

Class & Office Hour Calendar

Do not access calendar through webmail (OWA)

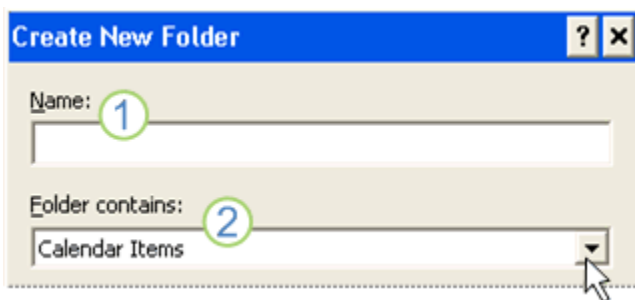
Go to Start Menu, Programs, Outlook

A. Create Additional Calendars

In addition to the default Microsoft Outlook **Calendar**, you can create other Outlook calendars. For example, you can create a calendar for your Office Hours.

1. In Calendar, on the **File** menu, point to **Folder**, and then click **New Calendar**.

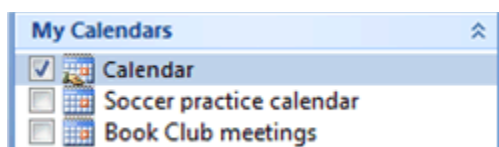
NOTE If you are in Mail, Contacts, Tasks, Journal, or Notes, on the **File** menu, point to **New**, and then click **Folder**. In the **Folder contains** list, click **Calendar Items**.



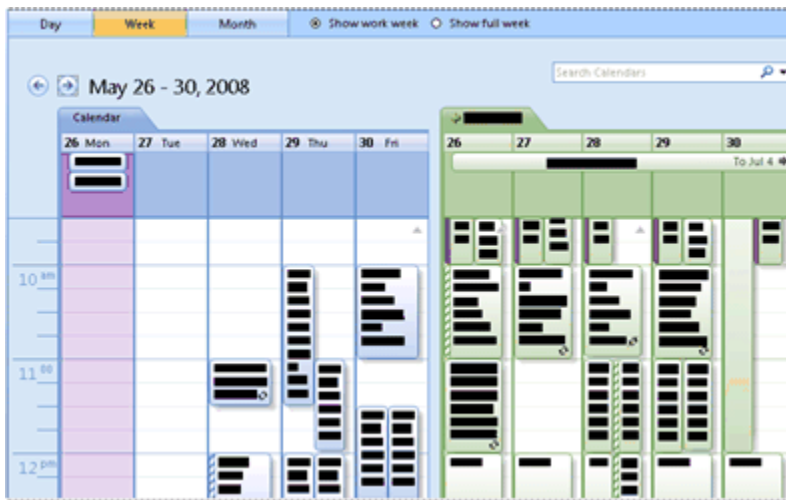
- 1 Type the calendar name as you want it to appear in the Navigation Pane. **This should be your name then Office Hours. Example: Elizabeth Wilmer: Office Hours**
- 1 Make sure **Calendar Items** is selected under **Folder contains**.

2. In the **Create New Folder** dialog box, in the **Name** text box, type a name for the folder.
3. In the **Select where to place the folder** list, click **Calendar**, and then click **OK**.

The new calendar appears in the Calendar Navigation Pane.

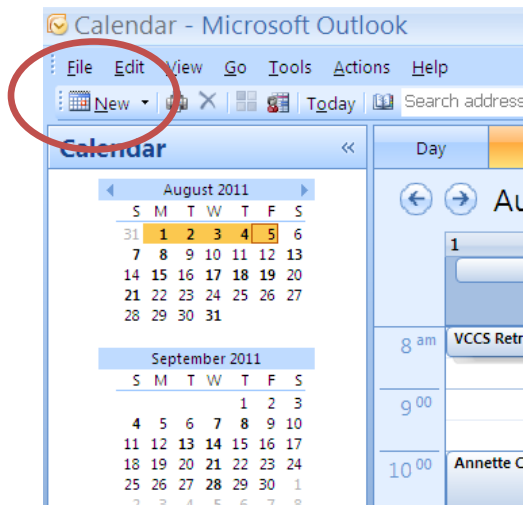


To view a calendar, select the check box for the calendar name. When multiple check boxes are selected, the calendars appear in side-by-side view.

