

Using Outlook's Calendar and Task Manager

Outlook provides many of the appointment scheduling and task management features found in popular Personal Information Managers (PIMs). You will need to have completed the Outlook Web Access assignment before working through these materials.

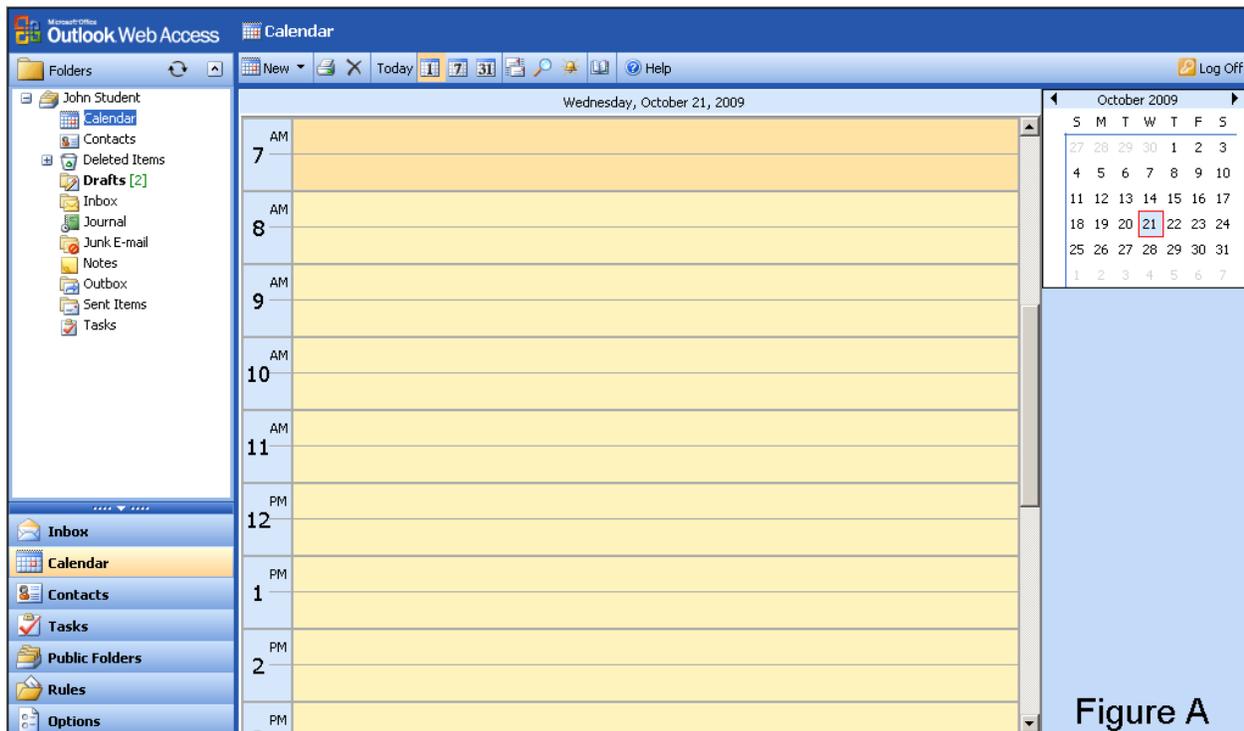
About This Assignment

By finishing this assignment you will know how to use Outlook's Calendar and Task manager to set up personal appointments and tasks. You will be asked to use the Calendar to set aside time (make an appointment) each week for your computer class and a hypothetical study group. In addition, critical homework assignments will be set-up as tasks with specific due dates. In both cases an audio reminder will be set.

Opening Your Personal Calendar

Since making appointments and scheduling tasks all center around times and dates, these activities are organized by a personal calendar maintained by Outlook as shown in Figure A. It is easy to open your calendar by doing the following:

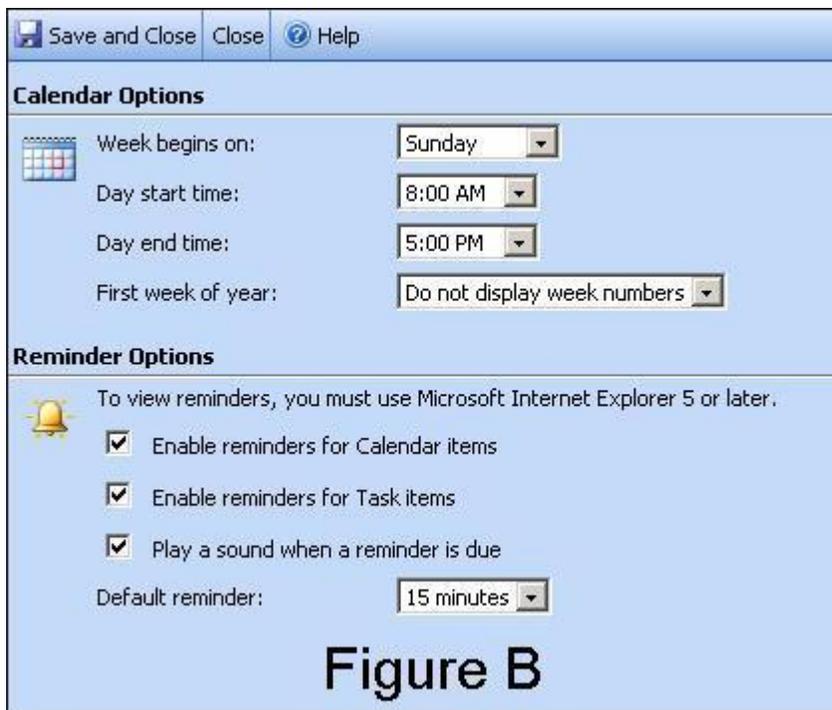
1. Log on to Outlook Web Access using your favorite Web browser.
2. Click on Calendar—see Figure A



