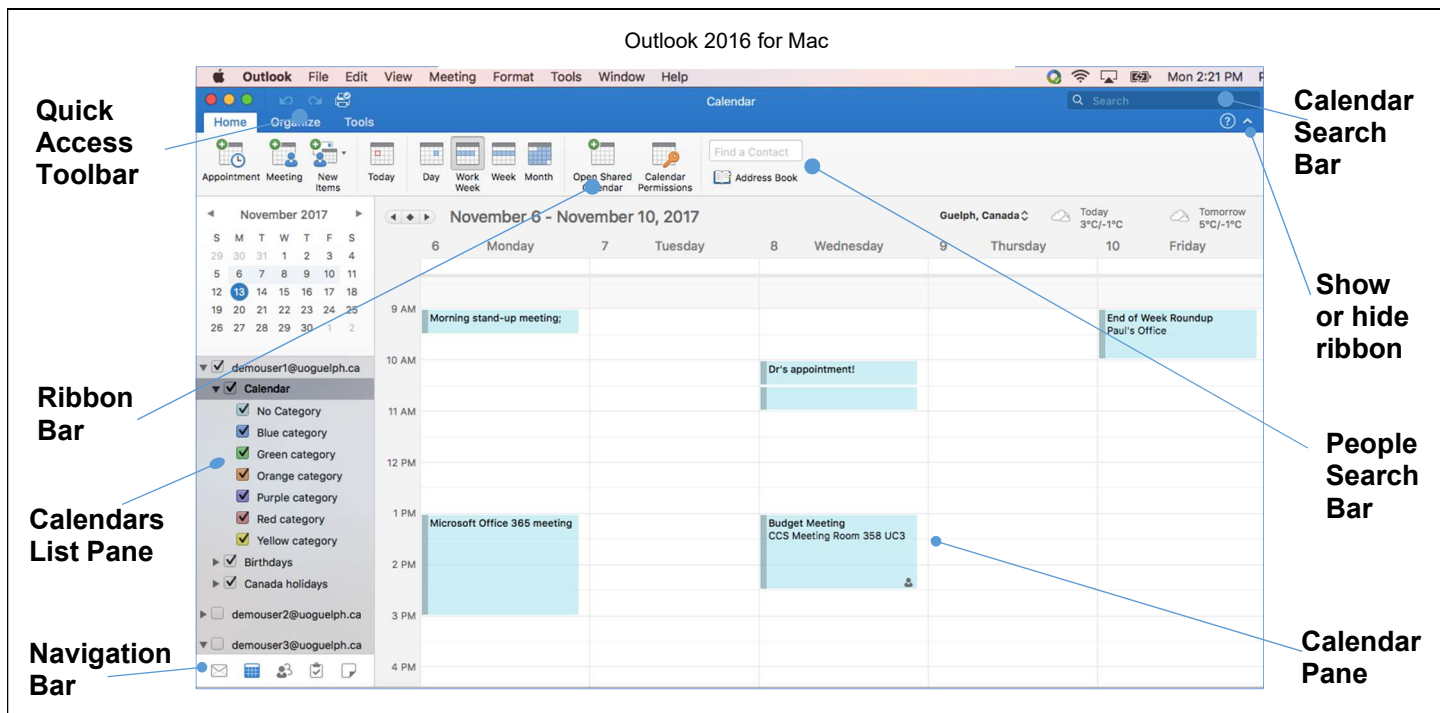# Outlook 2016 for Mac
# Calendar QuickStart

Welcome to Outlook 2016 for Mac. This is a quick overview of the Calendar component of the Outlook desktop application. Outlook 2016 is the only desktop email client recommended and supported by Computing & Communications Services.



Outlook 2016 for Mac

## Quick Access Toolbar

Located on the top left corner of the Outlook window, this toolbar allows you quick access to the Print, Undo and Redo actions.

## Ribbon Bar

If you've used other Microsoft Office applications, you are already familiar with ribbon bars. It provides access to different tabs that group related actions together. For instance, under the Home tab, you will find actions related to creating new meetings, changing the current view, and otherwise handling your calendar.