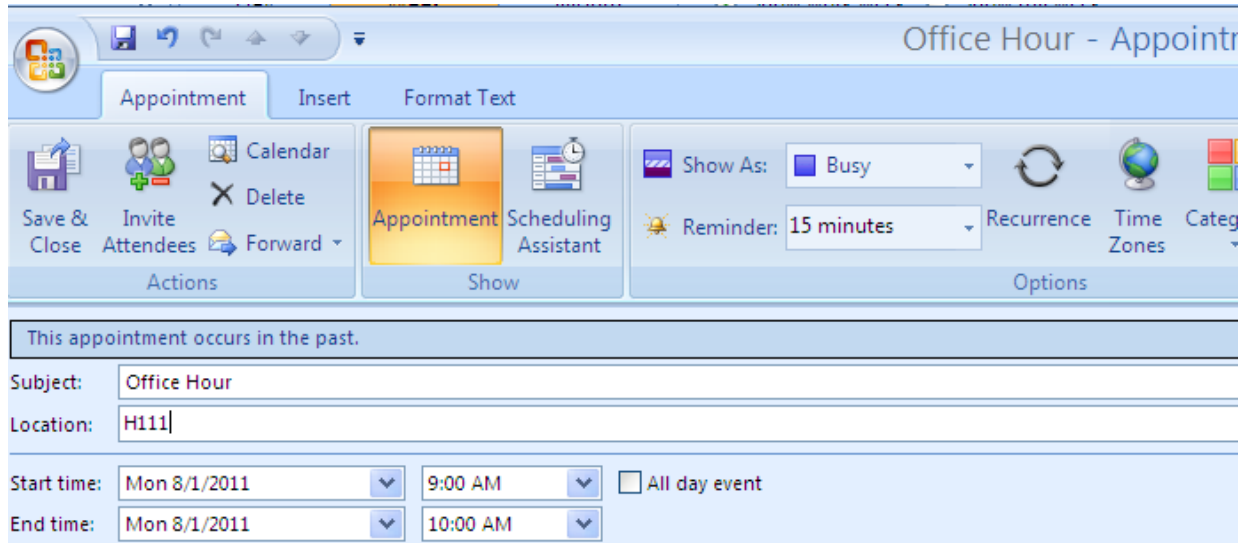


B. Schedule Class and Office Hour times

1. Create a new appointment



2. Schedule the Appointment. Example a MWF 9-10:00 office hour



Office Hour - Appointment

Appointment | Insert | Format Text

Save & Close | Invite Attendees | Calendar | Delete | Appointment | Scheduling Assistant | Show As: Busy | Reminder: 15 minutes | Recurrence | Time Zones | Categories

This appointment occurs in the past.

