# Calendar in your browser

**Office**

## Quick Start Guide

**Go to your Calendar in Outlook Web App**
Select **Calendar** to view your calendar.

**Switch views**
Use the calendar view that best fits your workflow. Switch as often as you like.

**Create a new calendar event**
Create an all-day event, an appointment for yourself, or request a meeting with other people.

**Current time marker**
The line across the middle indicates the current time so you can see what's up next.

**Share your calendar**
Open your calendar up to colleagues so they can view your appointments and status.

**Create other calendars**
Quickly see the best time to schedule a business meeting or a family vacation.

**Meeting response status**
Meetings you haven't responded to appear as tentative on your calendar.

**See other calendars**
Add calendars that belong to other people. What you see will depend on settings that they control.

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Office 365    Outlook   Calendar   People   Yammer   SkyDrive   Sites   •••    Molly Dempsey ▾   ⚙   ?

⊕ new event    August 18–24, 2013     day   work week   **week**   month

◀ jul28-3    aug4-10    aug11-17    aug18-24    aug25-31    sep1-7 ▶   go to today    🗓 SHARE   🖶 PRINT

■ Calendar ✕   ■ Personal stuff ✕

«    **AUGUST 2013**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**18 SUNDAY** | **19 MONDAY** | **20 TUESDAY** | **21 WEDNESDAY** | **22 THURSDAY** | **23 FRIDAY** | **24 SATURDAY**

10a — Meeting / Meeting

11a

12p — Tailspin Toys / Umi Sake Hou — Weekly Marke / TBD — Lunch? / TBD Molly Der

1p — Meet Sue for — Meeting

2p — Project Che — Project Che — Pick up takeo

3p — Project Tailspin Conference Room - Bak — Project Tailspin Conference Room - Bak

4p — Carpool — Carp — We — Friday Unwinc / Cafeteria

5p

**MY CALENDARS**
✓ ■ Calendar
✓ ■ Personal stuff

**OTHER CALENDARS**
☐ Sara Davis

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Microsoft

# Get started with Calendar in your browser

Sign in through your organization's Office 365 portal and choose **Calendar** from the navigation bar.



## Schedule an appointment

1. Select New event.
2. Fill in the Event box.
3. Enter the start time and duration. To explicitly set the start and end times, choose **Custom** for the duration.
4. In the **Show As** box, choose a status that shows your availability to others.
5. To make the appointment repeating, click **Repeat** and select one of available options, or choose **Other** to create a custom pattern.
6. If you want to change the reminder notice from the default of 15 minutes, click the **Reminder** box and choose a new reminder time.



# Schedule a meeting with other people

1. Start with the same steps as scheduling an appointment.
2. Invite people by adding them in the **Attendees** box. Add a **Location** if necessary.
3. In the meeting request, type any information you want to share with the recipients. You can also attach files.
4. Select **Online meeting** to make this a **Lync** meeting.
5. Select Send.

## Use the Scheduling Assistant

1. Use Scheduling Assistant to help you find the best time for your meeting.
2. Select **Scheduling Assistant** at the top of the event form.
3. Enter attendees names in **Add attendees.**
4. Find a room by selecting **Add a room**.
5. Select **OK** to save your changes and return to the event form.

# Change your calendar work days and the start of your week

1. Select **Settings** > **Options** > **Settings** > **Calendar**.

2. Under **Appearance**, do one of the following:

   - Choose the days to include in your work week under **Show work week as** by checking the days to include and unchecking the day to exclude.

   - To set your work hours, in the **Start time** and **End time** lists, select the start and end times of your work day.

   - To set the first week of the year, click an entry in the **First week of the year** list.

   - To set the first day of the week, click a day in the **First day of the week** list.

# Change an appointment, meeting, or event
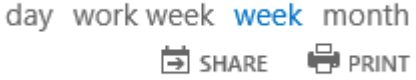
**To change an appointment or meeting**

1. Select it in your calendar.

2. If it's an event that you created, select **Edit** to change it, or **Delete** to remove it.

3. If it's part of a recurring series and you'll see an option to select **edit occurrence** or **edit series**.

4. Make the changes you want, then select **Save**. For a meeting, select **Send Update**.

**To change your response to a meeting you were invited to**

1. Select it in your calendar, and then select Accept, Tentative, or Decline.

2. If it's part of a recurring series and you'll see an option to select **edit occurrence** or **edit series**.

3. If the organizer requested responses, you will have an option to send a response, edit your response before sending, or not send a response.

# Share your calendar

**To share your calendar with people in your organization who use email with an Exchange server**

1. Select **Calendar** in the navigation bar, and then select **Share**.

2. In **Share with** add the people you want to share your calendar with.

3. As you add people, you can set the permission level you want each person to have.

   - **Availability only** shows only your free/busy information.
   - **Limited Details** adds the subject and location.
   - **Full Details** adds any other information, such as attachments and notes.
   - Events marked **Private** will always show as availability only.

4. Change the **Subject** if you want.

5. If you have more than one calendar, you can choose it in **Calendar.**

6. Click **Send**.

The recipients will get an email notification that you shared your calendar, and they can add your calendar to their calendar view.

**To share your calendar with people outside your organization**

**To share your calendar by publishing it online**

1. Select **Calendar** in the navigation bar, and then select **Share**.

2. In **Share with** add the people you want to share your calendar with.

3. As you add people, you can set the permission level you want each person to have.

   - **Availability only** shows only your free/busy information.
   - **Limited Details** adds the subject and location.
   - **Full Details** adds any other information, such as attachments and notes.
   - Events marked **Private** will always show as availability only.

4. Change the **Subject** if you want.

5. If you have more than one calendar, you can choose it in **Calendar.**

6. Click **Send**.

The recipients will get an email notification that you shared your calendar, with a link that they can use to either view your calendar in their browser, or add it to their calendar view in an application such as Outlook.

# Navigate calendars

- To change the calendar view, select **Day**, **Work week**, **Week**, **or Month.**

  ## August 18–24, 2013

  day  work week  week  month

  ‹ jul28-3     aug4-10     aug11-17     aug18-24     aug25-31     sep1-7  ›   go to today      SHARE      PRINT

- To jump to the current day, select **Go to today** at the top of the calendar view.

- The date selection at the top of the calendar adjusts according to the view. In day view, you can select the day to view. In week view, you can select the week, in month view, you can select the month.

# Viewing multiple calendars

**To create a new calendar**

1. Select **Calendar** in the navigation bar.

2. In the calendar navigation pane, right-click the calendar group that you want to create a new calendar in. My calendars is a good place to create a calendar unless you're going to be creating a lot of calendars.

3. Select New calendar.

4. Enter a name for your new calendar.

5. Press Enter.

**To add another person's calendar**

1. Select **Calendar** in the navigation bar.

2. In the calendar navigation pane, right-click and select **Open calendar**.

3. Enter the name of the calendar you want to open, or the URL if the calendar is from outside your organization.

4. Select New calendar.

5. Select Open.

**To add a calendar to your view**

- In the calendar navigation pane, select the check box next to calendars that you want to view.

**MY CALENDARS**

✓  ▮ Calendar

✓  ▮ Personal stuff

**OTHER CALENDARS**

☐     Sara Davis

✓  ▮     Rob Young