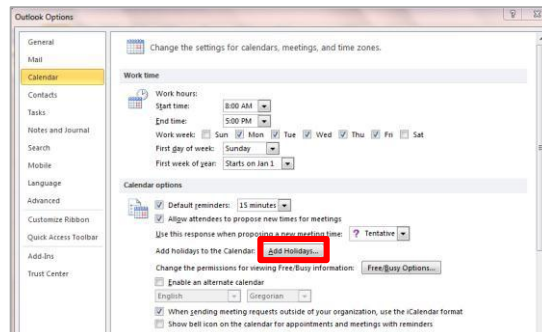


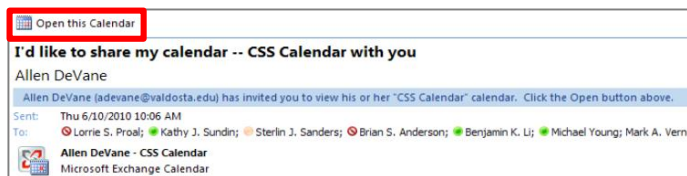
## CALENDAR

### To Include Holidays on Calendar:

Select **File** tab → **Options** → **Calendar** → **Add Holidays**.

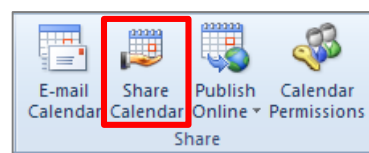


### To Accept a Shared Calendar: Open a Share Calendar email → Select **Open this Calendar**



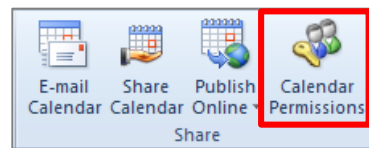
### To Share a Calendar: (In Calendar Section of Outlook)

1. Select **Share Calendar** from toolbar → Add users
2. Adjust the **Details** accordingly → **Send**



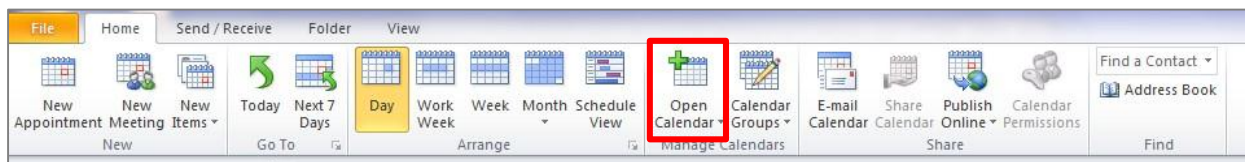
### To Change Calendar Permissions: (In Calendar Section of Outlook)

Select **Calendar Permissions** from toolbar



## To View Other Calendars: (In Calendar Section of Outlook)

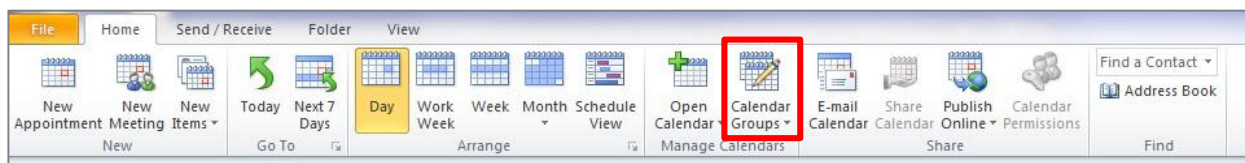
Select **Home** tab → **Open Calendar** → Choose from the drop down options → **OK**



- ⚠ If the owner has not shared their calendar or given you permission to view details, you will only see *Busy* or *Tentative* for their existing appointments.

## To Create a Calendar Group: (In Calendar Section of Outlook)

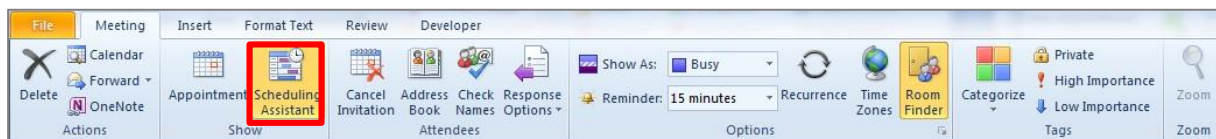
Select **Calendar Groups** → **Create New Calendar Group** → Name Group → Add from Global Address Book



## To Schedule Meetings with Scheduling Assistant: (In Calendar Section of Outlook)

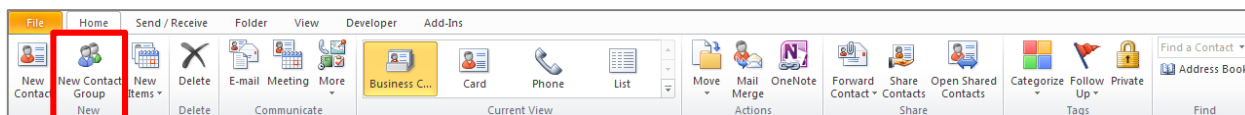
1. Choose Date/Time of Scheduled Meeting → **Home** tab → **New Meeting** → **New Meeting**
2. Select **Meeting** tab → **Scheduling Assistant** → Add Attendees.