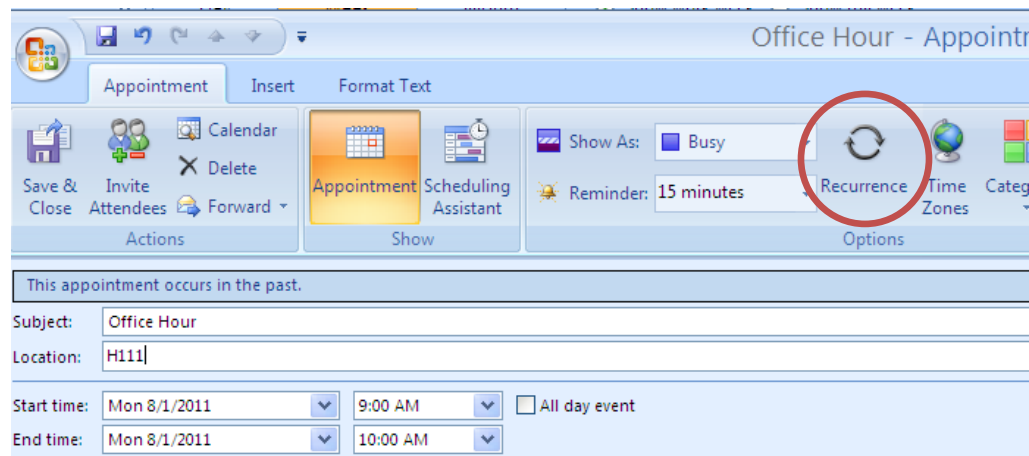
Subject: Office Hour

Location: H111

Start time: Mon 8/1/2011 9:00 AM All day event

End time: Mon 8/1/2011 10:00 AM

3. Make each scheduled time a recurring appointment



Office Hour - Appointment

Appointment | Insert | Format Text

Save & Close | Invite Attendees | Calendar | Delete | Appointment | Scheduling Assistant | Show As: Busy | Reminder: 15 minutes | Recurrence | Time Zones | Categories

This appointment occurs in the past.

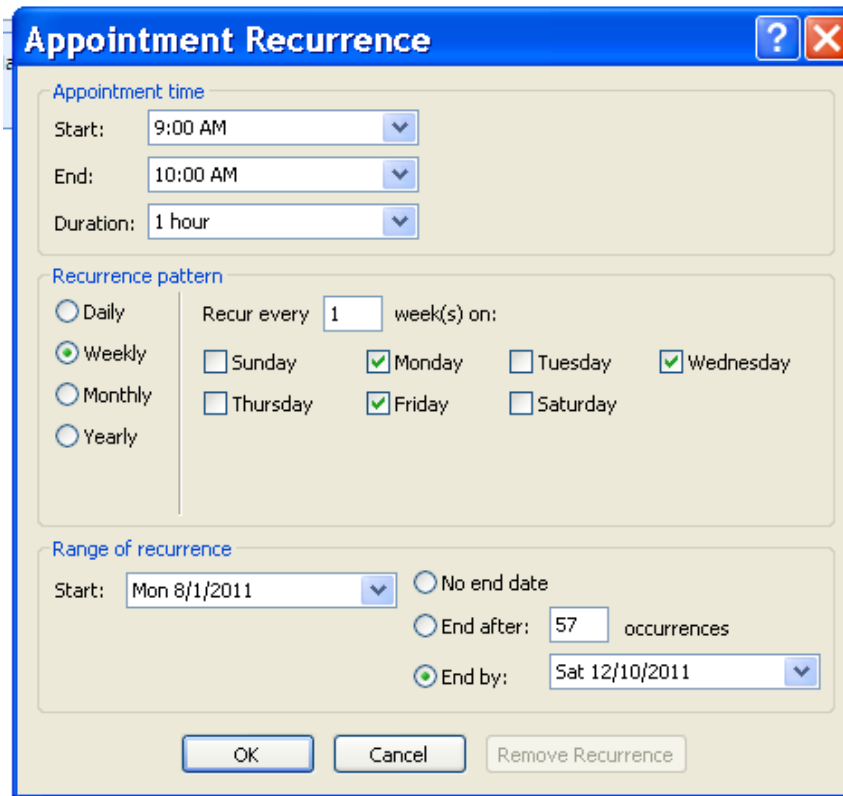
Subject: Office Hour

Location: H111

Start time: Mon 8/1/2011 9:00 AM All day event

End time: Mon 8/1/2011 10:00 AM

4. Format the recurring appointment. Include start time, end time, weekly pattern, select days of the week, start date of Aug. 22, and end date of Dec. 10.

