. The Calendar view will open and the shared calendar will be added to under your calendars in the Folder Pane.
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 49).
2. Click **Remove** (See Figure 49).

   ![Figure 49 - Delete Shared Calendar](image)

3. 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. From the *Calendar View*, right-click on the **Calendar** you wish to access the permissions of (See Figure 50).
2. Click **Sharing permissions** (See Figure 50).

   ![Figure 50 - Calendar Permissions](image)

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 51).
2. The name will be removed from the calendar share. Click *Done* (See Figure 51).

![Figure 51 – Share this Calendar: Remove](image)

Alter Permissions on a Calendar Share
1. After accessing the *Share this calendar* window, click the *drop-down* next to the person whom you wish to alter permissions for (See Figure 52).
2. From the *Permission Level* drop-down, select a *permission level* (See Figure 52).
3. Click *Done* to apply the new permissions (See Figure 52).

![Figure 52 – Share this Calendar: Permission Levels](image)
Note: Permission levels include:

<table>
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<td>People you share with can only see the time you have blocked out as busy.</td>
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<td>People you share with can see all the details including description or attendees</td>
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<td>Can edit</td>
<td>People you share with can view, edit, and delete events.</td>
</tr>
<tr>
<td>Delegate</td>
<td>Delegates can view, create, modify and delete items. Delegates can also create meeting requests and respond to meeting invitations on your behalf.</td>
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Figure 53 - 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.

   ![Access Settings](Figure 54 - Access Settings)

2. The **Settings** side bar will open. Under **Your app settings**, click **Calendar**.

   ![Settings Side Bar](Figure 55 – Settings Side Bar)
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 under Calendar (See Figure 56).

4. When finished, click Options to return to the Outlook Web App (See Figure 56).

![Figure 56 - 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](http://uits.kennesaw.edu)

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