

Microsoft Outlook Training



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Course Content

This training course was not developed to teach you everything about Microsoft Outlook 2002, but to review some of the important and exciting features that I will demonstrate such as:

- **E-mail Options**
 - How to check the size of your mailbox. (2002-2003)
 - How to create a personal folder to store your e-mail messages. (2002-2003)
 - How to remove attachments from e-mail. (2002-2003)
 - How to handle Junk mail filters.(2002) and (2003)
 - How to use the Rules Wizard. (2002 – 2003)
 - How to use the Out of Office Assistant. (2002 – 2003)

- **Calendar Options (Minor differences between 2002 and 2003)**
 - Share your Calendar with others.
 - How to grant permissions.
 - View others Calendar (Minor difference in 2003)
 - Schedule an appointment.
 - Establish reminders.
 - Modify the appointment.
 - Cancel the appointment.
 - Schedule an Event.
 - Establish reminders.
 - Modify the event.
 - Cancel the event.

Managing Your Account

There are several things you can do to keep your Microsoft Outlook e-mail account healthy and operating. This document will familiarize you with these maintenance terms and techniques, including the following:

- Account Quotas
- Examples of Space Usage
- Viewing Mailbox Size
- Cleaning Up Your Space

• Account Quotas

To help efficiently use limited resources at SMCPs, account quotas have been applied to e-mail accounts.

Quota	Rights Restricted
128 MB	Warning sent to e-mail
160 MB	May no longer send e-mail
200 MB	Account locked can not receive or send e-mail

• Examples of Space Usage

Become familiar with the items on the following list, and keep in mind that they all contribute to your account quota because they take up space.

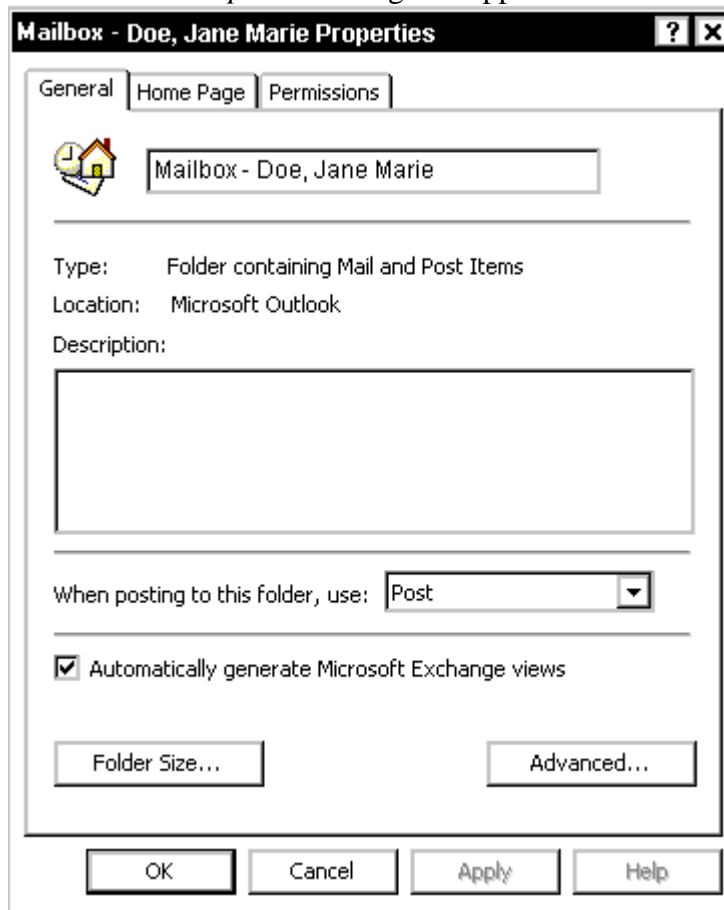
- Attachments
- Messages in *Inbox*
- Messages in *Deleted Items*
- Messages in *Sent Items*
- Messages in any other mailbox or folder you have created
- Rules for filtering messages
- *Calendar* entries
- *Contacts* entries
- *Signatures*

- **Viewing Mailbox Size**

You will want to monitor your mailbox size on a regular basis, the more traffic on the account (e.g., number of messages you send/receive, number of entries on your calendar), the faster your account will approach its quota. There are two ways to view your mailbox size:

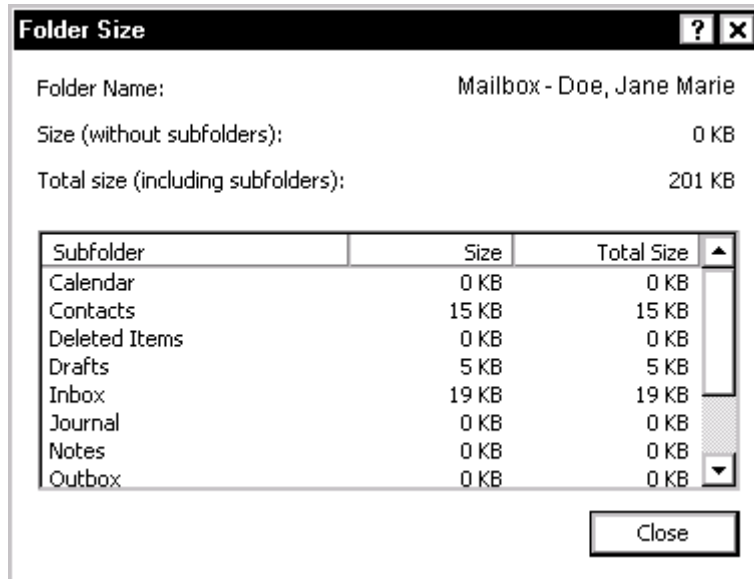
Viewing Mailbox Size: Folder Option

1. From the *View* menu, select **Folder List**
The *Folder List* menu will appear.
2. Right click **Outlook Today - [Mailbox - Full Name]** » **Properties for "Outlook Today"**
The *Mailbox Properties* dialog box appears.