Calendar and Task Options

Notice in Figure A that when displaying the Calendar in the Daily View the 7am calendar slot is a different color than the 8am slot. Since this user has designated that the workday goes from 8am to 5pm (see Figure B), the darker color indicates personal times outside of work/school. These designations and reminder options are set as follows:

1. Click on the Options button.
Note: You might need to click on the up arrow in the lower left corner of the Calendar window to find the Options button. 
2. Scroll down the Options window until you find Calendar Options as show in Figure B.
3. Open the Week begins on list box and select a day of the week.
Suggestion: Sunday or Monday is selected most often.
4. Select the start time of your day.
Suggestion: Unfortunately, those of us with varying starts to our day get only one choice. We would recommend designating the earliest time you start during the week. You can then block out selected times for those days with a later start. This is done by setting up an appointment (see next section) to cover those times and designating them as "busy." These appointments can then be flagged as reoccurring.
5. Select the usual end time of your day.
6. Enable the reminders for both the Calendar and Task items.
7. Play a sound when a reminder is due.
8. Set the Default reminder to 15 minutes.
9. Click on the Save and Close button.

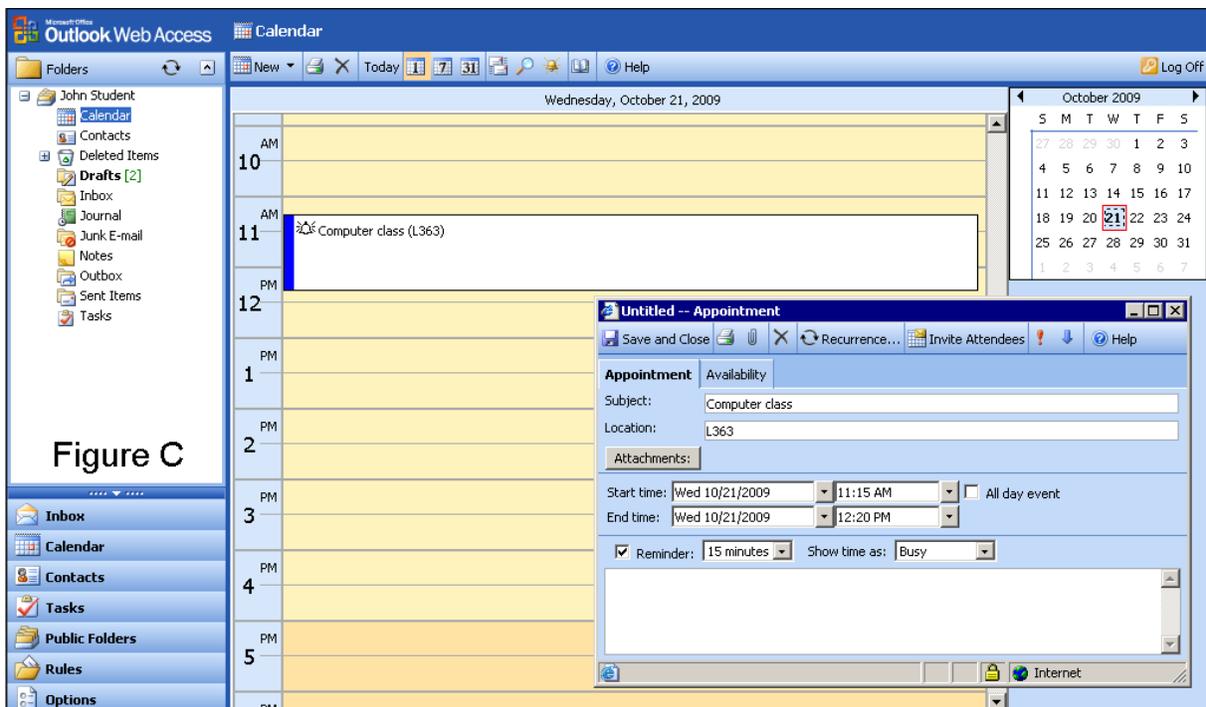


Setting Up an Appointment

An appointment can be a one-time meeting—an interview for example. It can also represent a continuing obligation—a class that meets once a week for an hour over 15 weeks.

