

Microsoft Outlook 2010

SHARING EVENTS WITH CLIENTS & COLLEAGUES



Microsoft Outlook is the email client included with the Microsoft Office Suite. It is designed to operate as an independent personal information manager, as an Internet mail client, or in conjunction with the Microsoft Exchange Server for group scheduling, email, and task management. It manages email, calendars, contacts, tasks, to-do lists, and documents or files on the hard drive. Outlook helps you communicate through email, phone support, and group scheduling capabilities. Outlook also helps you share information by means of public folders, forms, and Internet connectivity. Outlook 2010 includes new features and capabilities to help you stay connected with people and better manage your time and information.

1. Add Events to Outlook Calendars

Click **New Appointment** to start or double click on the date you wish to schedule the events. An untitled event window pops up allowing you to enter a title/subject, location, date (a range, if needed) times, and notes. You can invite others (required, optional and resources), change the default reminder (15 minutes prior to events), change time-zone, apply categories, mark as high or low importance, and much more. Invite the appropriate parties to your events, whether they are business colleagues, clients or friends. When you are finished, click **Save & Close**. The calendar event will be posted to their calendar and should you make any updates to the event item, they will be informed of the changes. It's a great way to keep everyone on the same page.

2. View Other Calendars

Outlook 2010's calendar view lets you add the calendars of your team members, as well as your home and work calendars. Click **Calendar** to get started and then click **Schedule View** in the arrange group of the home tab. Next, click **Add a Calendar** at the bottom of the calendar view area. If you enter someone's name in the text box and press **Enter**, Outlook will search your contacts for that person's information and add the calendar entry in the "My Calendars" list.

3: Create a Calendar Group

If you often need to view the calendars of everyone on your team at the same time, you can create a calendar group. Begin by clicking **Calendar**. Then, in the "Manage Calendars" group of the home tab, click **Calendar Groups**. Choose create new calendar group, enter a name for the group, and click **ok**. Select the names of the contacts you want to add to the group, click group members, and click **ok**.

At [InfoPathways](http://www.infopathways.com), we have a company calendar which we use to mark business and social events that everyone may be interested in, as well as to let others know where different team members will be (at meetings, business expos, class, on vacation, etc.). Having one central calendar for the main business/company events will reduced the number of calendars you need to view at once. You can view multiple calendars at once by using the check boxes in the "My Calendars" list, but if you want any level of detail, you'll need to limit the number of calendars you view at any one time.

4: Open & Use a Shared Calendar

Before connecting to someone else's calendar, they need to give permissions to share it in order to give you and others access. To do this, you need an invitation to share (**Share Calendar**) and they need to change their permissions (**Calendar Permissions**). You can open a shared calendar by clicking **Open Calendar** in the "Manage Calendars" group

and clicking **Open Shared Calendar**. In the open a shared calendar dialog box, click **Name** to select the person from your contact list. Click **ok**, and the shared calendar will open in your calendar window.

5: Archive Old Calendar Entries

Depending on how busy you are, you may have lots of old appointment information taking up space for no good reason. You can archive the appointments you no longer need by changing your calendar properties and setting up auto-archive. To do this, right-click your calendar in the “My Calendars” list and click the **Auto-Archive** tab of the properties dialog box. Click **Default Archive Settings** to use the default settings for archiving your calendar entries. Or click the **Archive this folder using these settings** and enter the settings you want Outlook to use. Click **Apply** and then click **ok** to save your changes.

6: Sync Outlook 2010 & Google Calendar

Making sure that your calendar is available to you whenever and wherever you need it is important. That's why Google Calendar works with a number of desktop applications and mobile devices. Google Calendar sync now supports Outlook 2010. Outlook 2010 is available in 32-bit and 64-bit versions, and currently only 32-bit is supported. (To find out if you have 32-bit or 64-bit, go to File-Help and you should see information to the right about your version of Outlook.) To start syncing your calendar with Outlook 2010, [download Google Calendar sync version 0.9.3.6](#). Once you install it, a settings window will appear. Enter your account's email address and password, choose your [sync option](#) and sync frequency, and you're done! (Note: if you're already using Google Calendar sync, you'll still need to download and install this new version in order to be able to sync with Outlook 2010. If you need help, take a look at Google's [getting started guide](#).)

7: Add Holidays with a Few Clicks

Adding national/religious holidays manually for a whole year in Outlook calendar is a time consuming job. By using “Calendar Options”, you can promptly import all holidays into Outlook calendar. It contains a huge list of countries, each with different holidays which can be imported instantly.

1. To begin with, launch Outlook 2010 and on the file menu, click **Options**.
2. You will reach Outlook option dialog. From the left sidebar, select **Calendar** and from the main window, select **Add Holidays**.
3. A new dialog will appear showing the list of countries. Scroll through the list to find the desired country to add respective holidays. Click **ok** and close Outlook *options* dialog.
4. Now click **Calendar** from the left side bar of Outlook main window.
5. To check the added holidays move to the month having holidays. You will see holidays of specified countries in the calendar.
6. Click the imported holiday event to add more details to schedule meetings, appointments, events and invitations.

We hope these Microsoft Outlook tips were useful to you. Please contact us if you would find it useful for us to provide a Tailgate Training session on ways to use your Microsoft Outlook.