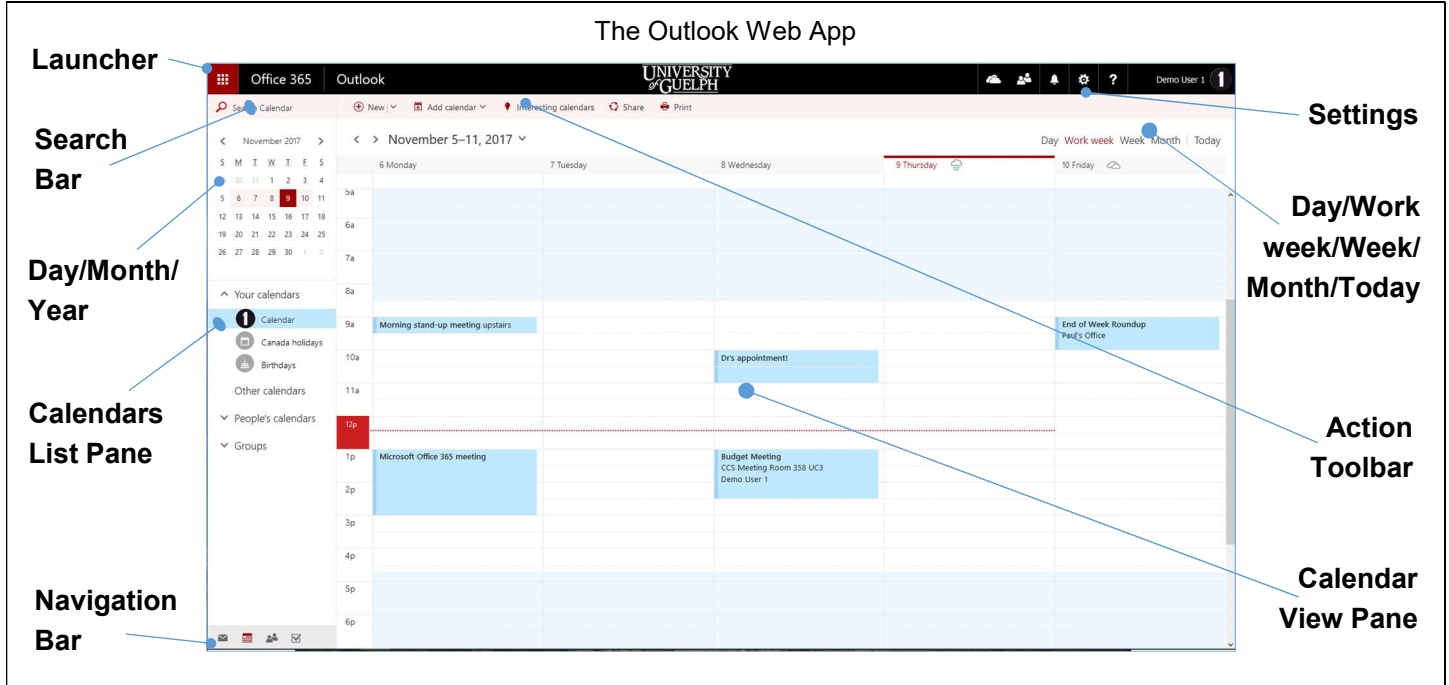


Gryph Calendar – Powered by Office 365

QuickStart

Welcome to Gryph Calendar - Powered by Office 365. This is a quick overview of the Calendar portion of the Outlook Web Application (OWA), which provides online email and calendaring for the University of Guelph.



Launcher

Select the Launcher to switch between Mail, Calendar, People, Tasks and the online versions of Microsoft apps like Word, Excel, and PowerPoint.

Search Bar

This is where you can search for people or search your calendar for appointments and events. You can search for organizer, keyword or meeting subject.

Day/Month/Year

This calendar displays the current date on it. You can scroll between months by clicking on the left and right arrows. Clicking on the Month and Day will allow you to scroll between years.

Calendars List Pane

This is where you see the calendars that you have access to. If you are a delegate for other people's calendars, their calendars will show up under **People's calendars**. Group calendars will show up under



Groups. You can toggle viewing other calendars by clicking on the calendar name. Collapse and open folder collections by clicking on the triangle icons. If you can't see a calendar you may have to scroll down to find it.

Navigation Bar

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

Settings

Also known as the "gear" icon, it allows you to change the look and feel of OWA, as well as providing access to actions such as setting your out of office message and setting up your email signature. If you explore the calendar settings you will see that

you can customize how meeting invitations are processed, and set up automatic processing of invitations. You can also control how your reminders behave. Don't want to be reminded for upcoming meetings? Turn it off!