3. In the *General* tab, click **FOLDER SIZE...**

The *Folder Size* dialog box appears displaying your total file size and a list of the individual folders with their total size.



4. When done viewing the list, click **CLOSE**
5. Click **OK**

- **How to create a personal folder to store your e-mail messages**

1. On the *File* menu, point to *New*, and then click **Outlook Data File**.
2. Under *Types of storage*, click **Personal Folders file (.pst)**, and then click **OK**. The *Create or Open Outlook Data File* dialog box appears.
3. Accept the Outlook folder as the default save location or provide a custom save location.
4. In the *File Name* box, create a custom name for the personal folders (.pst) file, or accept the default name. Click **OK**, and then the *Create Microsoft Personal Folders* dialog box appears.
5. In the *Name* box, you can type a custom title for the personal folders (.pst) file, or accept the default title of *Personal Folders*. This name appears on the *Folders List*, and is applied to any shortcuts made for the personal folders (.pst) file on the Outlook Bar. You can select a custom *Encryption Setting* and/or a *Password* for the personal folders (.pst) file. After you enter your desired settings, click **OK**.
6. **NOTE:** For more information about *Encryption Settings*, see "Notes About the Personal Folders (.pst) File" in this article.
7. The personal folders (.pst) file that you created is added to your *Folder List*. To view the **Folder List**, click **Folder List** on the *View* menu.

- **E-mail attachments**

For future access to your attachment, you must save the attachment. You must also save the attachment if you want to make any changes to the file. The following instructions involve saving attachments only, not attachments and messages.

Saving Attachments: After Opening

1. Open the message
2. Double click the **ATTACHMENT** icon
3. In the program used to open the attachment, from the *File* menu, select **Save As ...**
4. Change to the desired drive and directory
5. **OPTIONAL:** Change the filename
6. Click **SAVE** or **OK**

Saving Attachments: Before Opening

1. Open the message
2. Right click the **ATTACHMENT** icon
3. From the *Quick* menu, select **Save As ...**
4. Change to the desired drive and directory
5. **OPTIONAL:** Change the filename
6. Click **SAVE**

Removing Attachments


1. Open the message
2. Right click the **ATTACHMENT** icon
3. From the *Quick* menu, select **Remove**
4. To close the message, from the *File* menu, select **Close**
5. In the *Save changes* confirmation dialog box that appears, click **YES**

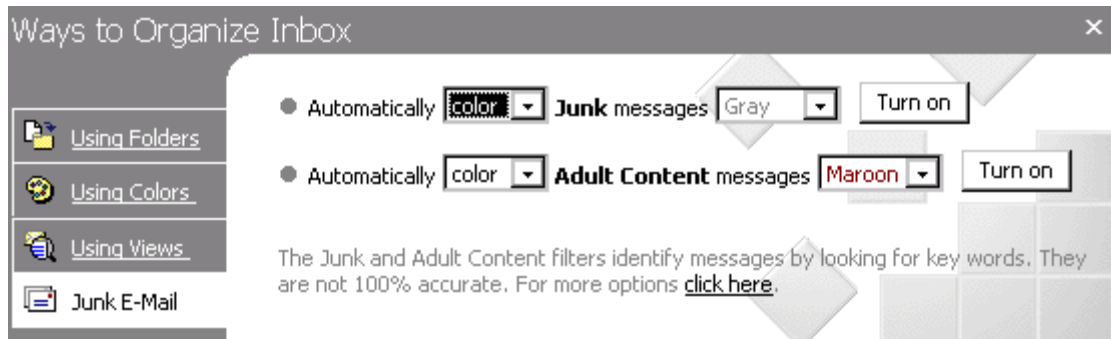
1. Junk Mail Filters Outlook 2002

It can be tiresome and time consuming to wade through junk e-mail messages. You have two options to deal with junk e-mail.

1. You can color code them so that you can easily identify and dispose of them.
2. You can automatically have them moved to a folder that you designate (e.g., a *junk mail* folder or the *Deleted Items* folder). You can still view/have access to the junk mail, but only if and when you want to.

WARNING: If you choose to have the *Junk Mail Filter* move messages to another folder, you should review the contents of the folder periodically. Because the *Junk Mail Filter* is not completely accurate, it may filter some messages that you want to receive. By periodically reviewing the folder you designate for these messages, you can avoid missing or losing legitimate messages.

1. Select your **Inbox**
2. On the *Standard* toolbar, click **ORGANIZE** 
OR
From the *Tools* menu, select **Organize**
The *Ways to Organize Inbox* window appears.
3. Click **JUNK E-MAIL**



4. For *Junk* and/or *Adult Content* messages, use the corresponding pull-down listings to select the desired options:
To color code *Junk* or *Adult Content* messages, from the first pull-down list select **color** and from the second pull-down list, select the desired color
To automatically move *Junk* or *Adult Content* messages to another folder, from the first pull-down list select **move** and from the second pull-down list, select the destination folder
5. To activate the filter for *Junk* or *Adult Content* messages, click the corresponding **TURN ON** button
The *Junk Mail Filter* is now active.
6. To close the *Ways to Organize Inbox* window, click the **X** in the upper right corner

Junk Mail Filter Outlook 2003

Microsoft Outlook 2003 has some minor differences when using your junk email filter. To set or review your junk email filter:

1. **Click** Tools.
2. **Click** Options. The below options dialog box appears.