You are going to setup your next computer class as a Calendar appointment by doing the following:

1. If necessary, switch to the Daily View by clicking on the  button.
2. On the Calendar in the upper right corner (see Figure C): Click on the next day your computer class meets.
3. Double-click on the hour your class starts.
4. Use the Appointment dialog box shown in Figure C to enter this information:
 - Subject: Your class name and number
Example: CIS 100 Intro to PCs or CIS Computer Concepts
 - Location: Room number the class meets day.
 - Start Time: use text box to set exact starting time.
Example: 11:15 AM
 - End Time: use text box to set time class is over.
5. Make sure the Reminder checkbox is enabled.
Notice: When a reminder is set a bell appears in the calendar as shown in Figure C.
6. Show time set to Busy.
Notice: The text area at the bottom of this dialog box can be used to provide a detailed description of the meeting when needed.
7. Click on the Save and Close button.



Reoccurring Appointments

Right now your class appointment identifies a single class meeting. However, this class recurs every week until the end of the semester. Identifying recurring meetings or blocking out the same time each week you want a time period not filled with appointments is handled in the following way:

1. Double-click on the Computer class appointment in the Calendar.
2. Click on the Recurrence button shown in Figure C. 
3. Enter the number of class meetings left for your computer class in the End after ___ occurrences box—see Figure D.

Note: You also have the option of setting an ending date. Selecting No end date means the appointment appears on those days every month from that point forward.

4. Click on Ok button.
5. Click on Save and Close button.

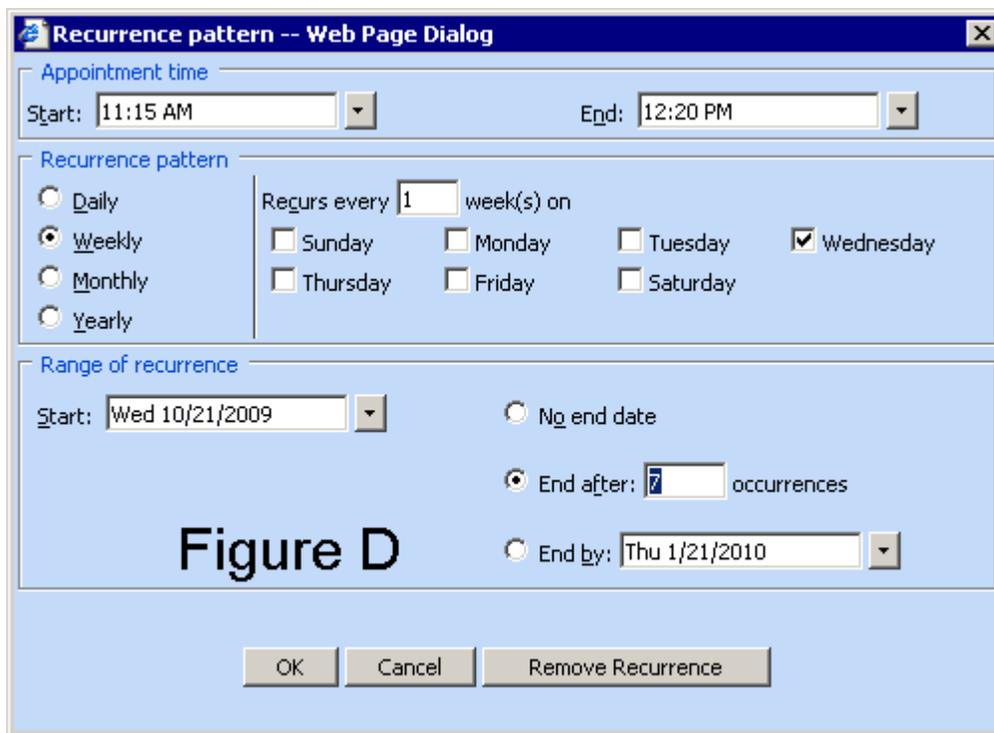
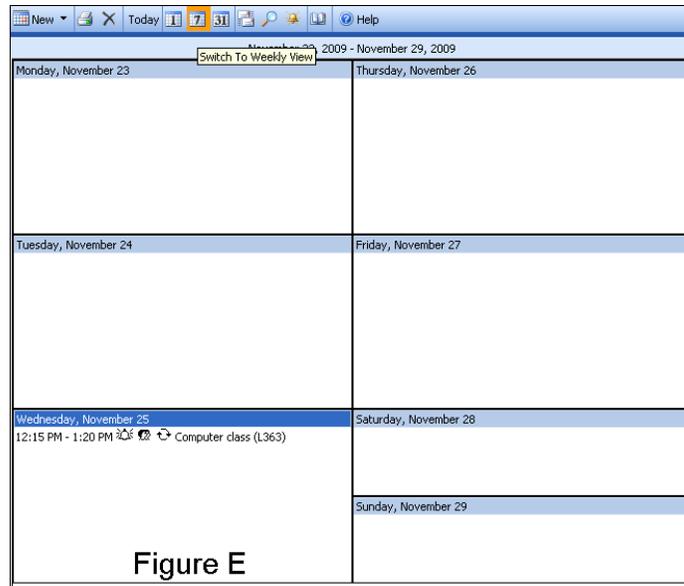


