

# Calendar in your browser



## Quick Start Guide

### Create a new calendar event

Create an all-day event, an appointment for yourself, or request a meeting with other people.

### Current time marker

The line across the middle indicates the current time so you can see what's up next.

### Create other calendars

Quickly see the best time to schedule a business meeting or a family vacation.

### See other calendars

Add calendars that belong to other people. What you see will depend on settings that they control.

### Switch app views

Go to email, contacts, and other apps with one click.

### Switch calendar views

Use the calendar view that best fits your workflow. Switch as often as you like.

### Share your calendar

Open your calendar up to colleagues so they can view your appointments and status.

### Meeting response status

Meetings you haven't responded to appear as tentative (slanted lines) on your calendar.

Office 365 Outlook Calendar People Yammer OneDrive Sites Molly Dempsey

new event August 18–24, 2013 day work week week month

← jul28-3 aug4-10 aug11-17 **aug18-24** aug25-31 sep1-7 go to today

SHARE PRINT

Calendar x Personal stuff x

18 SUNDAY 19 MONDAY 20 TUESDAY 21 WEDNESDAY 22 THURSDAY 23 FRIDAY 24 SATURDAY

10a Meeting Meeting

11a

12p Tailspin Toys I Umi Sake Hou Weekly Marke TBD Lunch? TBD Molly Der

1p Meet Sue for I Meeting

2p Project Che Project Che Pick up takeo

3p Project Tailspin Conference Room - Bak Project Tailspin Conference Room - Bak

4p Carpool Carpc Wt Friday Unwinc Cafeteria

5p

MY CALENDARS

Calendar Personal stuff

OTHER CALENDARS

Sara Davis

## Get started with Calendar in your browser

Sign in through your organization's Office 365 portal, and select **Calendar** on the navigation bar.

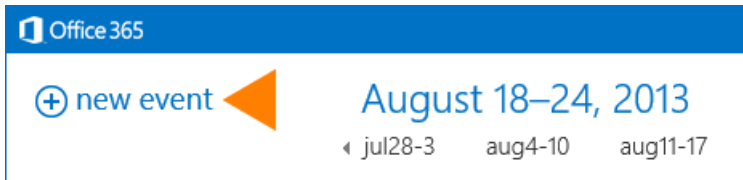


## Create an appointment

An *appointment* is for you only; a *meeting* is for you and others.

1. Select **New event**.

2. Fill in the **Event** box.



3. Enter the start time and duration. To explicitly set the start and end times, choose **Custom** for the duration.

4. In the **Show As** box, choose a status that shows your availability to others.

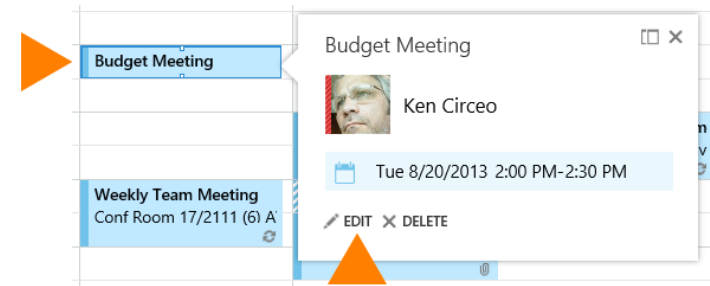
5. If you want to change the reminder notice from the default of 15 minutes, select the **Reminder** box, and choose a new reminder time.

6. To make the appointment repeating, select **Repeat**, and select one of available options, or choose **Other** to create a custom pattern.

7. Click **Save**.

## Schedule a meeting with other people

1. To invite others to an existing appointment, click it, and then click **Edit**



–OR–

To create a new meeting, select **new event** and follow Steps 2-6 under *Create an appointment*.

2. Invite others by adding them in the **Attendees** box.

3. Add a **Location** if necessary.

4. In the text box at the bottom of the event form, type any information you want to share with the recipients. You can also attach files.

5. Select **Online meeting** to add Lync Meeting information for remote attendees.

6. At the top of the form, select **Send**.

## Use the Scheduling Assistant

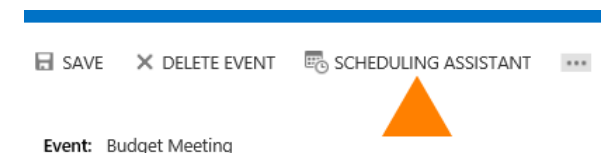
The Scheduling Assistant can help you find the best time for your meeting.

