

Introducing the Outlook calendar

Outlook calendar can be used to make, manage and share appointments. This page will give you an overview of Outlook calendar.

To open your Outlook calendar, click on the **calendar** button on your navigation bar. The navigation bar is displayed across the bottom of your Outlook window.

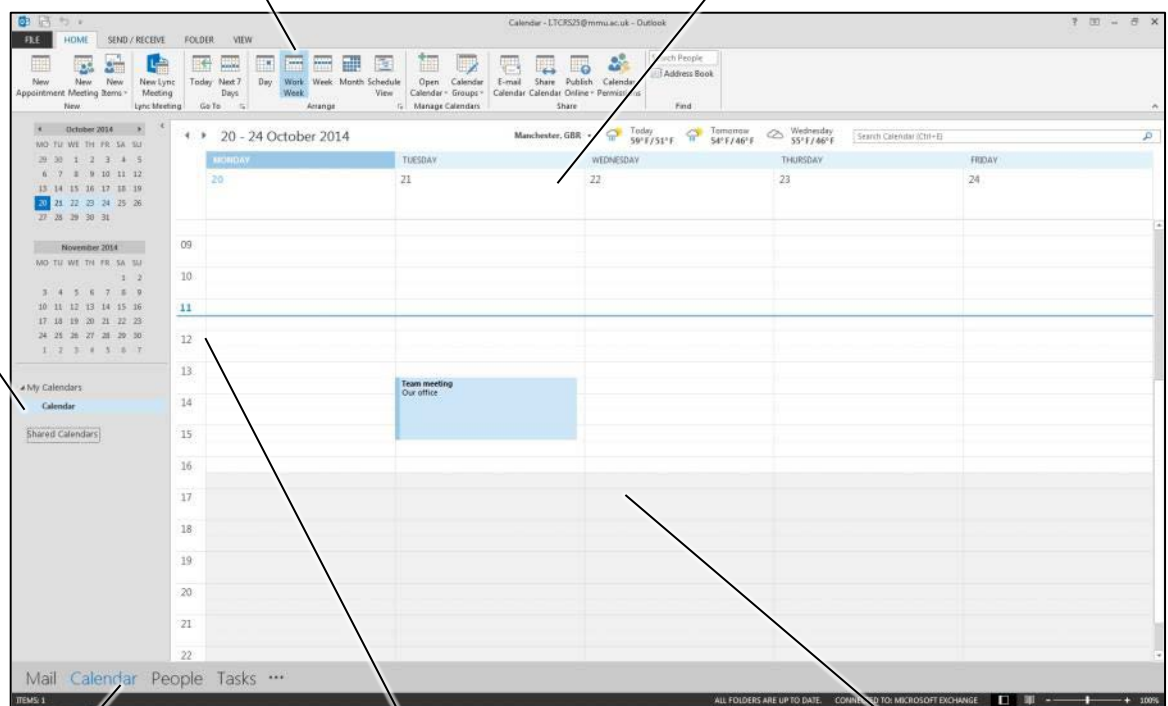
The calendar screen

The calendar screen is split into sections:

Ribbon – this is where you can find menu items and commands

Event banner – shows you all-day events for the current day

Navigation pane – this pane lists the calendars you are able to view



Navigation bar – use this bar to navigate between your mail, calendar, contacts (people) and tasks

Time bar – shows you the times of day for your appointments. The blue line indicates the current time

Appointment area – your meetings and appointments will show here

The ribbon

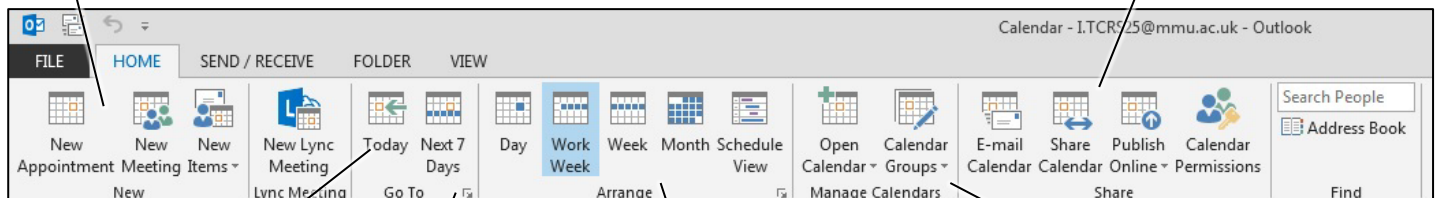
The ribbon is composed of **tabs** containing the buttons you will need to use Outlook.

The home tab

The **home** tab on the ribbon contains the most commonly-used buttons you will need to navigate your calendar.

New – this group of icons allows you to create new appointments, meetings and calendars

Share – these buttons allow you to control who can see your calendar



Go to – these buttons show the current day or week calendar on screen.

Arrange – these buttons allow you to change how much of your calendar is shown at once

Manage calendars – these buttons are used for working with multiple calendars

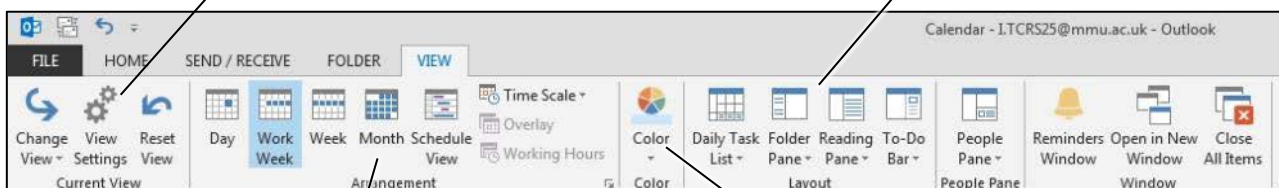
Go to date button – clicking on this button allows you to choose which date to display on your screen

The view tab

The view tab on the ribbon shows the options you can use for controlling how your calendar appears on the screen.

Current view – these buttons allow you to alter your view settings

Layout – this group is for selecting which sections of the Outlook screen you wish to be visible



Arrangement – these buttons allow you to change how much of your calendar is shown at once

Colour – this button allows you to choose the colours for the calendars you are displaying