Figure D

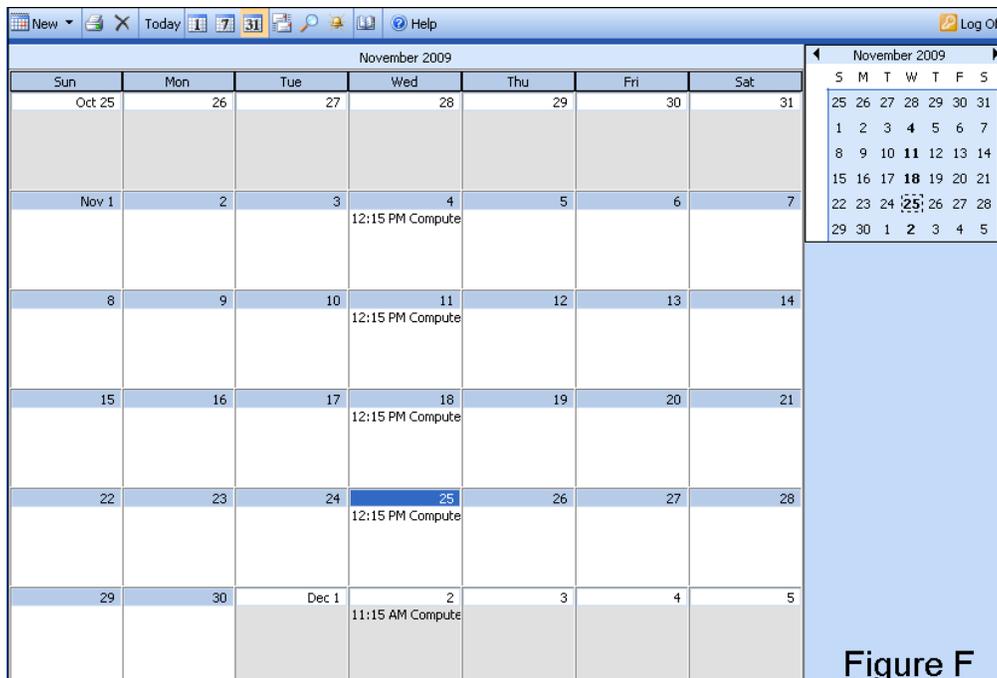
Changing the View and Month Displayed

You have a choice of displaying your appointments (and tasks) by the day, week or month. Figure A displays appointments using the Daily View. The Weekly view for the same calendar is shown in Figure E. Use the  button to switch to Weekly View



We would like you to change your calendar to the Monthly View (see Figure F) and then change the month displayed, for example, from October to November.

1. Change to the Monthly View by clicking on the  button.
2. Look at next month's calendar by clicking once on the right arrow next to the month/year.
3. Update the big calendar by double-clicking on the month name on the little calendar.



Removing an Appointment

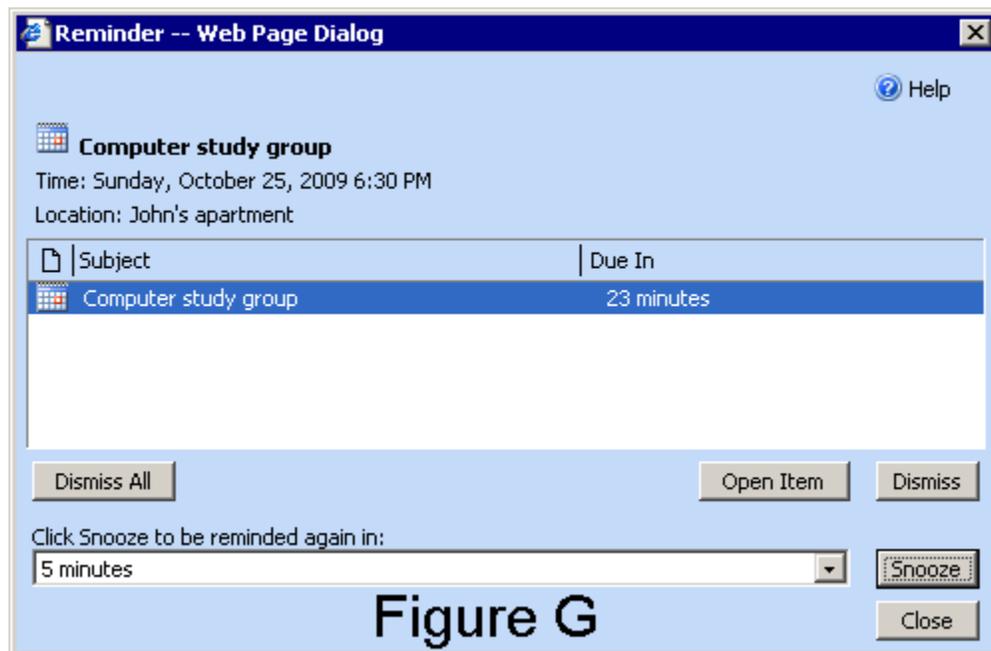
Situations arise where holidays or vacations can fall on one of your recurring appointments. For students, the Thanksgiving holiday or Spring Break vacation creates this situation. In other situations you might want to remove an appointment because of a mistake when setting it up or you might just want to cancel it. This is how you remove an appointment:

1. Double-click on one of the computer class appointments currently displayed in the Calendar.
2. Verify the Open this Occurrence option button is selected and click on OK.
3. With the Appointment dialog box open, capture and print the screen.
4. Click on the Delete button  to remove the appointment.

Appointment Reminders

When the time for an appointment arrives a reminder, like the one in Figure G, will pop-up in a message box on the screen along with an audio cue. You have the following options:

- Open the item to refresh your memory
- Click on Snooze to be reminded again.
Note: The snooze interval can be manually set in the text box to the left of the button.
- Dismiss the reminder so it will not appear again
- Take no action by closing the reminder message.



Practice Time: MCC Study Group

To show you how to automatically email people about an appointment, we need to have you practice your new Calendar skills. Complete the following steps to create a MCC study group that will meet next Sunday from 6:30 to 8:00pm:

1. Return the Calendar to the current month and day using, if necessary, the left arrow key next to the month/year as shown in Figure F.
2. Double-click on next Sunday.
3. Use this information to setup the study group.
 - Subject: Computer study group
 - Location: John's apartment
 - Start time: 6:30pm
 - End time: 8:00pm
 - Set reminder for 1 hour
 - Show time as busy
4. Save and close appointment.

Inviting Attendees

An appointment often includes groups of people, like your friends or everyone in a study group. When setting up an appointment people in the group can be notified with email messages by using the Inviting Attendees button shown in Figure H.

We will show you how to use the new study group appointment and the MCC Study Group distribution list (you created earlier) to invite those in the group to the next study session. These messages (invitations) are given one of two urgency levels: Required or Optional.

1. Open the Computer study group dialog box by double-clicking on the Calendar entry.
2. Click on the Invite Attendees button. 
3. Click on the Optional button shown in the right dialog box in Figure H.
4. Set the Find names in list box to Contacts shown at bottom of Figure H.
5. Type *MCC* in the Display name text box.
6. Click on the Find button found on the right side of the dialog box.
7. Click on the MCC Study Group distribution list.
8. Click on Optional button at the bottom of the dialog box.
Note: Email addresses from distribution list have been added to Optional text box.
9. Click on Close button.
10. Type a short message and include your name in the Message area at the bottom of the dialog box.
11. Capture and print the Appointment dialog box.
12. Save and close the Appointment.

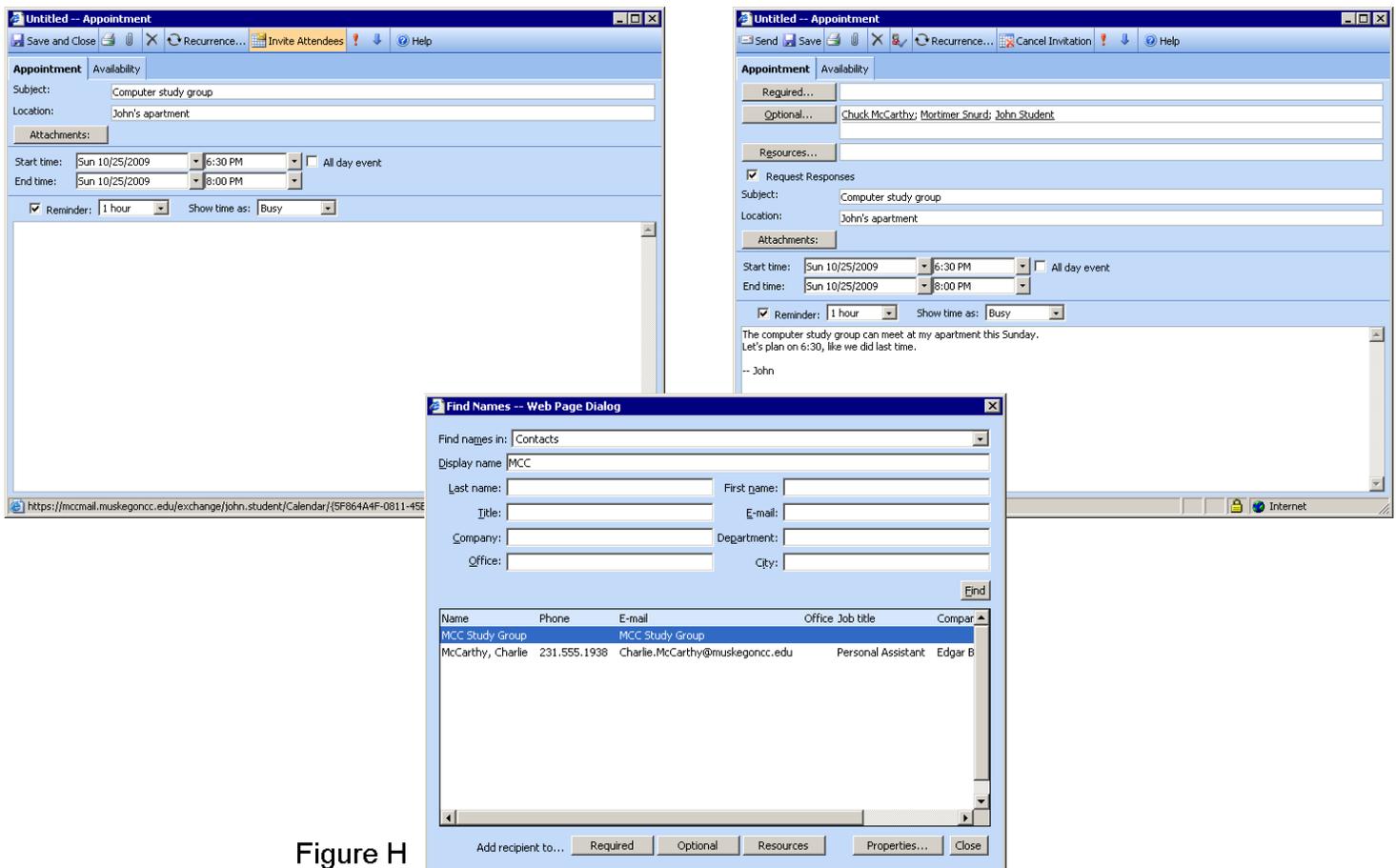


Figure H

How to Handle Email Invitations From Outlook

You will also be a recipient of Outlook generated invitations to appointments as illustrated in Figure I. You can do several things in response:

- Accept the invitation
- Tentatively accept the invitation
- Decline the offer.
- Ignore the message.

An email will be sent back to the originator that confirms your decision for any of the first three. If the decision is to tentatively accept or to unconditionally accept the invitation, you should click on the Calendar button. Outlook will then open your Calendar to the correct date and time.