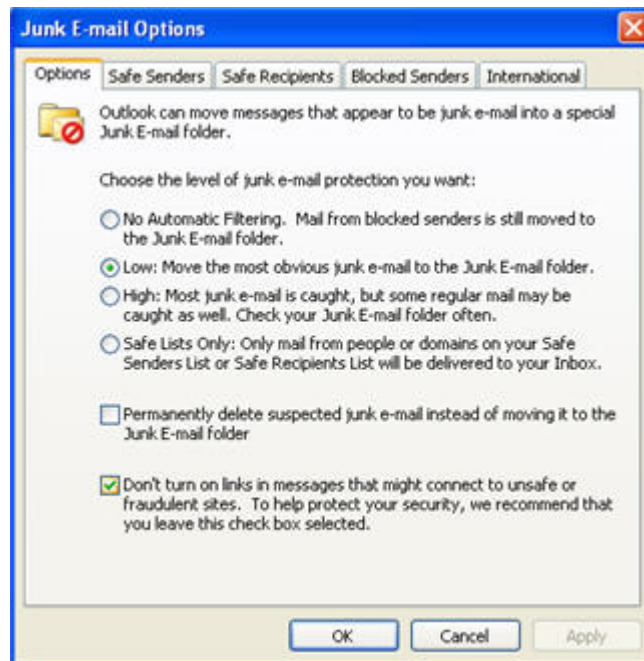


3. Make sure that the Preference tab is selected.
4. **Click** Junk email. A new dialog box appears



5. **Click** OK.

6. The junk email dialog box appears with your options.


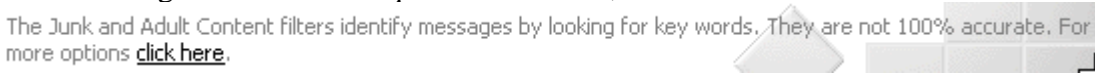


Adding Senders to Junk Mail Filters

Adding Senders: Quick Menu


1. Right click the message from the sender you want to add to the filter
2. From the *Quick* menu, select **Junk E-mail » Add to Junk Senders** list OR **Add to Adult Content Senders list**
All messages from this sender will now be filtered as Junk Mail.

Adding Senders: Edit Senders Dialog Box

1. Select the *Inbox*
2. On the *Standard* toolbar, click **ORGANIZE** 
OR
From the *Tools* menu, select **Organize**
The *Ways to Organize Inbox* window appears.
3. Click **JUNK E-MAIL**
4. In the message line *For more options click here*, click **CLICK HERE**

5. Click the **EDIT JUNK SENDERS** or **EDIT ADULT CONTENT SENDERS** link
The appropriate *Edit Senders* dialog box appears.
6. Click **ADD...**
7. In the text box, type the complete e-mail address of the sender
8. Click **OK**
9. Click **OK**
10. To close the *Ways to Organize Inbox* window, click the **X** in the upper right corner

1. Turning Junk Mail Filters Off

The following steps will guide you through the process of turning the *Junk Mail Filter* off:

1. Select your **Inbox**
2. On the *Standard* toolbar, click **ORGANIZE** 
OR
From the *Tools* menu, select **Organize**
The *Ways to Organize Inbox* window appears.

3. Click **JUNK E-MAIL**



4. Click **TURN OFF**
5. To close the *Ways to Organize Inbox* window, click the **X** in the upper right corner

2. Using Rules to Organize Your E-mail

Using *Rules* can help you organize your e-mail in Outlook. Rules allow you to set actions that will be performed automatically after receiving a message that meets criteria you set. For example, Outlook can redirect messages with a certain subject line or messages containing a certain word or phrase. Or, messages from a colleague can be automatically forwarded or placed in a special folder. Outlook rules are flexible and allow you to tailor them to your needs. This document contains information on the following:

- Types of Rules
- Creating Rules with the Rules Wizard
- Deleting Rules

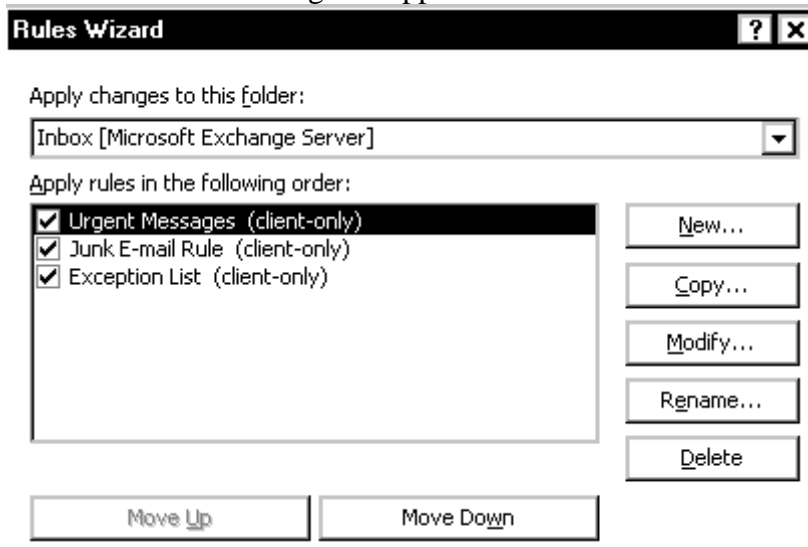
3. Types of Rules

Outlook allows you to create many different types of rules to help automate and organize your e-mail. Once set, these rules enable Outlook to automatically perform such actions as the following:

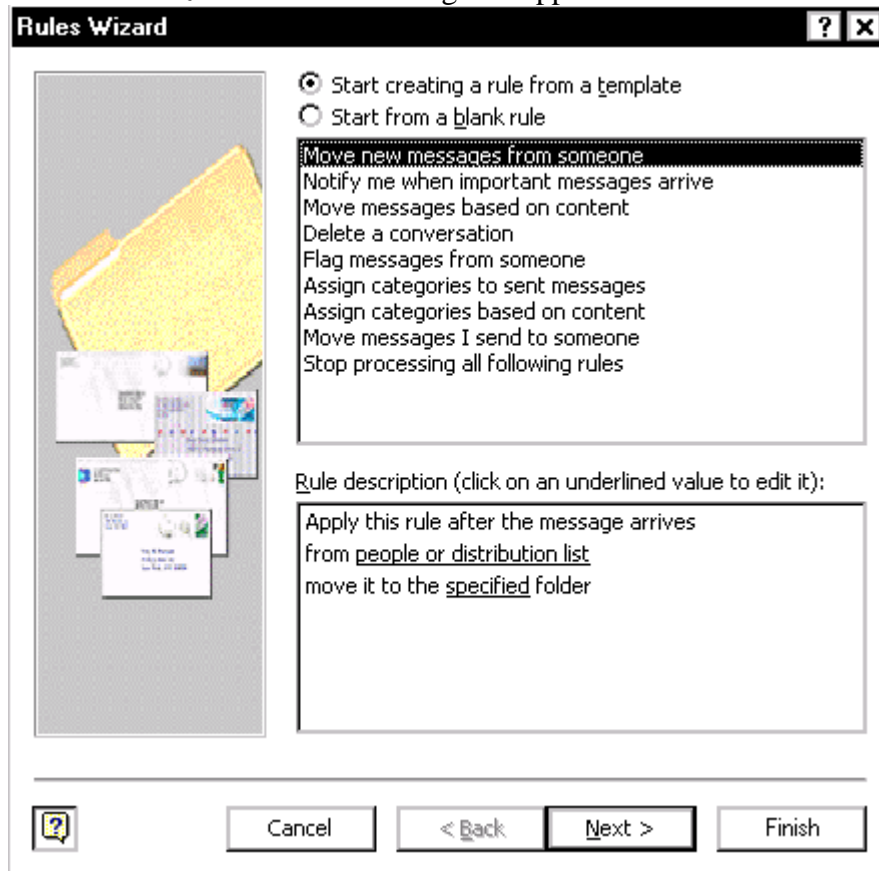
- Flag messages from a specific person
- Move messages from certain people to a special folder
- Redirect messages based on subject
- Display an alert message when an important message arrives
- Assign a category based on the content of a message
- Open or start a program after receiving a certain message
- Filter unwanted or junk messages and send them to a special folder
- Print messages containing specific words or phrases

Creating Rules with the Rules Wizard

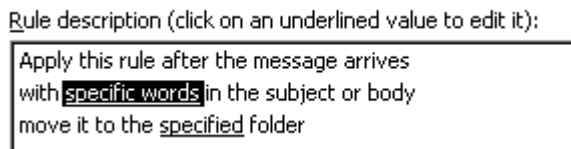
1. Open Outlook XP
2. At the left of the screen, on the *Outlook Bar*, click **INBOX**
Your *Inbox* and its contents appears.
3. From the *Tools* menu, select **Rules Wizard...**
The *Rules Wizard* dialog box appears.



4. In the *Rules Wizard* dialog box, click **NEW...**
The *Rules Wizard New Rule* dialog box appears.



5. Make sure *Start creating a rule from a template* is selected.
6. In the dialog box, in the *Type of Rule* text box, select the type of rule you want to create
A list of conditions appear in the *Rule description* text box.
7. OPTIONAL: If you do not see the rule you want, select *Start from a blank rule*.
8. OPTIONAL: Select *Check messages when they arrive* or *Check messages after sending*.
9. In the *Rule description* text box, edit the conditions as necessary by clicking the underlined portion
NOTE: Conditions that are not underlined do not need editing.
EXAMPLE: Click **SPECIFIC WORDS** to set which word Outlook will look for



A dialog box appears.

10. Complete the dialog box as appropriate and click **OK**
(e.g., to set words to search for, in the *Search Text* dialog box that appears, type the word you want Outlook to search for)

NOTES:

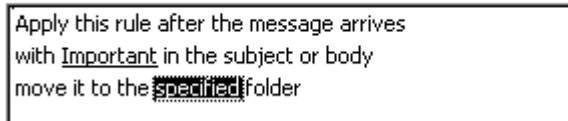
This dialog box will differ depending on which type of rule you selected.

You are returned to the *Rules Wizard Type of Rule* dialog box.

11. In the *Rule description* text box, edit the other conditions as necessary by clicking the underlined portion

EXAMPLE: Click **SPECIFIED** to specify which folder messages with the selected word will be moved to

Rule description (click on an underlined value to edit it):



Apply this rule after the message arrives
with Important in the subject or body
move it to the specified folder

A dialog box appears.

