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## View multiple Shared Calendars Side-by-Side

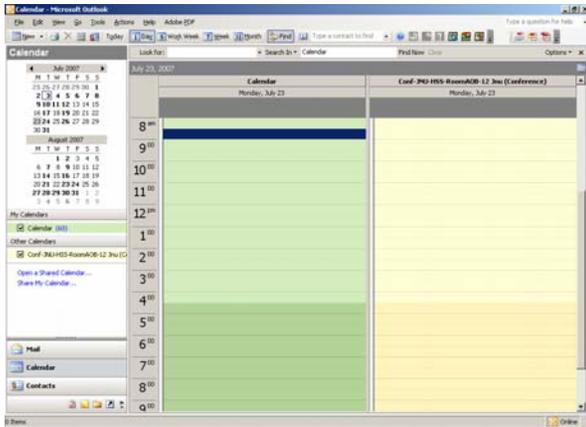
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You can quickly view another person's calendar, contacts, and tasks from the **Navigation Pane**. After the first time you access another person's folder, the shared folder is added to the **Navigation Pane**. The next time you want to view the other person's folder, you can select it in the **Navigation Pane**.

[Open another person's calendar](#)

You can view up to 30 calendars side-by-side in **Calendar**.

1. In **Calendar**, click **Open a Shared Calendar**.
2. To select another person's name from the address book, click **Name** or type the name in the **Name** box.
3. The new calendar will appear to the side of any calendar already in the view.



### Tip

You can quickly schedule a meeting with other people whose calendars you are viewing. On the **Actions** menu, point to **New Meeting Request With**, and then click **All** or any name in the list.

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## How to Schedule a New Meeting

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1. In **Calendar**, on the **Actions** menu, click **Plan a Meeting**.
2. Click **Add Others**, and then click **Add** from **Address Book**.
3. In the **Type** name or select from list box, enter the name of a person or resource you want at the meeting.
4. For each name entered, click **Required**, **Optional**, or **Resources**. (The **Required** and **Optional** attendees appear in the **To** box on the **Appointment** tab, and **Resources** appear in the **Location** box. To get details on a conference room, click it in the **Resources** list, and then click **Properties**.) Click **OK**.
5. Click a time when all invitees are available. You can use **AutoPick Next** to find the next available free time for all invitees.
6. Click **Make Meeting**.
7. In the **Subject** box, type a description.
8. If you did not schedule a room, enter the location in the **Location** box.
9. Click **Send**.

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## Scheduling a Recurring Meeting

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1. Open the appointment or meeting that you want to make recurring.
2. On the **Actions** menu, click **Recurrence**.
3. Click the frequency (**Daily**, **Weekly**, **Monthly**, **Yearly**) with which you want the appointment to recur, and then select options for the frequency.
4. Do one of the following:  
**For an appointment:** Click **OK**, and then click **Save and Close**.  
**For a meeting:** Click **OK**, and then click **Send Update**.

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## Accept a Meeting Request

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1. Open the meeting request or notification.  
**Note:** A new meeting request will appear as a tentative on your calendar.
2. Do one of the following: Click **Accept**, **Tentative**, or **Decline**.
3. Do one of the following:
  - Send your response with no comments
  - Include comments with your response

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## Propose a New Meeting Time

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1. Click **Propose New Time**.
2. Click a time when all invitees are available. You can use **AutoPick Next** to find the next available free time for all invitees.
3. Click **Propose Time**.
4. Click **Send**.

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## Cancel a Meeting

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1. In **Calendar**, open the meeting.
2. On the **Actions** menu, click **Cancel Meeting**.
3. **Important:** If **Cancel Meeting** is not on the **Actions** menu, you are not the meeting organizer, and you can't cancel the meeting.
4. Click **Send cancellation and delete meeting**.

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## ETS HELP CENTER

**Anchorage:** 269-5016 **Juneau:** 465-1818

**Fairbanks:** 451-5288

**Email address:** [help.center@alaska.gov](mailto:help.center@alaska.gov)  
<http://www.state.ak.us/local/akpages/ADMIN/info/msEA/>

## Sharing Information, Scheduling and Managing Meetings

The Microsoft Calendar is the calendar and scheduling component of Outlook. You can invite people to a meeting or reserve resources (a meeting room, conference room, computer and etc) for a meeting. When you create a meeting, you pick a meeting time and identify the people to invite or the resources to reserve. You can look up the availability of resources, invite contacts to your meetings, block out time in your Calendar and send meeting requests to the attendees.

### Share Calendar Information

The default setting for sharing calendars is "None". When you start using the new calendar system, consider resetting the default to shared calendars for improved meeting management.

1. In **Calendar**, in the **Navigation Pane**, click **Share My Calendar**.
2. Do one of the following:

#### Allow anyone to access your Calendar

- a. In the **Name** box, click **Default**.
- b. Under **Permissions**, in the **Permission Level** list, click the permission level that you want.

#### Specify who can access your Calendar

- a. Click **Add**.
- b. In the **Add Users** dialog box, in the **Type Name or Select from List** box, enter the name of the person whom you want to grant sharing permissions to.
- c. Under **Add Users**, click **Add**, and then click **OK**.
- d. In the **Name** box, click the name of the person you just added.

- e. Under **Permissions**, in the **Permission Level** list, click the permission level that you want.

### Turn an Email into a Meeting

1. In the **Navigation Pane**, drag the message you want to convert to a meeting request to the **Calendar** button.
2. Click **Invite Attendees**.
3. Enter a name or names in the **To** box.
4. Enter the location in the **Location** box.
5. In the **Start time** and **End time** lists, click the date and times.
6. Select any other options that you want.
7. Click **Send**.
8. **Note:** You can change any type of item into another type of item by dragging it to the folder button in the **Navigation Pane**.

### Send a Meeting Request to a Distribution List

1. From the **File** menu, point to **New**, and then click **New Meeting Request**.
2. Click **To**, and then in the **Type name or select from list** box, enter the distribution list that contains the people you want to invite to the meeting.
3. Click **Required**, and then click **OK**.
4. Click the **Scheduling** tab, and then click the plus sign (+) next to the name of the distribution list to show the individuals on the list.
5. Mark each person that you do not want to send the meeting request to by clicking the envelope to the left of the name, and then clicking **Don't send meeting to this attendee**. When you switch back to the **Appointment** tab, only the names that you didn't cross out will appear in the **To** box.

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# Outlook 2003 Calendar Part 2

# Quick Reference Guide

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