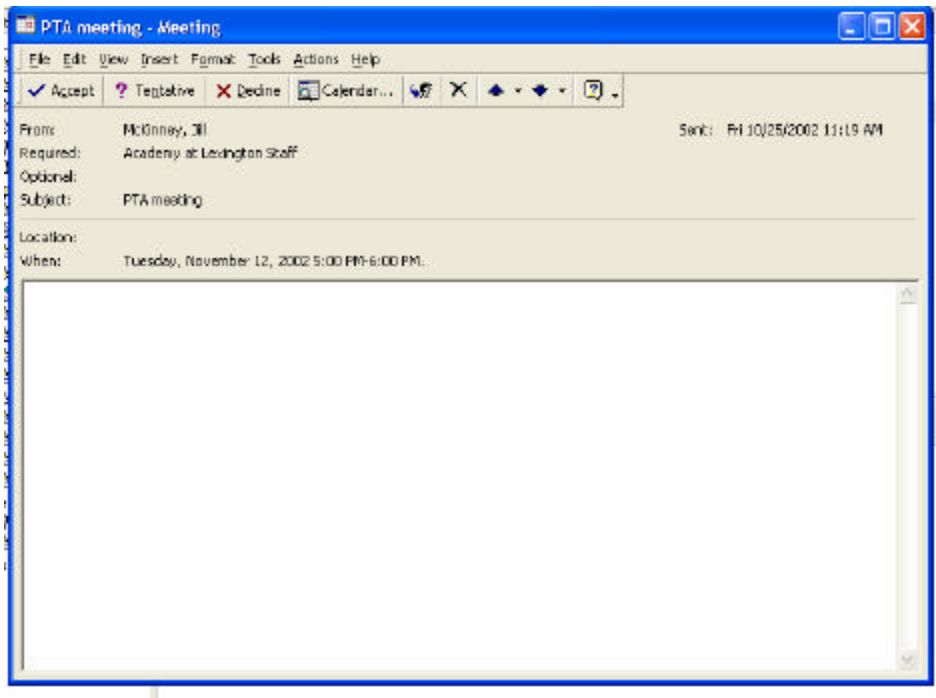


Using Your Outlook Calendar

Your school has chosen to use the calendar feature of your email program (Microsoft Outlook) to keep you updated with calendar information. You will be receiving notices in your email about events that are being added to the calendar. When you receive these notices you will have to decide if the event pertains to you and either accept it or delete it. Here is an example of what a message will look like when you receive it.



If you want to add this event to your calendar, click on the **Accept** button. (If it asks if you want to send a response, choose no.)

If you don't want this event on your calendar, click on the delete button. (It is the big X all by itself.)

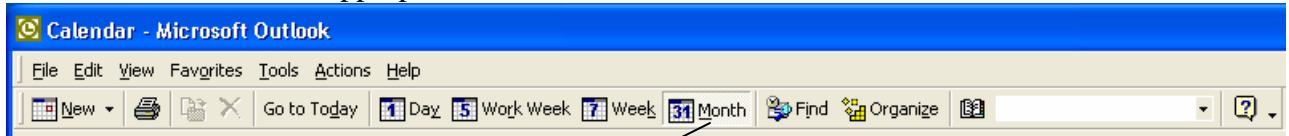
So Now What? How do I see my calendar?

Now that you are receiving all these dates, you need to get in the habit of checking your calendar. There are many ways to do this, but below is one.

- Click on **View** on the menu bar.
- Click on **Go to...**
- Click on **Calendar**

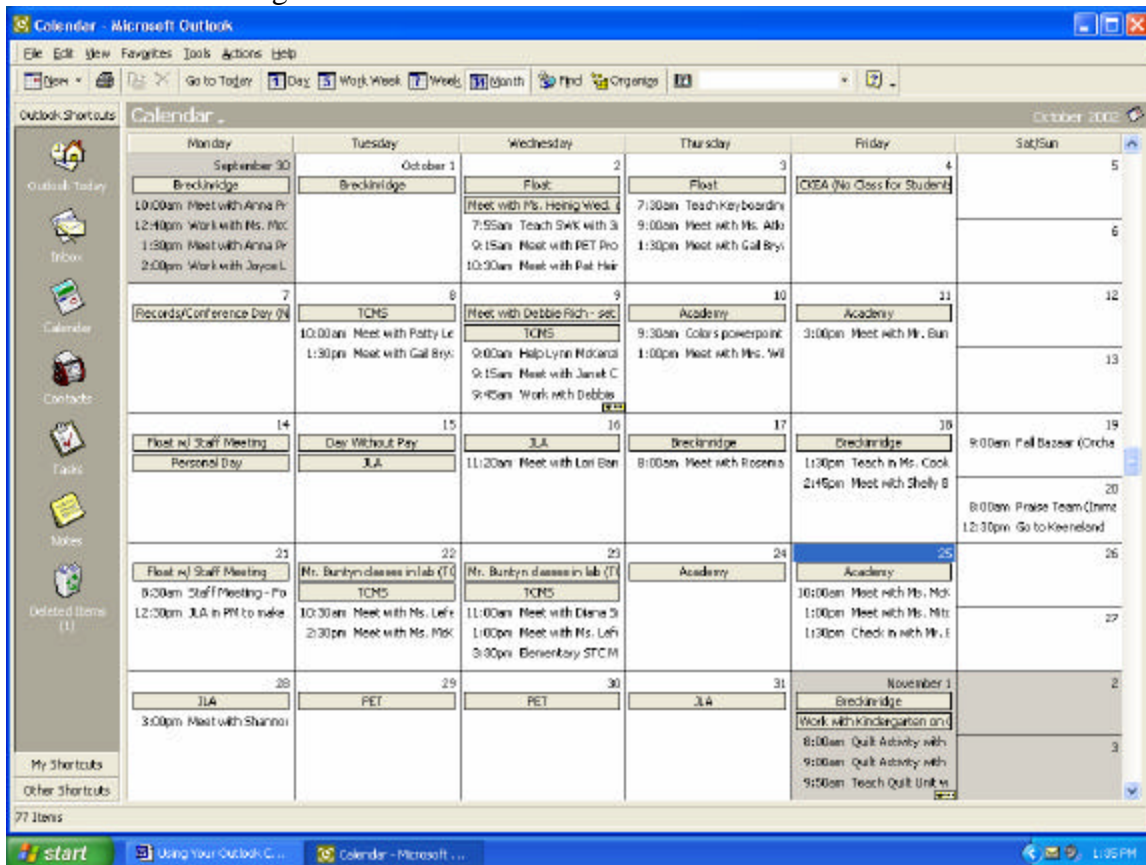
To go back to your Inbox, follow the directions above, but choose Inbox instead of Calendar.

Once you open the Calendar view, you have several options of how to view your calendar. You may view one day at a time, the 5 day work week, the 7 day week, or by month. Just click on the appropriate button on the toolbar. It looks like this:



You will probably want the Month view.

It will look something like this.



To find out the details of any of the events on your calendar, just double click on them to open the event, or run your mouse over them to just see a preview.