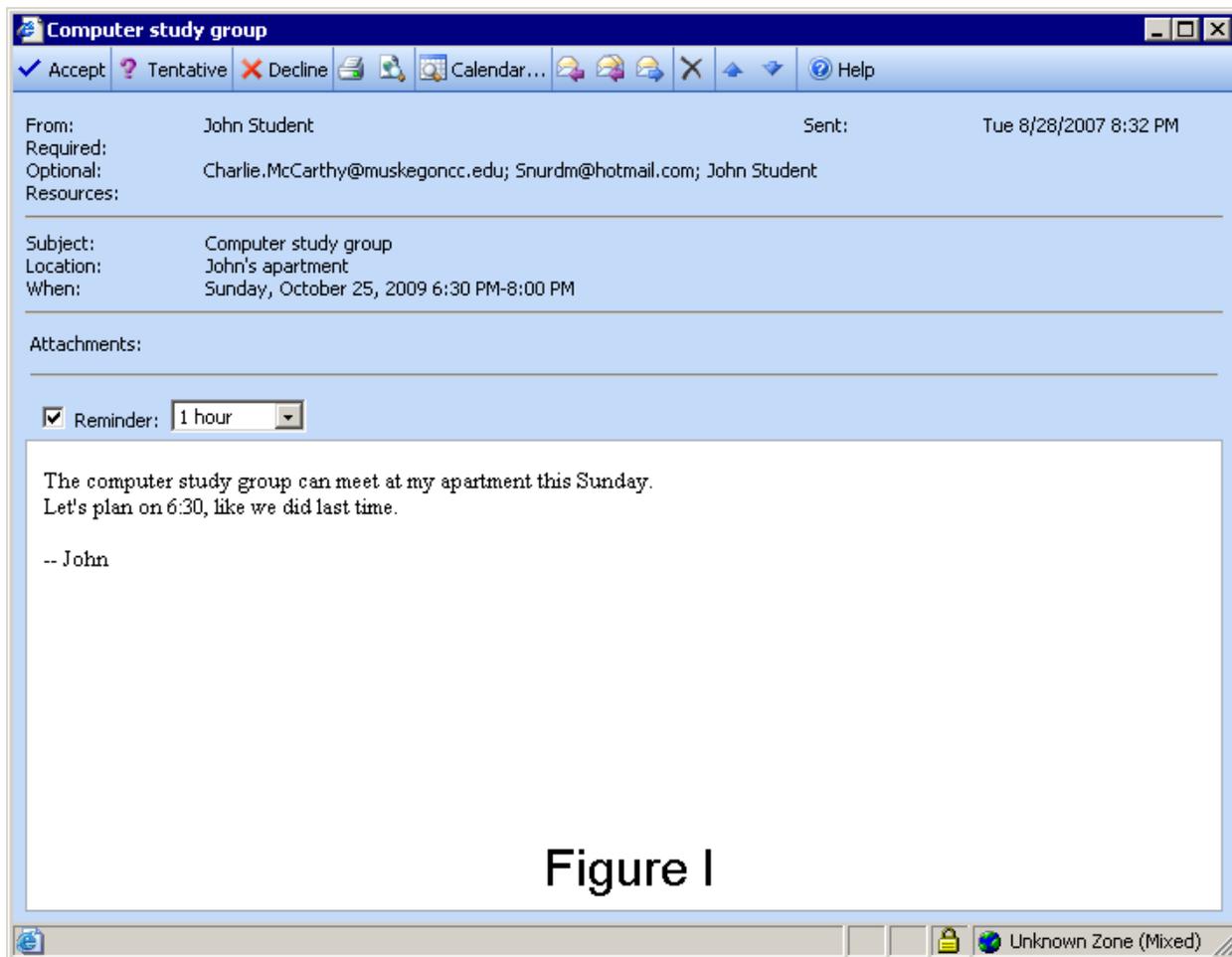


Figure I

Creating New Tasks

Appointments are a commitment to being someplace at a specific day and time. Tasks are a commitment to have something done by a specific day and time. Tasks could include completing a homework assignment, updating your resume or mowing the lawn.

In Figure J the student has set up a task for a multimedia assignment due in a few weeks. Notice that many of the options available for scheduling an appointment are also present when setting up a task. For example, Outlook supports attachments (like an email attachment) that can contain the actual document about the assignment provided by the instructor.

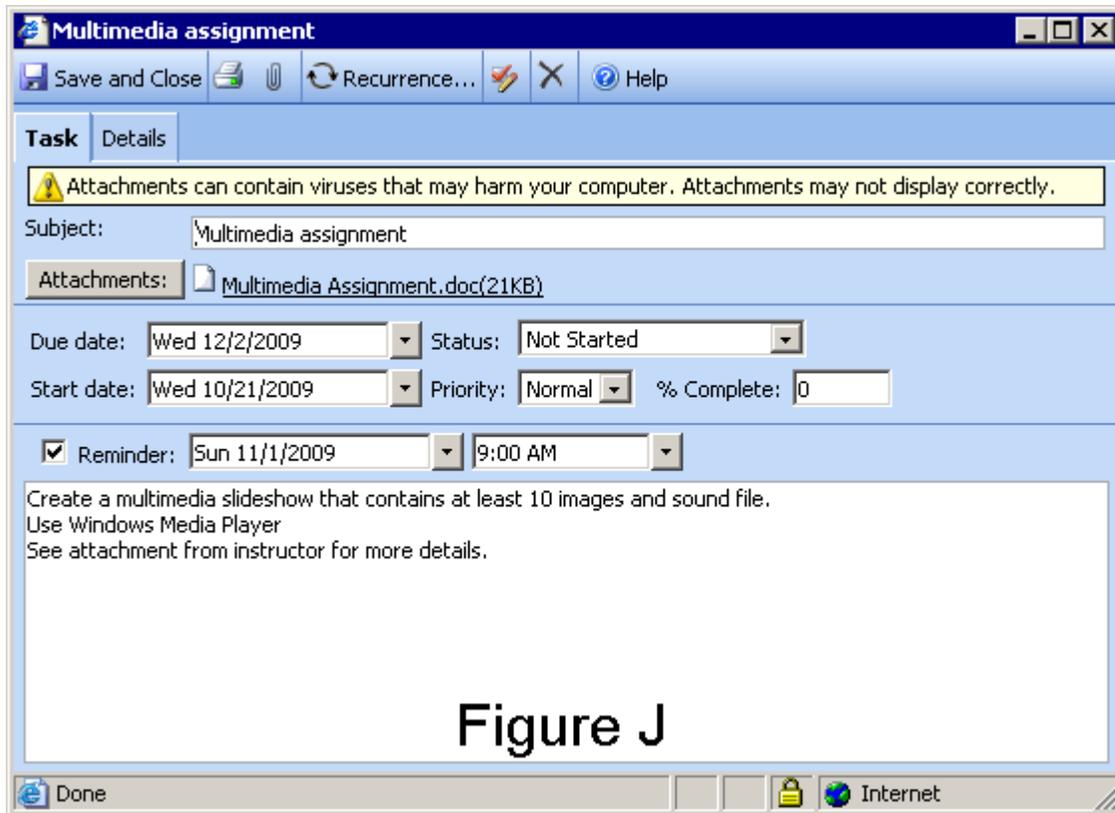


Figure J

We are going to have you set up this homework assignment as a task by having you do the following:

1. Click on the down arrow next to the New button and select Task
2. Fill in these areas of the dialog box:
 - Subject: Outlook assignment
 - Due date: ask your instructor
 - Start date: today
 - Status: In progress
 - Set the reminder for 24 hours before the assignment due date.
 - Type your name, class day and class hour in the message area below the reminder info.
3. Capture and print the screen.
4. Save and close the task dialog box.

Reoccurring Tasks and Deleting Tasks

It is easy to modify or delete a task. Active tasks are listed by selecting Tasks from the Outlook menu as shown in Figure K. Double-clicking on a task in the task list opens the associated dialog box. At this time you can change details, make the task recurring (just like an appointment) or delete it by clicking on the Delete button. 

1. Click on Tasks option (see Figure K) to view a listing of the task you just created.

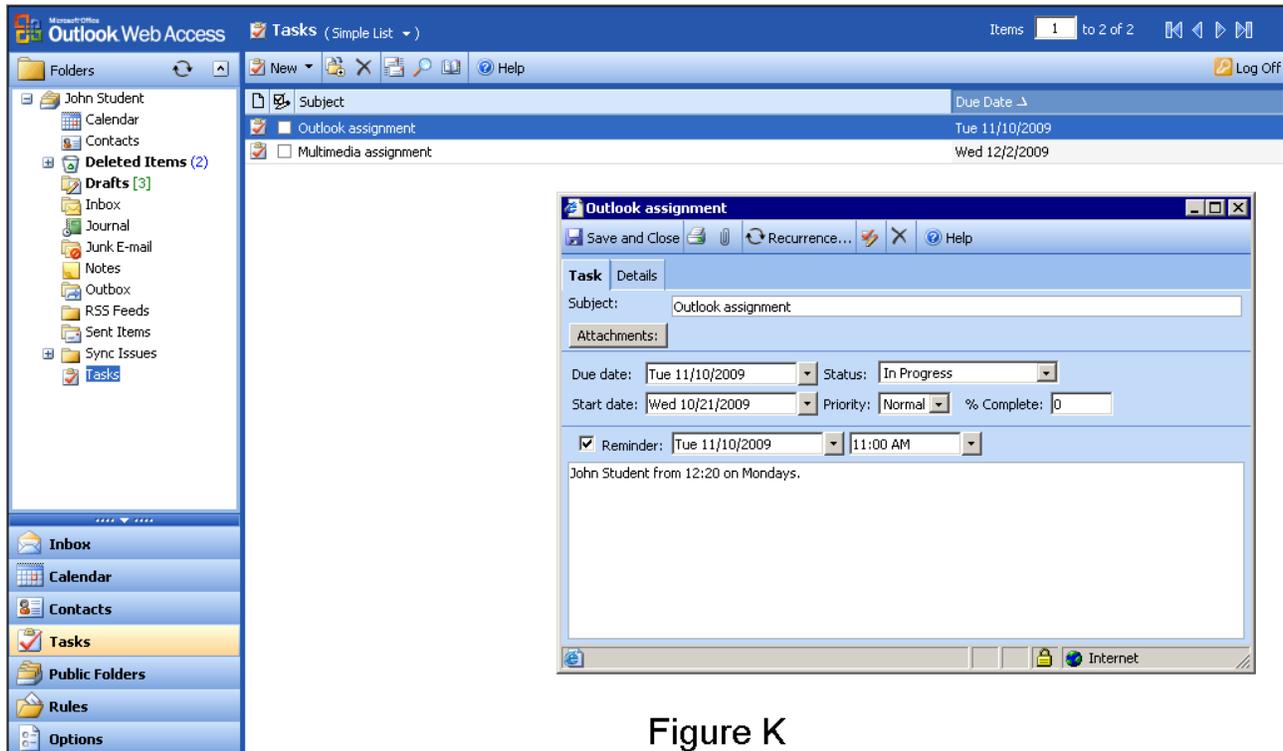


Figure K

Finishing This Assignment

To receive credit for this assignment you need to turn in the following:

1. Printed screen of appointment dialog box before removing it on page 6.
2. Printed screen of appointment dialog box with invited attendees email addresses and message from page 8.
3. Printed screen of task dialog box from page 10.