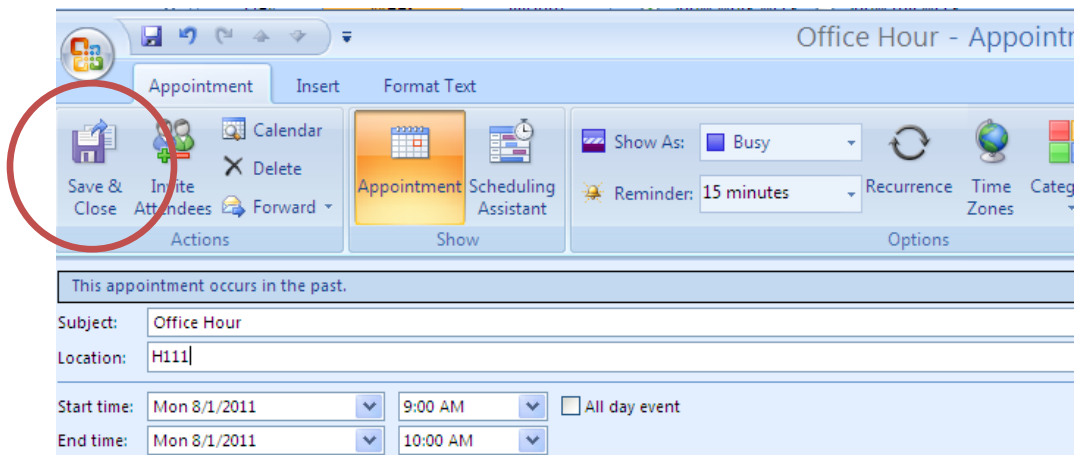


The image shows the "Appointment Recurrence" dialog box in Microsoft Outlook. It is divided into three main sections:

- Appointment time:** Start: 9:00 AM, End: 10:00 AM, Duration: 1 hour.
- Recurrence pattern:** Recur every 1 week(s) on: Weekly (selected). Days selected: Monday, Wednesday, Friday.
- Range of recurrence:** Start: Mon 8/1/2011, End by: Sat 12/10/2011.

Buttons at the bottom: OK, Cancel, Remove Recurrence.

5. Hit "Save & Close"



The image shows the Outlook ribbon for an appointment. The "Appointment" tab is active, and the "Save & Close" button is circled in red. Other buttons include "In", "Delete", "Calendar", "Appointment", "Scheduling Assistant", "Show As", "Reminder", "Recurrence", "Time Zones", and "Category".

Below the ribbon, the appointment details are displayed:

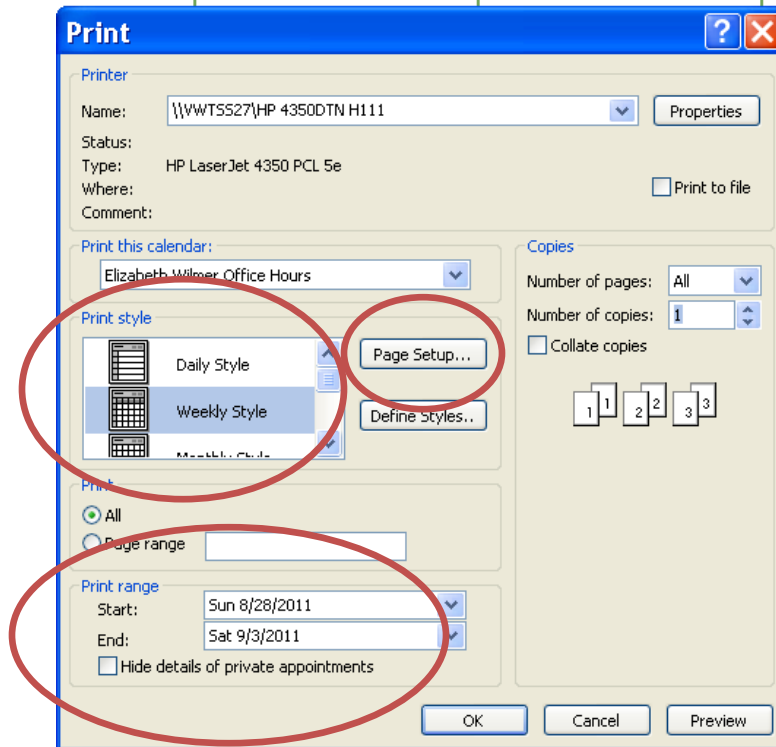
This appointment occurs in the past.