## CONTACTS



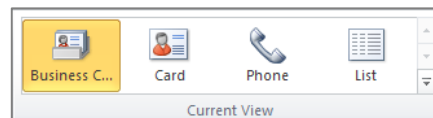
## To Create a Contact Group: (In Contacts Section of Outlook)

Select **Home** tab → **New Contact Group** → Name Group → Add Contacts → **Save & Close**



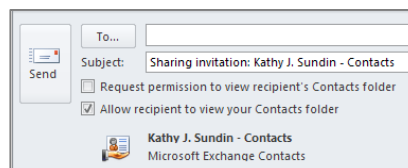
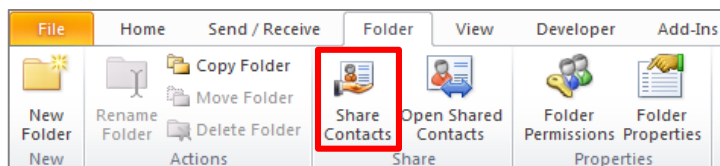
## To Change Contact Format: (In Contacts Section of Outlook)

Select the desired contact format from toolbar.



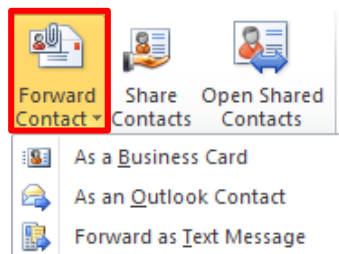
## To Share Contacts: (In Contacts Section of Outlook)

Select **Folder** tab → **Share Contacts** → Add Contacts → **Send**



## To Forward Contacts: (In Contacts Section of Outlook)

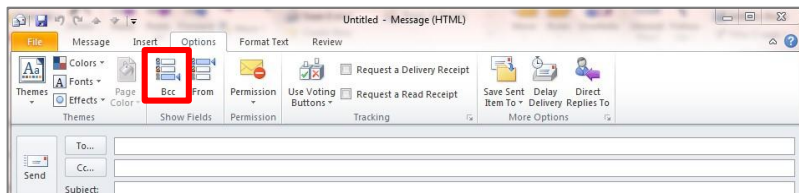
1. Select **Home** tab → **Forward Contact** → Chose format
2. Add contact information → Add contacts → **Send**



## EMAIL

**To Add Blind Copy to Emails:** Open an email → **Options** tab → **BCC**.

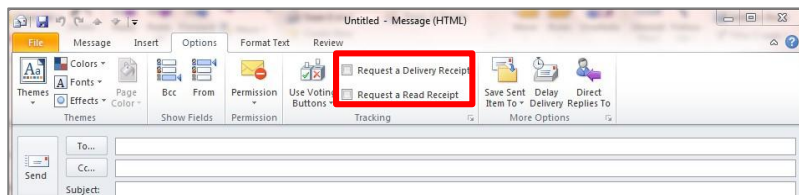
To remove the Blind Copy field: Select **BBC** again.



**To Track Sent Emails:** Open an email → **Options** tab → Indicate the type of receipt to receive.

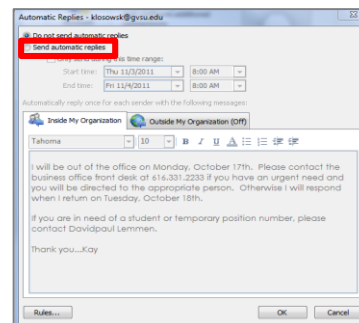
To apply this feature on all future emails:

Select **File** tab → **Options** → Scroll down to **Tracking** → Select appropriate setting(s)



## **To Set Up Away Messages:**

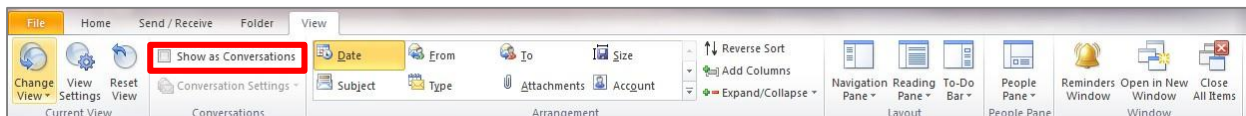
1. Select **File** tab → **Automatic Replies** → Select **Send Automatic Replies**
2. Designate **Start time** and **End time** → Type message → Select **OK**



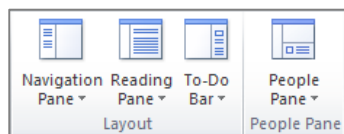
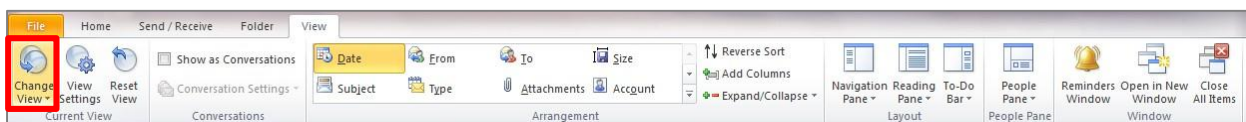
## VIEWS

**To View Email as Conversation:** (In Email Section of Outlook)

Select **View** tab → **Show as Conversation**



**To Change Viewing Screen:** Select **View** tab → **Change View** → Choose desired View

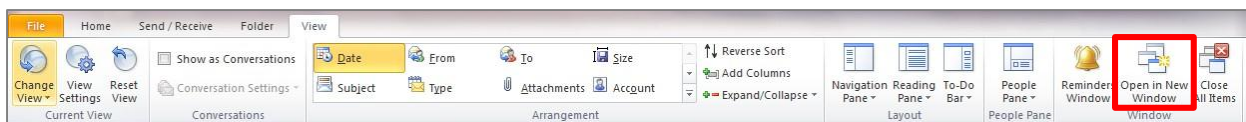


*Navigation Pane* - provides options for viewing mail folders.

*Reading Pane* - provides options for viewing emails without opening them.

*To Do Bar* - provides an overview of calendar, tasks and upcoming meetings.

**To Open New Window:** Select **View** tab → **Open in New Window**.



**To View Multiple Non-Consecutive Days:** While holding down the **Ctrl** key, select dates from the small calendar located in the upper left screen.