12. Complete the dialog box as appropriate and click **OK**
EXAMPLE: Select a folder that you want all messages containing the selected word to be moved to

13. Click **NEXT**

14. At the top of the dialog box, in the *Conditions* scroll box, select from the list which condition(s) you want Outlook to check for

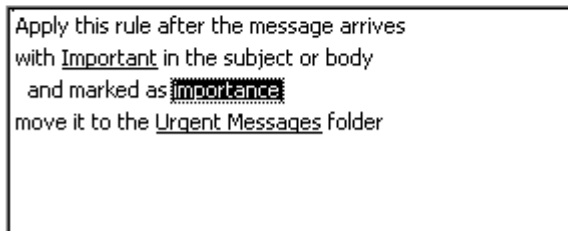
NOTE: If you select a condition with underlined text, in the *Rule description* text box, click the underlined portion to enter a value.

Which condition(s) do you want to check?



marked as importance
 marked as sensitivity
 assigned to category
 which is an Out of Office message
 which has an attachment
 with selected properties of documents or forms

Rule description (click on an underlined value to edit it):



Apply this rule after the message arrives
with Important in the subject or body
and marked as importance
move it to the Urgent Messages folder

15. Click **NEXT**

The *Rules Wizard Message Action* dialog box appears.

16. In the dialog box, in the *Message Action* scroll box, select from the list what you would like done with a message that meets your criteria

OPTIONAL: You may select more than one action.

NOTE: If you select an action with underlined text, in the *Rule description* text box, click the underlined portion to enter a value.

What do you want to do with the message?

move it to the specified folder

move a copy to the specified folder

delete it

permanently delete it

forward it to people or distribution list

forward it to people or distrib... as an attachment

17. Click **NEXT**

The *Rules Wizard Add any exceptions* dialog box appears.

18. In the dialog box, in the *Add any exceptions* scroll box, select from the list any exceptions to the rule, if desired

NOTE: If you select an exception with underlined text, in the *Rule description* text box, click the underlined portion to enter a value.

Add any exceptions (if necessary):

except if it is an Out of Office message

except if it has an attachment

except with selected pro... of documents or forms

except with a size in a specific range

except if received in a specific date span

except if it uses the form name form

Rule description (click on an underlined value to edit it):

Apply this rule after the message arrives
with Important in the subject or body
and marked as high importance
move it to the Urgent Messages folder
except if it is an Out of Office message

19. Click **NEXT**

The *Rules Wizard Name* text box appears.

Please specify a name for this rule:

Important Message

Run this rule now on messages already in "Inbox".

Turn on this rule

20. In the *Name* text box, type a name for the new rule

NOTE: If it is not already selected, select **Turn on this rule**.

OPTIONAL: Select *Run this rule now on messages already in "Inbox"* to have the rule applied to messages you already have

21. Click **FINISH**

The *Rules Wizard* main dialog box appears.

HINT: You can review the rule and revise it as needed in the *Rule description* text box.

22. Click **OK**

The new rule is applied.

Deleting Rules

1. Open Outlook XP

2. At the left of the screen, on the *Outlook Bar*, click **INBOX**

Your *Inbox* and its contents appears.

3. From the *Tools* menu, select **Rules Wizard...**

The *Rules Wizard* dialog box appears.

4. Select the Rule that you no longer want

5. Click **DELETE**

A confirmation dialog box appears.

6. To delete the Rule, click **YES**

To keep the Rule, click **NO**

7. Click **OK**

Managing Your E-mail

If you receive many e-mails, it is necessary to keep them organized. This document will instruct you on how to manage your e-mails. By creating flags, changing the status, or changing the subject heading of your e-mails you are able to more easily and effectively manage your e-mails.

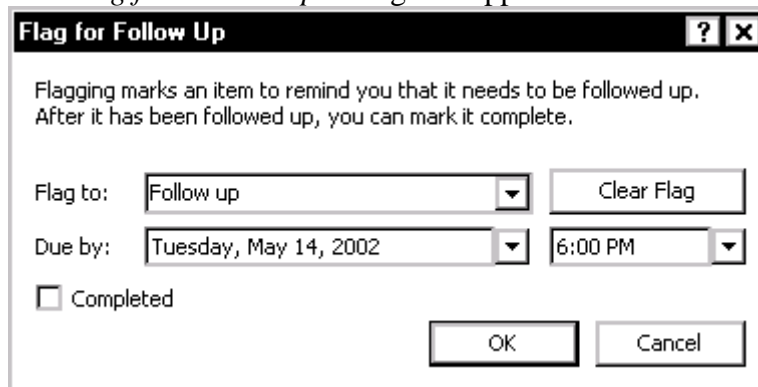
- [Flagging Messages for Follow Up](#)
- [Changing Message Status](#)
- [Adjusting Your Subject Line for Easy Reference](#)

Flagging Messages for Follow Up

If you receive many messages via e-mail and do not have time to respond to them all, you may want to set up reminders to follow up the messages later. When you set up reminders, a red flag will appear next to the message with the reminder. You can set up your reminders for many different tasks.

1. From the listing of messages, select the message you want to flag
2. From the *Actions* menu, select **Follow Up...**

The *Flag for Follow Up* dialog box appears.



3. From the *Flag to* pull-down list, select the flag you want to use
OR
In the *Flag* text box, type your own
4. From the *Due by* pull-down lists, select which date and/or time you want the task to be due
OR
In the *Due by* text boxes, type the date and/or time you want the task to be due
5. Click **OK**
Your message should now have a red flag showing in the flag status column

Marking Follow Up Messages as Completed

1. Once you have completed the task, from the *Actions* menu, select **Follow Up...**
The *Flag for Follow Up* dialog box appears.
2. Select **Completed**
3. Click **OK**
Your flag will now turn gray showing the task is complete.

