



## Quick Reference Card - Get to know your Outlook Calendar

[Help](#)

### Get it right in the calendar

#### The three types of calendar entry

**Appointment:** An appointment is an activity that involves only you.

**Meeting:** A meeting is similar to an appointment. The difference is that you invite other people to it.

**All day event:** This event is an activity that lasts all day long but doesn't block out time in your calendar. You can still have other items appear in your schedule for that day.

#### Ways to start an appointment

There are three different ways to create an appointment:

- Use the **New Appointment** button on the **Standard** toolbar.
- Use the **New Appointment** command on the **Actions** menu.
- Click in the main Calendar grid to select the time for your appointment, right-click, and click **New Appointment** on the shortcut menu.

You start a meeting in a similar way. For more information about meetings, see the course [Organize meetings with Outlook](#).

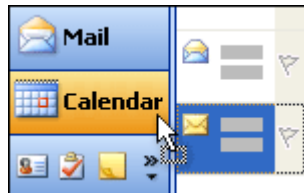
#### Create an all day event

1. Right-click the top of the day in your calendar and click **New All Day Event**.
2. In the **Subject** box, type the subject of the event.
3. Click **Save and Close**.

Note that you can turn any calendar entry into an all day event by selecting the **All day event** check box in that entry.

#### Make a calendar entry from a message

1. Select the message in your **Inbox** by clicking the envelope icon, and then drag it to the **Calendar** button on the Navigation Pane.



**Note** If you don't see the big button, you can drag it to the little **Calendar** button.


2. When the mouse pointer changes to an arrow and the **Calendar** button changes color, release the mouse button. The **Appointment** dialog box opens. The **Subject** line contains the subject of the e-mail message on which it's based and the details that were in the body of the message are captured in the details section of the appointment.
3. To make the entry into a meeting, click **Invite Attendees** on the **Standard** toolbar.

### Just beyond the basics

#### Create a new recurring appointment

1. With the correct day in the calendar visible, select the desired time slot.
2. Right-click the selected area and click **New Recurring appointment**.  
Outlook displays the **Appointment Recurrence** dialog box.
3. Set up the desired recurrence pattern and click **OK**.
4. In the **Subject** box, type the subject for your recurring appointment and click **Save and Close**.

#### Add or change recurrence for an existing entry

1. Double-click the entry to open it.
2. On the **Standard** toolbar, click the **Recurrence** button .
3. In the **Appointment Recurrence** dialog box, under **Recurrence pattern**, set the desired

recurrence pattern.

4. Under **Range of recurrence**, select the range that you want (for example, select an end date for the recurring entry).
5. Click **OK** and click **Save and Close**.

#### Change details for a recurring item

1. Double-click the item to open it.
2. In the **Open Recurring Item** dialog box, select **Open this occurrence** or **Open the series**.
3. If you want to change the recurrence pattern, click the **Recurrence** button in the open item.

#### See where to change the reminder default

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, under **Calendar**, you'll see the **Default reminder** check box and a list with choices for how much in advance Outlook will remind you.
3. To change the default reminder time, click the arrow next to the **Default reminder** box and then select the option you want. If you don't want reminders at all in new calendar entries that you create, clear the check box.

**Note** Reminders for all day events will always default to 18 hours. You cannot change this default, but you can change the reminder for a specific event by opening the event and selecting a new length of time from the list.

#### Control whether a reminder plays a sound

1. On the **Tools** menu, click **Options**, and click the **Other** tab.
2. On the **Other** tab, click the **Advanced Options** button.
3. Click the **Reminder Options** button to see the **Reminder Options** dialog box.

Note that you can also change the sound from here by clicking **Browse** and selecting a different .wav file.

#### Change how time appears in your calendar

1. Right-click the calendar entry.
2. Point to **Show Time As**.
3. Select a setting.

#### Useful Links

Learn more about scheduling meetings: [Organize meetings with Outlook](#).

Curious about Exchange? See [What is an Exchange Server e-mail account?](#)

For information about how to add regional holidays to your calendar all at once, see [Add or remove holidays in your Calendar](#).

For information about how to enter birthdays and anniversaries, see the course [Keep track of birthdays and anniversaries](#).

Show more text in an appointment: [Wrap text in a calendar](#).

Get more information about free/busy time: [Refresh free/busy information](#).