Day/Work Week/Week/Month/Today

Clicking on **Day / Work Week / Week / Month / Today** will change the current

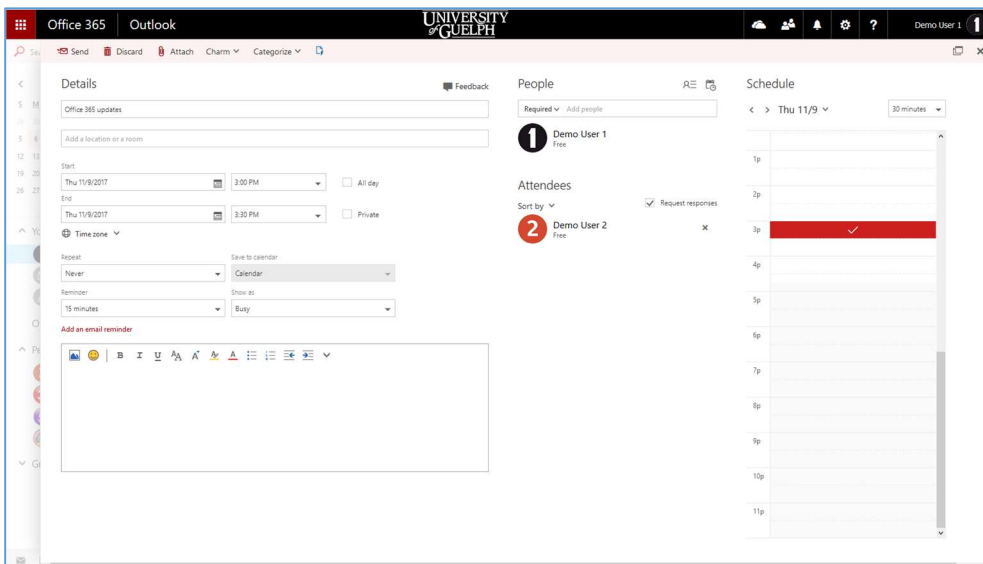
view of the calendar to views that reflect the selection. To indicate what the current view is, the current view is highlighted.

Action Toolbar

Provides access to the most common commands, such as creating new appointments or events, adding a new calendar, or printing the calendar.

Calendar View Pane

Displays the calendar that you are currently looking at.



New Meeting Window

Just Getting Started at U of G?

Looking for more information on the Outlook Web Application Calendar?

<https://www.uoguelph.ca/ccs/office365/training/online-training-resources/calendar>

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>

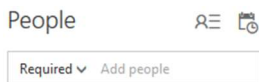
Creating a New Meeting in Your Calendar

To create a new meeting in your calendar, click on the **New** button in the action bar. A new window will appear to allow you to customize the meeting.



Inviting Attendees

Invite attendees by entering their name or email address in the **People** text box. A drop-down menu will appear with suggestions from the global address book or your contacts. If you click on the **Add Attendees** icon, your contacts will appear in a pop-up window that you can choose from.



Scheduling your meeting

The Outlook web calendar includes a tool called **Scheduling Assistant** which can help lower the frustrations of finding a time that works for all attendees. Click on it and a new window will pop up with a calendar showing when all attendees and rooms are available or busy.

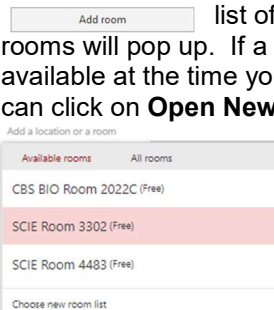


Adding a room to your meeting

Scheduling Assistant also allows you to add a room to your proposed meeting, so you can see when everyone you've invited, including the room you would like to use, is available at the same time.



Click on the **Add room** button and a list of available rooms will pop up. If a room is not available at the time you require, you can click on **Open New room list**



and select a different building and set of rooms.

Adding an email reminder

You can add an email reminder to your meeting. Click on **Add an email reminder** and fill in the day and time for the email to be sent, recipients, and a message to accompany the reminder.

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/getting-started>



Need more help?
CCS Is here to help you!

Phone  519-824-4120 x 58888

Email  58888help@uoguelph.ca

Website  www.uoguelph.ca/ccs

Want to talk to someone in person? Come visit the [IT Help Desk](#) on the first floor of the McLaughlin Library!