SPS Student Email: Calendar

Outlook has a Calendar feature in addition to Email. You can use the calendar as a planner to help you keep organized by keeping track of meeting times, when assignments are due, tests, and other important dates.

Outlook Calendar

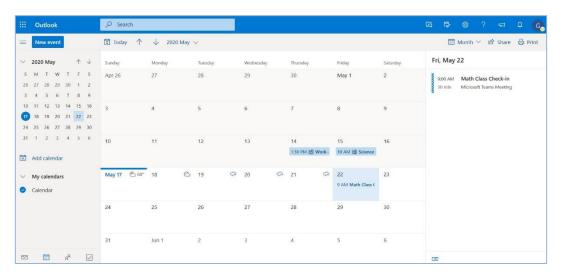This document contains directions for the following:
- ☐ Personalize Calendar View
- ☐ Create a Calendar Event
- ☐ View and Edit a Calendar Event
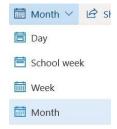- ☐ Create and Reply to a Calendar Invitation

Personalize Calendar View

Open Outlook:

1. Click the Calendar icon on the bottom left of your screen to open the Calendar.
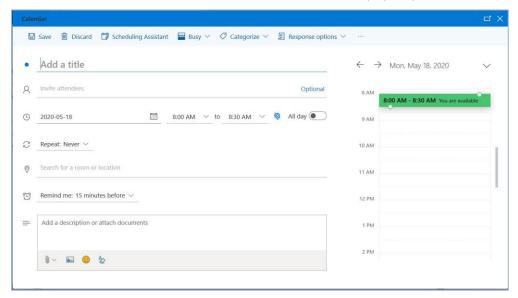2. The Calendar default view is by Month:

- On the left is the Monthly calendar and today's date.
- The middle shows the month within a 30 day time period.
- The event(s) for the selected date is shown on the right.

3. Click Month to see the different Calendar views and select the one that you want.

Create a Calendar Event

You can create a Calendar event can help you remember important dates like when homework, classwork, or projects are due, upcoming tests, and meeting times. You can schedule time for yourself to work on or prepare for these events.

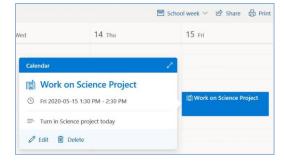1. Double-click on the date and a Calendar event window pops up.

2. **Add a title** for your event.
3. Choose the start time and the end time. If you are free during those times, it will be **green** and say *You are available*. If you have another event at the same time, it will be **red** and say *You are unavailable*.
4. **Remind me: 15 minutes before** is when a reminder will appear before the event. You can choose a different amount of time or choose *Never.*
5. You can **Add a description or attach documents** to the event like materials shared by your teacher or documents that you will work on or turn in.
6. Click **Save**.

   Note: You can choose the Scheduling Assistant to help you see what else is going on during the day and Categorize to help you organize the type of event by color and label. Recommend to create a New category and choose a color for it.

View and Edit a Calendar Event

1. Click on the time and title of the event to view the details.

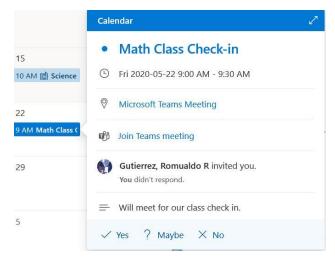2. Click the pencil icon to edit and make changes to the event.

Create a Calendar Invitation

You can create a Calendar event and invite people for whenever you want people to join you like for a meeting, a study group, or to work on a project together.

1. Follow the steps to Create a Calendar Event and click **Invite attendees**.
2. Type the last name and select the full name of the person from the list of suggested results.
3. Click **Send**.

Reply to a Calendar Invitation

1. Click on the time and title of the event to view the details.

2. Click **Yes**, **Maybe**, or **No**.
3. Email organizer will appear with a message depending on what you chose with the option of adding your own message or you can choose not to reply.

4. Click **Send**.