Creating an Out of Office Reply

As part of your preparations for your absence, use the *Out of Office Assistant* to set up your out of the office message:

1. From the *Tools* menu, select **Out of Office Assistant...**
2. Select **I am currently Out of the Office**
3. In the *AutoReply only once to each sender with the following text* text box, type the message that should be sent
For suggestions on content, see [General Tips and Considerations](#).
4. OPTIONAL: To apply rules to messages received while you are out of office:
 - a. Click **ADD RULE...**
The *Edit Rule* dialog box appears.
 - b. Complete the *Edit Rule* dialog box as appropriate
 - c. Click **OK**
5. Click **OK**
If the *Out of Office Assistant* is on when you open Outlook, a dialog box will appear notifying you that it is on, in addition to giving you the option to turn it off.

Turning Off the Out of Office Assistant

When you return from an absence, you will want to promptly turn off the *Out of Office Assistant*.

Turning Off Out of Office Assistant: First Opening

If the *Out of Office Assistant* is on when you open Outlook, a dialog box will appear notifying you that it is on, in addition to giving you the option to turn it off.

1. Open Outlook
2. In the dialog box that appears, click **OK**

Turning Off Out of Office Assistant: Already Open

1. From the *Tools* menu, select **Out of Office Assistant**
2. Select **I am currently in the office**
3. Click **OK**

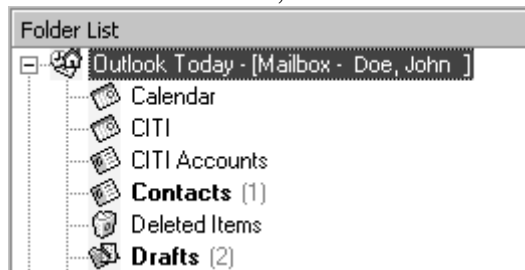
About Calendar

Calendar is Outlook's feature that allows you to record your daily, weekly, and monthly appointments. It also allows you to record events and to set reminder notices for appointments (items shorter than 24 hours) and events (items longer than 24 hours).

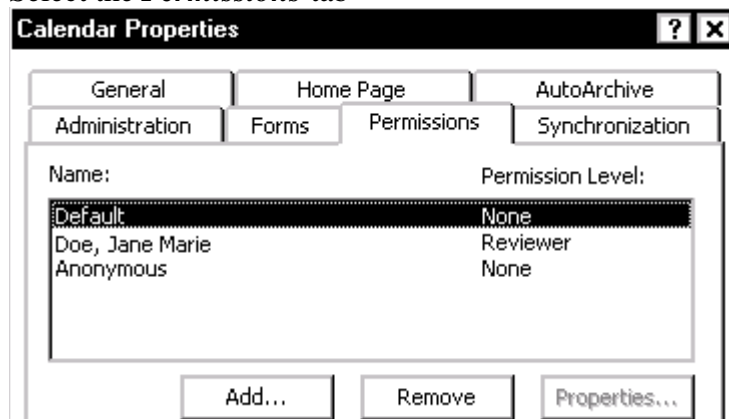
Granting Others Access to Your Calendar

Establishing permissions allows you to determine who you share your *Calendar* with and the kind of access those people have to your *Calendar*. Access can be provided to allow others to make appointments on your *Calendar* or for others to merely view your *Calendar*. For more information on how to share your *Calendar*, refer to [Shared Calendars](#) and [Sharing Your Calendar with Department Members](#).

1. Open *Outlook*
2. From the *View* menu, select **Folder List**

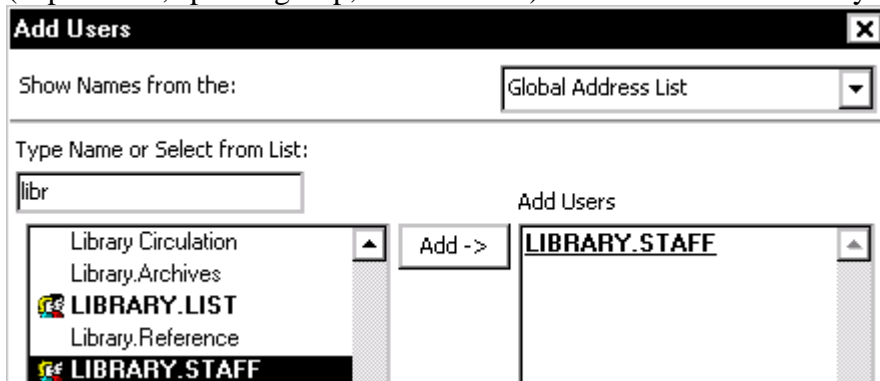


3. Right click **CALENDAR** (or desired object) » select **Properties**
The *Calendar Properties* dialog box will appear.
4. Select the **Permissions** tab

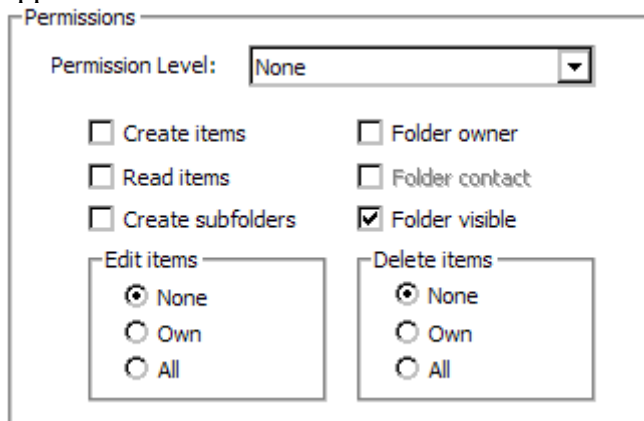


5. Click **ADD...**
The *Add Users* dialog box will appear.

- From the list on the left side of the screen, select the name(s) of users (department, special group, or individual) that will have access to your calendar.



