Microsoft Outlook 2010: Getting Started with UCS Calendaring

Create a New Calendar
By default, a calendar is created for you when your account is created. However, you have the option to create additional calendars for different functions.

1. Click the Calendar shortcut icon in the Navigation pane at the bottom left of the screen.
2. Click the Open Calendar button in the Manage Calendars group.
3. Select the Create New Blank Calendar from the drop-down menu.
4. Type a calendar name in the Name: box.
5. Select your mail account from the Select where to place folder: list.
6. Click the OK button.
7. Your new calendar will appear in the list of calendars in the Navigation pane.

Calendar View Options
By default, a calendar will be displayed in the last view selected by the user. UCS with Microsoft Outlook 2010 offers several different calendar viewing options.

- **Day** – displays one day’s activities.
- **Work Week** – displays Monday through Friday activities.
- **Week** – displays seven days of activities.
- **Month** – displays an entire month’s activities with low, medium, or high detail.
- **Schedule** – displays multiple calendars horizontally.

Navigate the Calendar
- Use the arrows on the Calendar toolbar to move to the previous or next day, week, or month, depending on your current view.
- On the Home tab, in the Go To group, click the Go-to-Date shortcut to quickly move to a specific date.
- Click a date on the mini-calendar to jump to a specific date, or on the single arrow to move to the previous-next month.

Share Your Calendar
To share a calendar with other UCS users, non-UCS users, or to make it public, take the following steps:

1. Right-click on the calendar to be shared.
2. Select Properties from the drop-down menu.
3. Select the Sharing tab.
4. Click the Add button.
5. Select the Internal (UCS users), External (non-UCS users), or Public radio button.
6. Click the OK button.
7. Click the individual’s address book entry.
8. Click the To: button.
9. Select a role for the individual from the Permission Level: drop-down menu.
   - **Reviewer**—view access only.
   - **Delegate**—view, edit, add, and remove appointments.
   - **Administrator**—view, edit, add, remove, and administer appointments.
10. Check the box Allow users to see my private appointments, if applicable.
11. Click the OK button.

Open a Shared Calendar
1. Select the UCS tab.
2. Click the Open Other User’s mailbox button in the Sharing group to display the Select Mailbox Dialog box.
3. Select the individual’s address book entry in the list.
4. Click the To button.
5. Click the OK button.

NOTE: Shared mail folders will be added to the Navigation pane below your account’s folders.

Edit or Revoke Sharing Permissions
1. Right-click on the calendar.
2. Select Properties from the drop-down menu.
3. Select the Sharing tab.
4. Select an individual’s e-mail address.
5. Change the role from the Permission Level: drop-down menu or click the Remove button.
6. Click the OK button.

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Create a New Appointment or Meeting
An appointment does not include other users while a meeting includes required and/or optional attendees. Rooms that use electronic scheduling may be added to appointments and meetings as an attendee.

1. Click the New Appointment button in the New group on the Home tab.
2. Type a subject in the Subject: field.
3. Select a start and end date/time for the appointment/meeting, or check the All Day Event box for an all-day event.
4. Type any notes for the meeting in the text box.
5. Click Save & Close in the Actions group or click Invite Attendees button in the Attendees group, if applicable.
6. Enter the e-mail address(es) of the attendees in the To: field, if applicable.
7. To add a room, click the To: button to open the Select Attendees and Resources: Contacts dialog box.
8. If applicable, select the Global Address list from the Address Book drop-down menu to locate the room.
9. Select the name of the room by clicking on it.
10. Click the Resources button.
11. Click the OK button.
12. The name of the room is added to the To: field and the Location: field.
13. Click Send to send a meeting invitation.

NOTE: UCS locations follow a naming convention of Building Name, Room Number, and Campus.

Respond to a New Meeting Invitation
Meeting invitations are received through e-mail. Meetings may be accepted, denied, or marked as tentative.

1. Select the meeting request e-mail.
2. Click the arrow next to the Accept, Tentative, Decline, or Propose New Timeline button at the top of the message.
3. Select Send the Response Now from the drop-down menu. OR
4. Select Edit the Response before Sending from the drop-down menu.
5. Type your custom response in the text box.
6. Click the Send button.

Change a Meeting Invitation Response
1. Click on the meeting on your calendar to select it.
2. The Meeting tab will appear on the Ribbon.
3. In the Respond group, select your new response.
4. Click the arrow at the bottom of the appropriate response button to edit the response before sending.
5. Click the Send button.

Set General Calendar Preferences
Users can change default settings located in the Options area.

1. Click the File tab.
2. Select Options from the menu on the left.
3. Select Calendar.
4. The calendar preferences options will be displayed.
   - Work Time—Select the days and times of the week you work and which day of the week should be listed as the first day.
   - Calendar Options—Set the number of minutes before an appointment to be reminded; add holidays; change viewing permissions for Free/Busy information; and change settings for proposing new meeting times.
   - Display Options—Set the default calendar font, color, and other display options.
   - Time Zones—Set time zone information for your calendar(s).
   - Scheduling Assistant—Set options for the Scheduling Assistant.
5. Make your changes.
6. Click the OK button.