

Outlook Calendar Tips and Tricks

<p>Day Work week Week Month Today</p>	<h3>Change Views</h3> <p>In the upper right-hand corner, you can easily click to change the calendar view.</p>
<h3>Skip to a Date</h3> <p>Click on the downward arrow next to the date at the top of the window. You can click on a month, day, or <i>Go to today</i> to quickly navigate to a specific date.</p>	
	<h3>Share a Calendar</h3> <p>To share a calendar, right-click on the name of your calendar on the left-hand side of the screen. Click <i>Share calendar</i>. Insert the email address of the recipient, then click <i>Send</i>.</p>
<h3>Create a Calendar Event</h3> <p>Click on <i>New</i> in the upper left-hand corner.</p> <p> New v</p> <p>In the window that appears, fill in the details of the event, including information about:</p> <ul style="list-style-type: none"> • Time • Location • Participants • Notifications 	
	<h3>Create a New Calendar</h3> <p>At the top of the window, click <i>Add calendar</i>, then select <i>Secondary calendar</i>. The calendar will appear on the left-hand side under <i>My calendars</i>. Name the calendar in the field that appears. You can create calendars for:</p> <ul style="list-style-type: none"> Student assignments and tests Project deadlines Extracurricular activities