- Click **ADD**
The group name will now appear in the *Add Users* dialog box.
- OPTIONAL:** If you would like to add additional users, repeat steps 6-8
- When complete, click **OK**
You are returned *Calendar Properties* dialog box.
- Under *Name*, select the name or group you just added
- From the *Permission Levels* pull-down list, select the appropriate choice
NOTE: Based on your selection, the specific permissions available for that level appear as checkboxes.



- Select or deselect the specific permissions given for that level as appropriate
- If you added more than one group or individual, repeat steps 10 - 13
- Click **OK**

Scheduling Appointments

Using Outlook's *Calendar* feature, you can create a schedule of new and/or recurring appointments. An *Outlook Appointment* is a calendar item lasting fewer than 24 hours. *Calendar* uses appointments to mark off starting and ending times (i.e., it blocks off a specific period of time). Using this scheduling option can save you a lot of time at the computer, allowing you more time for appointments.

- [Scheduling a New Appointment](#)
- [Scheduling a Recurring Appointment](#)

Scheduling a New Appointment

While viewing your calendar, you can schedule a new appointment in one of two ways:

Scheduling a New Appointment: Dialog Box Option

1. If necessary, open your calendar
2. From the *Actions* menu, select *New Appointment*
The *Appointment* dialog box appears.

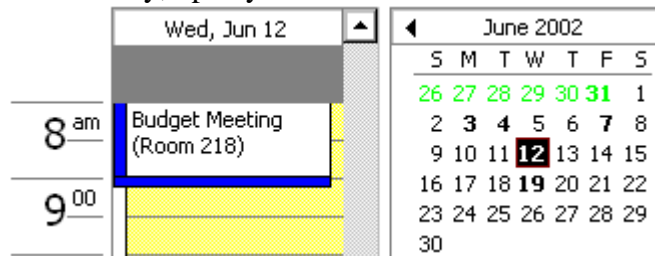
The screenshot shows the 'Appointment' dialog box in Outlook. The title bar reads 'Untitled - Appointment'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Actions', and 'Help'. The toolbar contains icons for 'Save and Close', 'Recurrence...', 'Invite Attendees...', and other options. The dialog box is divided into two tabs: 'Appointment' and 'Scheduling'. The 'Appointment' tab is active. It contains several fields: 'Subject:' (text box), 'Location:' (text box with a dropdown arrow), 'Start time:' (date and time dropdowns), 'End time:' (date and time dropdowns), 'Reminder:' (checkbox and dropdown), and 'Show time as:' (dropdown). There is also a 'Label:' dropdown. A checkbox 'This is an online meeting using:' is checked, and 'Microsoft NetMeeting' is selected in the dropdown next to it. The 'All day event' checkbox is unchecked. The 'Reminder' checkbox is unchecked, and the 'Show time as:' dropdown is set to 'Busy'.

3. In the *Subject* and *Location* text boxes, type the appropriate information
4. In the *Start time* and *End time* text boxes, type or use the pull-down lists to add in the desired start and end date and time
5. OPTIONAL: To receive a reminder:
 - a. Select *Reminder*
 - b. From the *Reminder* pull-down list, type or use the pull-down list to specify the amount of time before the meeting you would like the reminder to appear

6. OPTIONAL: To adjust how the appointment appears to others, adjust the *Show Time as*:
 - a. From the *Show Time as* pull-down list, select the desired option
Options include *Free*, *Tentative*, *Busy*, or *Out of Office*.
7. OPTIONAL: From the *Label* pull-down list, select a label color
8. If appropriate, in the description area, add a description or notes about the appointment
9. Click **SAVE AND CLOSE**

Scheduling a New Appointment: Click & Drag Option

1. If necessary, open your calendar



2. Adjust the view to *Day/Week/Month as needed* (refer to [Selecting a Calendar View](#) in *The Calendar Environment*)
3. From the month section, select the desired day
This day now appears on the left side of the screen.
4. Click and drag within the day to select the hours for your appointment
These areas will now be highlighted.
5. Type the appropriate appointment information for the *Subject* line
What you type appears on the screen.
NOTE: If you wish to edit other portions of the appointment, [Modifying Appointments and Events](#).
6. Click elsewhere on the screen
The appointment is now set. In the month section, the day of the appointment appears in bold.

Scheduling a Recurring Appointment

Scheduling a recurring appointment is much like [scheduling a new appointment](#). The differences begin with the information you select in the *Appointment* dialog box:

1. If necessary, open your calendar
2. From the *Actions* menu, select ***New Recurring Appointment***
The *Appointment Recurrence* dialog box appears.

Appointment Recurrence [?] [X]

Appointment time
Start: 8:00 AM End: 9:00 AM Duration: 1 hour

Recurrence pattern
 Daily Recur every 1 week(s) on:
 Weekly Sunday Monday Tuesday Wednesday
 Monthly Thursday Friday Saturday
 Yearly

Range of recurrence
Start: Wed 6/12/2002 No end date
 End after: 10 occurrences
 End by: Wed 8/14/2002

OK Cancel Remove Recurrence

3. In the *Start*, *End*, and *Duration* text boxes, type or use the pull-down lists to add the desired information
4. In the *Recurrence pattern* section of the dialog box, make the desired adjustments
5. In the *Range of recurrence* section of the dialog box, make the desired adjustments
6. When finished, click **OK**
The *Appointment* dialog box appears.
7. Type the appropriate information in the *Subject* and *Location* text boxes
8. **OPTIONAL:** To receive a reminder, select *Reminder*
9. **OPTIONAL:** Add a description or notes as appropriate
10. Click **SAVE AND CLOSE**

Scheduling Events

An event is something extending beyond 24 hours. According to *Calendar's* Help Feature, examples include a trade show, the Olympics, a vacation, or a seminar. An annual event, such as a birthday or anniversary, occurs yearly on a specific date, while an event occurs once and can last for one day or several days. Events and annual events do not occupy blocks of time in *Calendar*; instead, they appear in banners. An all-day appointment shows time as busy, while an event or annual event shows time as free when viewed by others.

This document contains the following topics on events:

- [Scheduling a New Event](#)
- [Scheduling a Recurring Event](#)

Scheduling a New Event

If you want to schedule just one new event, the following instructions will assist you:

1. If necessary, open your calendar

Modifying Appointments & Events

Appointment and event times and dates often change. Outlook's *Calendar* allows you to easily make any modifications necessary. The following sections will assist you:

- [Changing Appointments or Events](#)
- [Deleting Appointments or Events](#)
- [Deleting a Recurring Appointment or Event](#)

Changing Appointments or Events

Changes to appointments can occur for many reasons: location change, date change, allotted time change, etc. Sometimes you will need to access the *Appointment* dialog box to make the required changes. Other times, you can drag-and-drop the location to a new time.

Changing Appointments or Events: Dialog Box

1. If necessary, open your calendar
2. Locate the appointment or event to be changed
3. Double click the appointment or event
The *Appointment* or *Event* dialog box will appear.
4. Make the desired changes
NOTE: Change the *Start time* information first. If you change the end time information first, Outlook may give a warning message indicating a conflict (e.g., that the end time/date occurs before the start time/date).
5. Click **SAVE AND CLOSE**

Changing Appointments or Events: Drag-and-Drop

1. If necessary, open your calendar
2. Locate the appointment or event to be changed
3. Click and drag the appointment or event to the new date and/or time
You can drag the appointment or event within the day section (left side of screen) or onto a date in the month section (right side of screen).

Deleting Appointments or Events

When appointments or events are canceled or if you no longer plan to attend one or the other, you can easily delete them from your calendar.

1. If necessary, open your calendar
2. Locate the appointment or the event to be deleted
3. Click within the appointment or event
4. From the *Edit* menu, select **Delete**
A confirmation dialog box appears.
5. Select the desired response
The appointment or event disappears from your calendar.

Deleting a Recurring Appointment or Event

When a recurring appointment or event is no longer held, you can delete it from your calendar. You are able to delete a single occurrence or a whole series.

Deleting just one occurrence:

1. Click within the appointment or event to be deleted
2. From the *Edit* menu, select *Delete*
A dialog box appears asking if you want to delete all occurrences or just this one.
3. Select *Delete this one*

Deleting the series:


1. Click within the appointment to be deleted
2. From the *Edit* menu, select *Delete*
A dialog box appears asking if you want to delete all occurrences or just this one.
3. Select *Delete all occurrences*
4. From the *Actions* menu, select *New All Day Event*
The *Event* dialog box appears.

5. In the *Subject* and *Location* text boxes, type the appropriate information
6. In the *Start time* and *End time* text boxes, type or use the pull-down lists to add in the desired start and end times
7. OPTIONAL: To receive a reminder:
 1. Select *Reminder*
 2. From the *Reminder* pull-down list, type or use the pull-down list to select the amount of time before the meeting you would like to be reminded

8. OPTIONAL: To adjust how the appointment appears to others, adjust the *Show Time as*:
 1. From the *Show Time as* pull-down list, select the desired option
Options include *Free*, *Tentative*, *Busy*, or *Out of Office*.
9. OPTIONAL: From the *Label* pull-down list, select a label color
10. If appropriate, in the description area, add a description or notes about the event
11. Click **SAVE AND CLOSE**

Scheduling a Recurring Event

To schedule a recurring event (one that will repeat) complete the following steps:

1. If necessary, open your calendar
2. From the *Actions* menu, select ***New All Day Event***
The *Event* dialog box appears.
3. In the *Subject* and *Location* text boxes, type the appropriate information
4. In the *Start*, *End*, and *Duration* text boxes, type or use the pull-down lists to add the desired information
5. Click **RECURRENCE**  **Recurrence...**
The *Appointment Recurrence* dialog box appears.

Appointment Recurrence [?] [X]

Appointment time
Start: 8:00 AM [v] End: 9:00 AM [v] Duration: 1 hour [v]

Recurrence pattern
 Daily Recur every 1 week(s) on:
 Weekly Sunday Monday Tuesday Wednesday
 Monthly Thursday Friday Saturday
 Yearly

Range of recurrence
Start: Wed 6/12/2002 [v]
 No end date
 End after: 10 occurrences
 End by: Wed 8/14/2002 [v]

OK Cancel Remove Recurrence

6. In the *Recurrence pattern* section of the dialog box, make the desired adjustments
7. In the *Range of recurrence* section of the dialog box, make the desired adjustments
8. When finished, click **OK**
9. In the *Appointment* dialog box, click **SAVE AND CLOSE**