1. Select **Scheduling Assistant** at the top of the event form.

2. Enter attendees names in **Add attendees**.

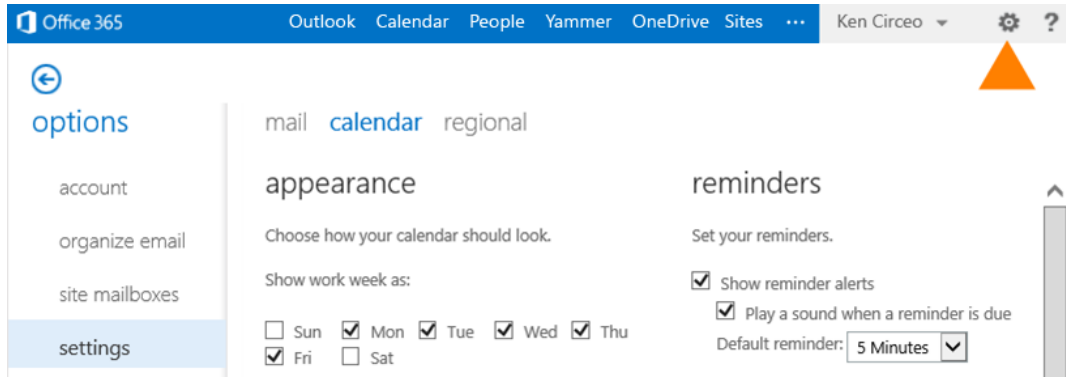
3. Find a room by selecting **Add a room**.

4. Select **OK** to save your changes and return to the event form.



# Change the days your calendar shows and other appearance options

1. Select **Settings**  > **Options** > **Settings** > **Calendar**.

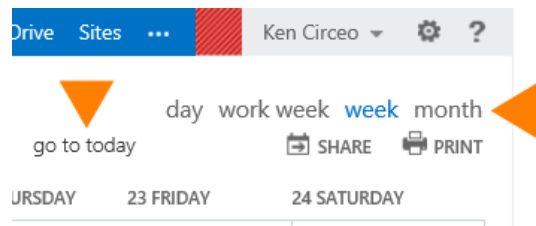


2. Under **Appearance**, set the following:

- Choose the days to include in your work week under **Show work week as** by checking the days to include and unchecking the day to exclude.
- Choose the **Start time** and **End time** of your work day.
- Choose your **First week of the year** and **First day of the week** preferences.
- Choose whether your calendar shows 15-minute or 30-minute increments.

## Navigate calendars

- To change the calendar view, select **Day**, **Work week**, **Week**, or **Month** at the top of the calendar view.
- To jump to the current day, select **Go to today**.



## View multiple calendars

### To create a new calendar

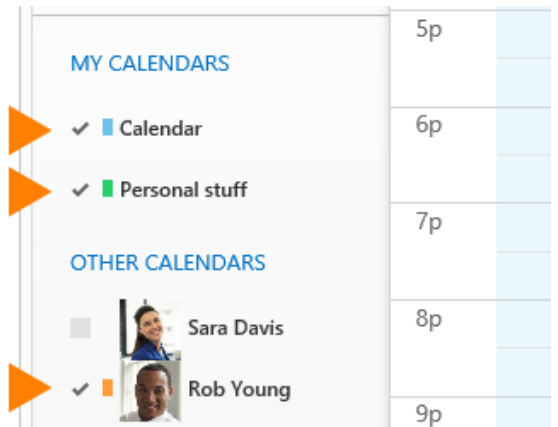
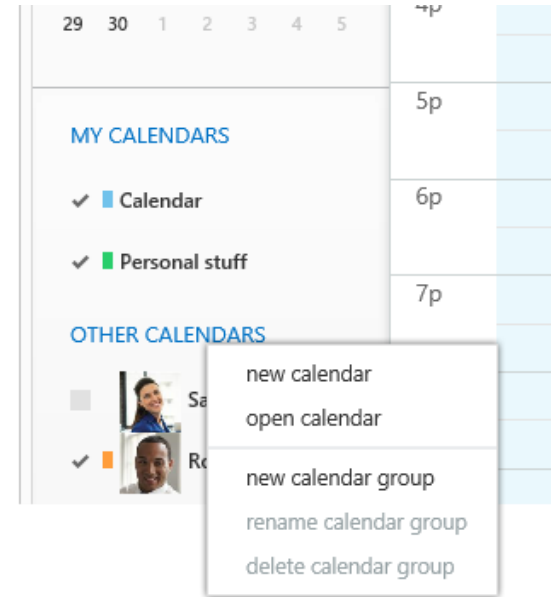
1. In the calendar navigation pane, right-click the calendar group where you want to create the new calendar. **My calendars** is a good place.
2. Select **new calendar**.
3. Enter a name for your new calendar.
4. Press Enter.

