

## Calendar FAQ for Outlook Web App (OWA)

(NOTE: the recommended Browser for Windows clients is Internet Explorer (IE))

### Calendar Settings and Information

#### *How do I change which days show in the work week view of the calendar?*

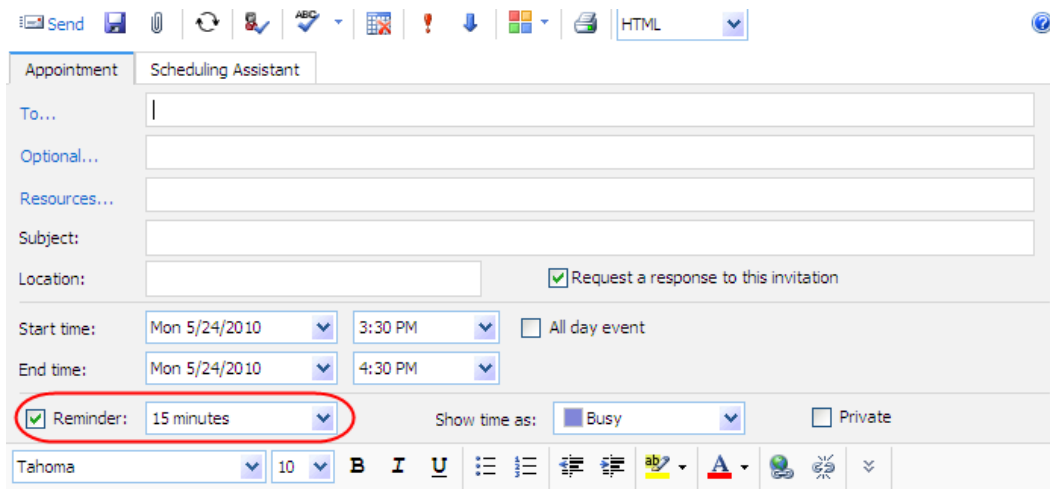
1. Once signed in to OWA, click Options
2. Select the Calendar Tab
3. Place a checkmark by the days you wish to view

#### *How can I change my work hours in my calendar?*

1. Once signed in to OWA, click Options
2. Select the Calendar Tab
3. Set your working hours by clicking the start and end times

#### *How do I set reminders for upcoming events?*

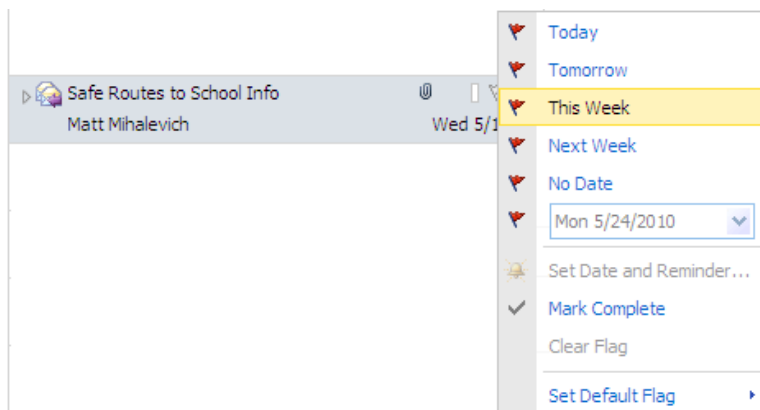
By default, new appointments will have a Reminder set for 15 minutes prior to the scheduled event. You may change or omit reminders by editing the event and setting reminder options.



The screenshot shows the OWA appointment form. The 'Reminder' dropdown menu is highlighted with a red circle, showing '15 minutes' selected. Other visible fields include 'To...', 'Optional...', 'Resources...', 'Subject:', 'Location:', 'Start time: Mon 5/24/2010 3:30 PM', 'End time: Mon 5/24/2010 4:30 PM', 'Show time as: Busy', and 'Private'.

#### *How can I make a task out of a mail message?*

1. Right-Click on the flag to the right of the email message.
2. Choose Due Date Criteria for email Task
3. Go to Tasks and email message will appear as a Task



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### **How do I share my calendar?**

1. Click the Calendar tab (or icon) in the bottom left corner of your mail window
2. Right click on Calendar under “My Calendars” as shown
3. Select “Share this Calendar...”
4. A Sharing Invitation message window will open.
5. Select person you wish to share your calendar with
6. Determine Share criteria (all calendars show Free/busy information by default)
7. Click Send to send the invitation

### **I would like to share my calendar, but have some events that are private. How can I prevent everyone from seeing a private appointment?**

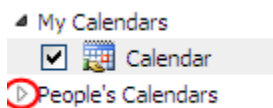
Simply right-slick on any event and choose Private. The event will only be viewable by you.

### **How do I accept a calendar invitation?**

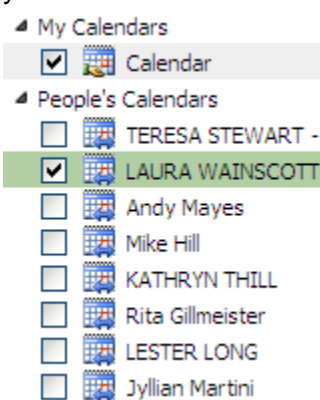
If someone has shared their calendar with you, you will receive an email with the subject line “I’d like to share my calendar with you”. Within the body of the email, there will be an attachment near the top of the message that is titled “Add This Calendar”. Click to accept the invitation to their Calendar.

### **How do I view calendars that have been shared with me?**


1. Once logged in to OWA, select Calendar tab on lower-left side of your email window
2. On the left side see “My Calendars” and “People’s Calendars”



3. Click the small triangle next to “People’s Calendars” and select the person’s calendar you wish to view.



### **How do I change my Calendar Sharing Permissions?**




1. Click Calendar in the Navigation Pane in Outlook Web App.
2. Click the Share drop-down menu on the Calendar toolbar.
3. Select  Change Sharing Permissions, then the name of the calendar that you want to change sharing permissions.

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### How do I stop sharing a calendar?




If you want to stop sharing your calendar with someone:

1. While you're in your mailbox, click Calendar in the Navigation Pane in Outlook Web App.
2. Click  Share on the Calendar toolbar.
3. Select  Change Sharing Permissions and the name of the calendar that you want to stop sharing.
4. Or right mouse click on your calendar under My Calendars and choose "change sharing permissions"
5. Click the name of the person you want to stop sharing your calendar with to select it, and then click .
6. Click Yes to confirm that you want to delete that person from the list.

### How do I make an event recur in the calendar?

*Many meetings, appointments, events, and tasks occur regularly over time. Instead of creating new items for each occurrence, you can set the item as repeating.*

Create a new appointment, meeting request, or task, or open one that's already created.

1. On the toolbar, click the repeat icon .
2. In the Repetition dialog box, under Appointment Time, use the Start and End lists to select the start and end times of the repeating item.
3. Under Repeat Pattern, select how often the appointment or meeting will occur.
4. Under Range of Repetition, select when you want this repeat pattern to start and end.
5. Click OK.
6. Click  Save and Close or press CTRL+S to save appointments and tasks before closing the browser window. Click  Send Update or press ALT+S to send updated meeting requests.

### What else do I need to know?

You can schedule repeating appointments, meetings, and tasks. You can set an existing appointment or task to repeat. But you can modify meeting requests to repeat only if you created them.

The options for repeating calendar items include date and time, but the options for repeating tasks do not.

### What keyboard shortcuts are available with OWA?

CTRL+N	New mail message screen
CTRL+R	Reply to currently selected mail in view
CTRL+Shift+R	Reply all to the currently selected mail in view
CTRL+Shift+F	Forward currently selected mail
CTRL+Z	Undo
CTRL+X	Cut
CTRL+C	Copy
CTRL+V	Paste
CTRL+P	Print
Escape	Close Window
Alt-S	Send
CTRL+K	Check Name/Resolve Name