## Calendars List Pane

If you are a delegate for other people's calendars, their calendars will show up under Shared Calendars. Other calendars that you have access to will be under Other Calendars. You can toggle viewing other calendars via the check boxes. If you can't see a calendar you may have to scroll down to find it. The scroll bar is hidden unless you hover your mouse over where it will appear (on the right).
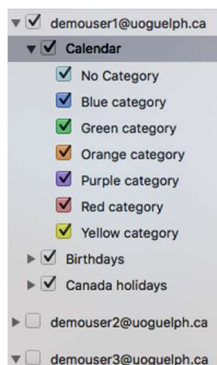
▶ This triangle symbol displayed to the left of a folder indicates that the folder has subfolders. Click on it to expand or collapse the folder.

## Navigation Bar

You can easily switch between email, calendaring, people, tasks and notes by clicking on these icons located in the lower left corner of the window.
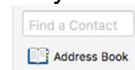
## Calendar Search Bar

Use this to search for entries in your calendar.

You can search for organizer, keyword or meeting subject. You can also search for other people's calendars that you have access to.

## People Search Bar

Search for people here in your contacts or the entire organization.
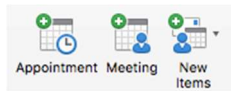
## Calendar Pane

Displays the calendar that you are currently looking at.

## Creating a New Meeting in Your Calendar

Under the Home tab at the top of the Calendar window, click on **New Meeting**. If you select **New Items** you get a drop-down menu with other event related actions you can perform such as creating a new contact in your Address Book or creating an All Day Event.

A new window will appear to allow you to customize the meeting.

## Inviting Attendees

Invite attendees by clicking on the **Address Book** button That will pop-up the Search People window. If you know the name or email address of
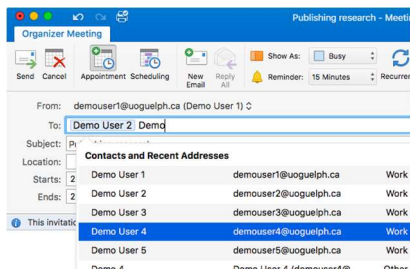
the attendees type them into the To: box. A drop-down list will pop-up displaying matches from your address book and the global address book. You can also click on **Check Names** to have Outlook help verify that you have the correct attendees for your meeting.

## Scheduling your meeting

Outlook includes a tool called which can help lower the frustrations of finding a time that works for all attendees. Click on **Scheduling** and your view will change to a chart containing both attendees and room availability.
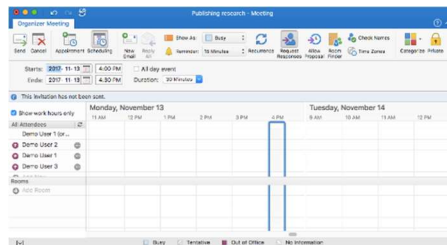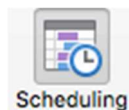
## Adding a room to your meeting

Outlook includes an excellent tool for scheduling rooms for meetings. Click on Room Finder and a pane will open on the right hand side of the window. In the Room Finder pane you can enter the building or department the room is located in and a list of rooms will appear. Checking the box next to the room name, in the
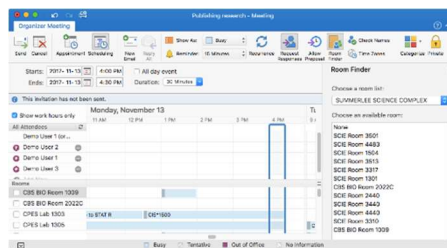
lower left section of the window, will add the room to the calendar and display its availability. You can scroll up and down in the **Scheduling** window and see times and dates where the attendees and rooms are available at the same time.

## Just getting started at U of G?

Looking for more information on Outlook 2016?

**https://www.uoguelph.ca/ccs/office365/training/online-user-guide/outlook2016mac**

CCS has everything you need to get going with Office 365 at the U of G's Office 365 Website

**https://www.uoguelph.ca/ccs/office365**

Have you downloaded the other Microsoft Office 2016 applications including Excel, Word and PowerPoint 2016? If not we've got you covered there too!

**https://www.uoguelph.ca/ccs/office365/training/online-training-resources/getting-started-with-office365#desktopClients**

Interested in what else CCS offers? Check here for a list of other services provided by CCS

**https://www.uoguelph.ca/ccs/get-started**