Subject: Office Hour
Location: H111

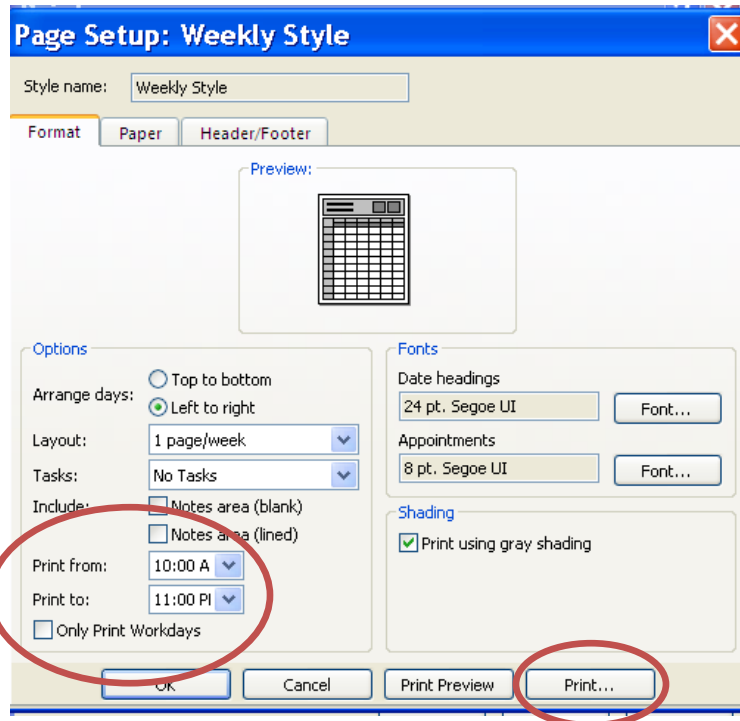
Start time: Mon 8/1/2011 9:00 AM All day event
End time: Mon 8/1/2011 10:00 AM

C. Print your Calendar

1. Go to the file menu and select Print
2. Under Print Style, select weekly style and under Print Range define the dates of a week of classes. Then hit Page Setup.



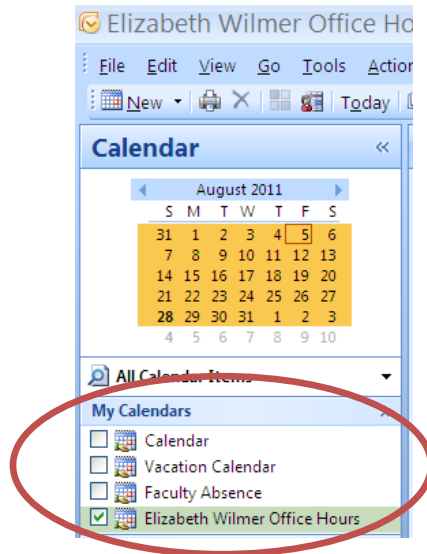
3. Here you can select the hours of the day that you want printed and whether you want the work week or the weekends. To set the hours of the day use the down hour for “Print From” and “Print To”. To get just the work week, select the “Only Print Workdays” box. To get the entire week, leave this box unchecked.



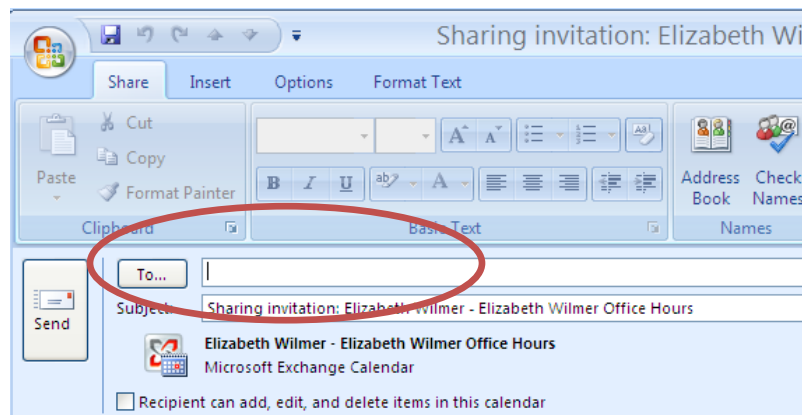
4. Hit “Print” , then in the next window hit “Ok”

D. Share the Calendar

1. **Select Only Your Office Hour Calendar. All others should be deselected.**



2. **Right click that calendar**
3. **Select "Share (name of your calendar)"**
4. **In the To... box send this to Sandy Shelton, Lynn Painter, Lacey Carey and Debbie Yancey.**



5. **Hit Send**

Congratulations, you're done !