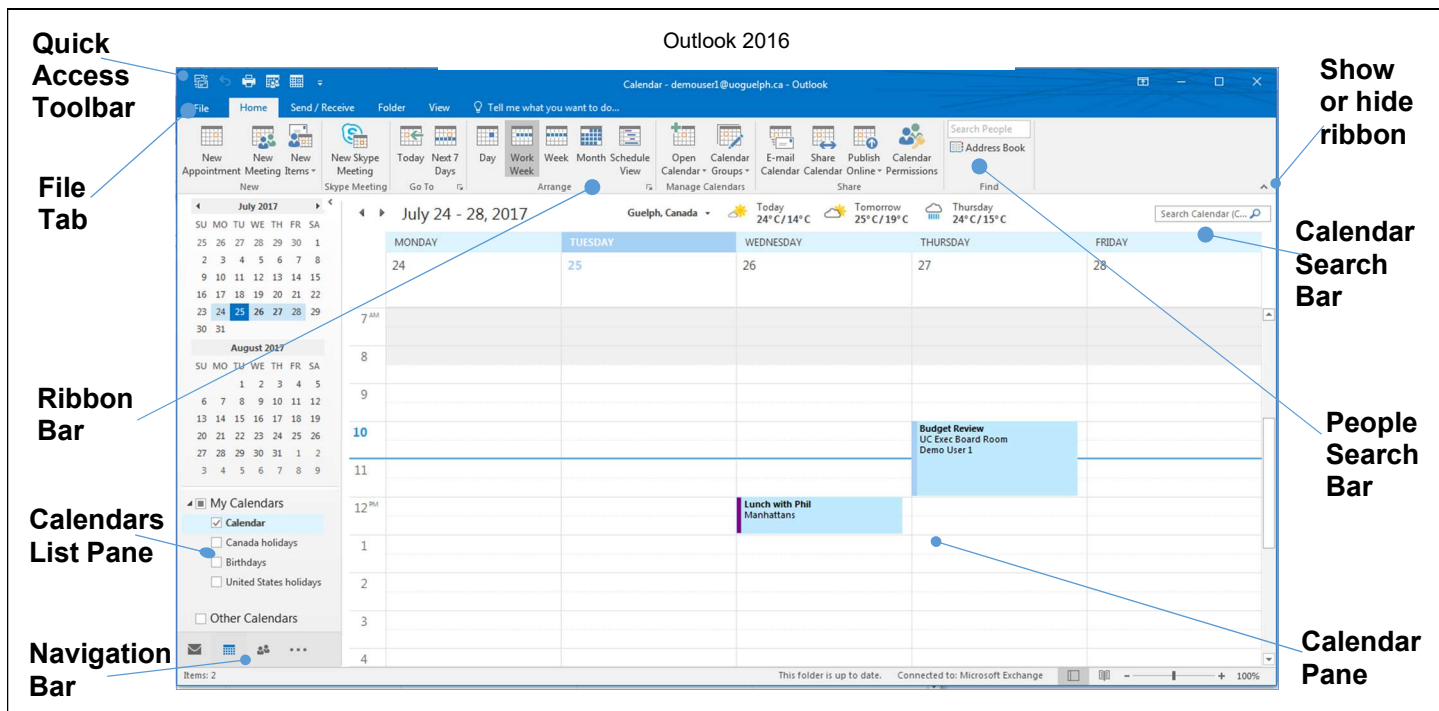


Outlook 2016 Calendar QuickStart

Welcome to Outlook 2016. 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.



Quick Access Toolbar

Located on the top left corner of the Outlook window, this toolbar allows you quick access to the most common Outlook actions. The toolbar is customizable, and you can add and subtract items from it or change its location by clicking the dropdown arrow.

File Tab

Clicking on the File tab reveals the **Save** and **Print** commands. You will also find **Options** for customizing Outlook 2016, allowing you to change the look and feel of Outlook as well as providing access to actions such as **delegating your calendar** to other users.

Ribbon Bar

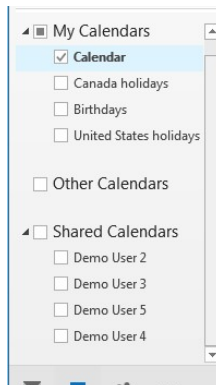
If you've used other Microsoft Office applications, you are already familiar with ribbon bars. It provides access to different tabs that group related actions together.

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).



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.

Calendar Search Bar

Use this to search for entries in your calendar. You can search for organizer, keyword or meeting subject.

People Search Bar

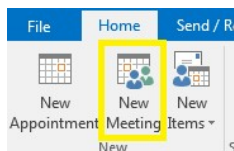
Search for people here in your contacts or the entire organization.

Calendar Pane

Displays the calendar that you are currently looking at..

Creating a New Meeting in Your Calendar

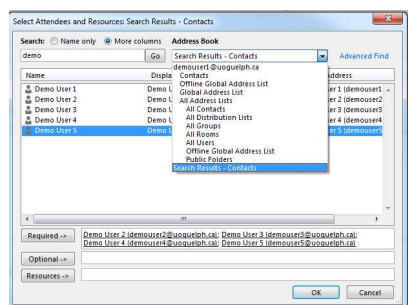
Under the Home tab at the top of the Calendar window, click on **New Meeting**. If you select **New Items** you get a drop-down menu with other event related actions you can perform such as creating a new contact in your Address Book or creating an All Day Event.



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

Inviting Attendees

Invite attendees by clicking on the **To...** button or the **Address Book** button. Either one will pop up a window where you can search your contacts and the Global Address List. You can change the scope of your search by clicking on the Address Book dropdown list.

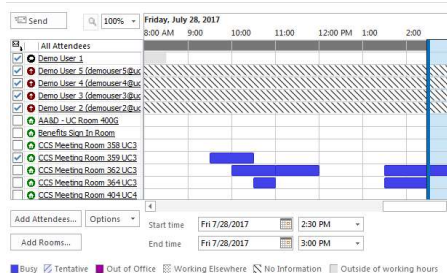


If you know the name or email address of the attendees type them into the To: box. Just to be sure, you can get Outlook to check names and addresses before sending by clicking on **Check Names**.



Scheduling your meeting

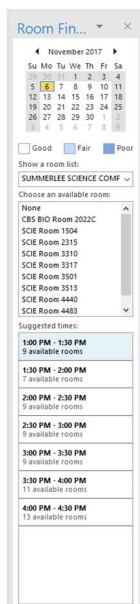
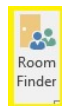
Outlook includes a tool called **Scheduling Assistant** which can help lower the frustrations of finding a time that works for all attendees.



Click on it and 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 there is a calendar from which you can choose the proposed date of the meeting. From the dropdown list below the calendar you can choose the building the room is located in. At the bottom of the pane there is a list of suggested times that the room is available. Hover your mouse over the suggested

time and an info box will pop up with more info on the time, location, and availability of the attendees and rooms available.

Just getting started at U of G?

Looking for more information on Outlook 2016?

<https://www.uoguelph.ca/ccs/office365/training/online-user-guide/outlook2016>

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>

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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!