### To add another person's calendar

1. In the calendar navigation pane, right-click a calendar group, and select **open calendar**.
2. Enter the name of the calendar you want to open, or enter the URL if the calendar is outside your organization.
3. Select **Open**.

### To add a calendar to your view

- In the calendar navigation pane, select the check box next to calendars that you want to view.



## Change an appointment or meeting

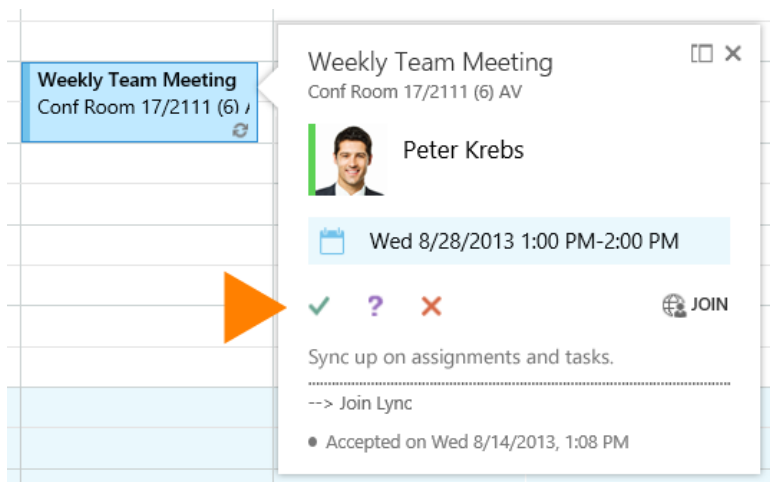
### To change an appointment or meeting that you created

1. Select it in your calendar.
2. If it's an event that you created, select **Edit** to change it or **Delete** to remove it.
3. If it's part of a recurring series, you'll see an option to select **edit occurrence** or **edit series**. Select your option.
4. Make the changes you want, then select **Save**. For a meeting, select **Send Update**.

## Change your response to a meeting

### To change your response to a meeting that you were invited to

1. Select it in your calendar, and then select **Accept**, **Tentative**, or **Decline**.



2. If it's part of a recurring series, you'll see an option to select **edit occurrence** or **edit series**. Select your option.
3. If the organizer requested responses, you will have an option to send a response, edit your response before sending, or not send a response.


## Share your calendar


1. Select **Calendar** in the navigation bar, and then select **Share**.
2. In **Share with**, add the people you want to share your calendar with.
3. As you add people, you can set the permission level for each person.
  - **Availability only** shows only your free/busy information.
  - **Limited details** adds the subject and location.
  - **Full details** adds any other information, such as attachments and notes.
  - Events marked **Private** will always show as availability only.
4. Change the **Subject** if you want.
5. If you have more than one calendar, you can choose it in **Calendar**.
6. Select **Send**.


People within your company (who use an Exchange server) receive an email notification that you shared your calendar, and they can add your calendar to their calendar view.

People outside your company get an email notification that you shared your calendar, with a link that they can use to either view your calendar in their browser or add it to their calendar view in an application such as Outlook.

Share with:

 Peter Krebs  
peter@contoso.com  ✕

 Alexandra Lise  
alexandra@contoso.com  ✕

 Tim Lulofs  
timd@contoso.com  ✕

✕

✕

✕

Subject:

Calendar: