

Outlook 2007 Calendar Appointments

To Add an Appointment to Your Outlook Calendar

Click on the **Calendar** button in the **Navigation Pane** to view your calendar.

1. Click on the **New** button on the Standard Toolbar. This will open up the window that allows you to enter your information about your new appointment.

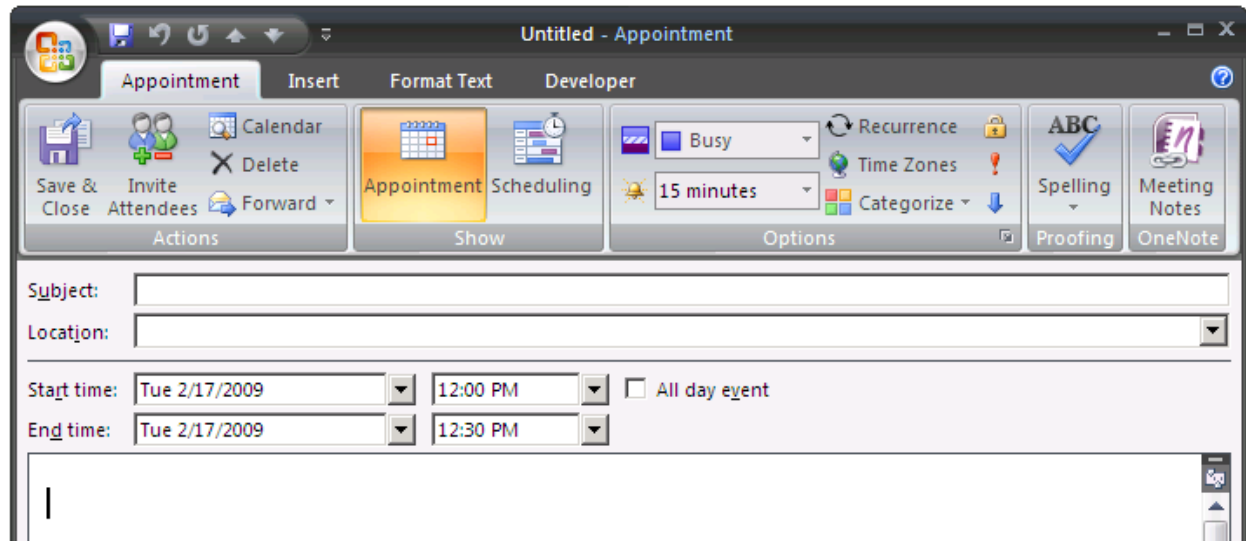


Figure 1 – Add a New Appointment

2. Fill in the **Subject** and **Location** fields with the main subject of the calendar item and the location where the scheduled event will be taking place.
3. Adjust the **Start time** and **End time** to the correct dates and times for the scheduled event.
4. Type whatever information you wish to store about this calendar item in the large textbox.
5. Notice in the **Options** group of the **Appointment** tab, you can choose to have the time show as Free, Tentative, Busy, or Out of Office. This information is used when someone is trying to schedule a meeting with you through Outlook. The default is for you to be shown as **Busy** during the time an Outlook calendar appointment is scheduled.
6. Notice in the **Options** group of the **Appointment** tab, next to the alarm bell icon, a reminder is set to go off **15 minutes** before this scheduled event (this is the default setting). If you wish to adjust when you receive the reminder, adjust the amount of time showing in this field.
7. When you have finished entering the pertinent information about your appointment, click the **Save & Close** button in the **Actions** group of the **Appointment** tab. The information you entered will be saved, and the item will appear on your calendar tabs at the date and time that you selected.

Modify an Existing Appointment

Click on the **Calendar** button in the **Navigation Pane** to view your calendar.

1. In the view pane, **double-click** on the calendar item you wish to modify.
2. This will open the Appointment window, containing all of the information you entered and saved for this calendar item. Make changes to any of the information that you wish to change.

3. Click the **Save & Close** button in the **Actions** group of the **Appointment** tab to save your changes.

Delete an Appointment from the Calendar

Click on the **Calendar** button in the **Navigation Pane** to view your calendar.

1. In the view pane, select the item you wish to delete by **clicking** on it. (Don't double-click, just single click).
2. Click the **X** icon on the standard toolbar to delete the calendar appointment. OR press the **Delete** key on the keyboard.

Schedule a Recurring Appointment

Click on the **Calendar** button in the **Navigation Pane** to view your calendar.

1. Click on the **New** button on the Standard Toolbar.
2. Fill in the **Subject** and **Location** fields, and enter other information about the appointment in the textbox.
3. Press the **Recurrence** button, located in the **Options** group of the **Appointment** tab. This will open the Appointment Recurrence dialogue box.
4. Set the appointment Start and End time in the Appointment Time area of the dialogue box.
5. Set the Recurrence pattern. For example, if the appointment is scheduled every week on Tuesday and Thursday, choose the Weekly option, and put a check next to Tuesday and Thursday.
6. Set the Range of recurrence. Choose the date the appointments start, and then choose an option for when the appointments end.
7. Click **OK** to close the Appointment Recurrence dialogue. Click **Save & Close**.

Appointment Recurrence

Appointment time

Start: 1:00 PM

End: 1:30 PM

Duration: 30 minutes

Recurrence pattern

Daily

Weekly

Monthly

Yearly

Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Range of recurrence

Start: Tue 2/17/2009

No end date

End after: 10 occurrences

End by: Tue 4/21/2009

OK Cancel Remove Recurrence

Editing or Deleting a Recurring Appointment

When you double-click on a recurring calendar appointment to open it, you will be asked “Do you want to open only this occurrence, or the series. Answer “Open this Occurrence” if you only want to modify the one item scheduled at the particular date and time you selected. Answer “Open the Series” if you want to modify all of the recurring items that are linked to the item you selected. If you try to delete a recurring appointment, you will be asked the same thing: you can choose whether you want to delete the one item, or all of the recurring items linked to the one you are deleting.