

# The To Do Bar and Calendar

September 5, 2013

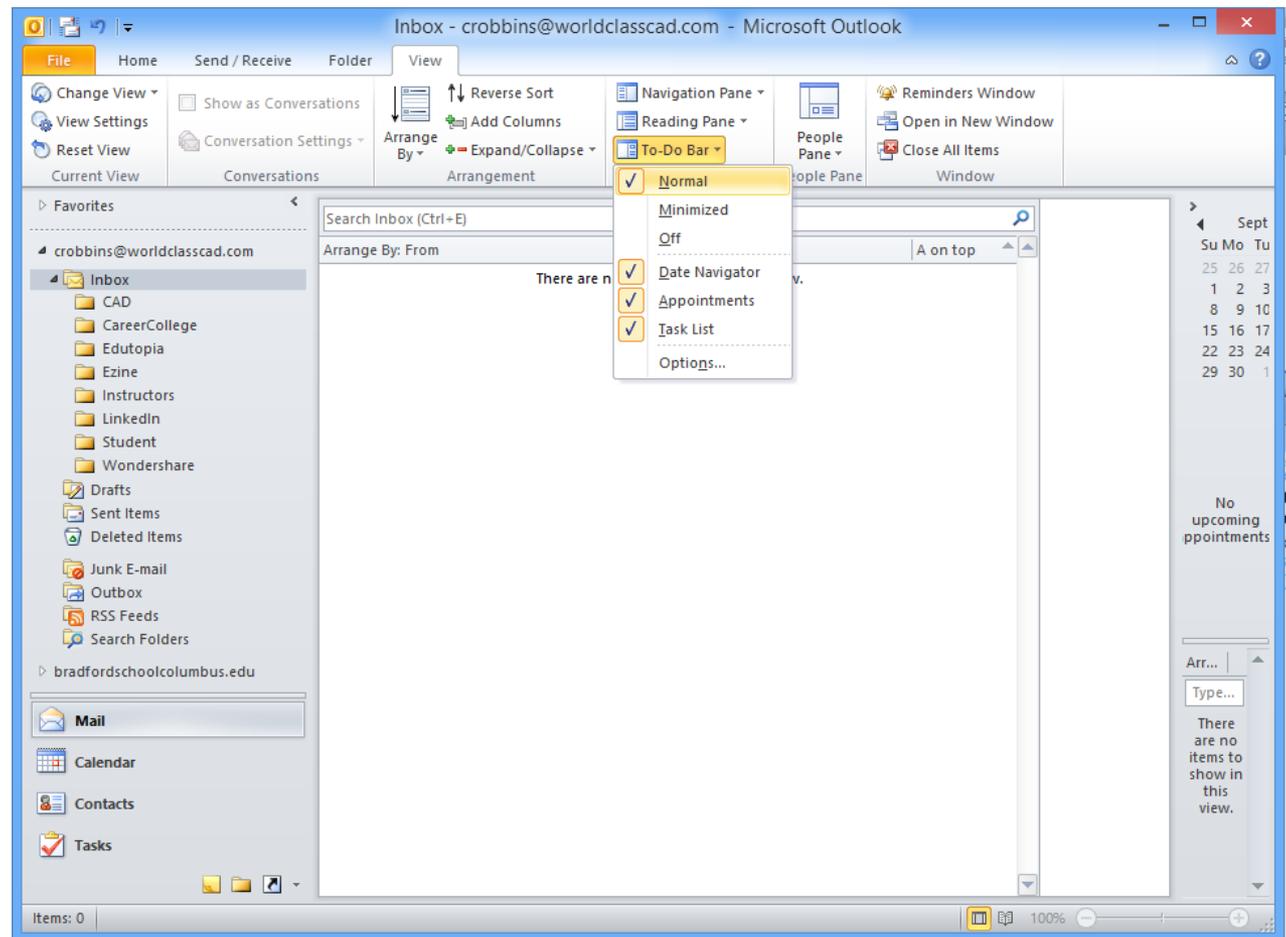
# Outlook Scheduling

Two ways we can enter the Outlook schedule, either by the To Do Bar or the Calendar. We can modify the calendar to show events, appointments and priority work. After we complete our plan, we can email the calendar to our team so they can arrange their schedule with ours.



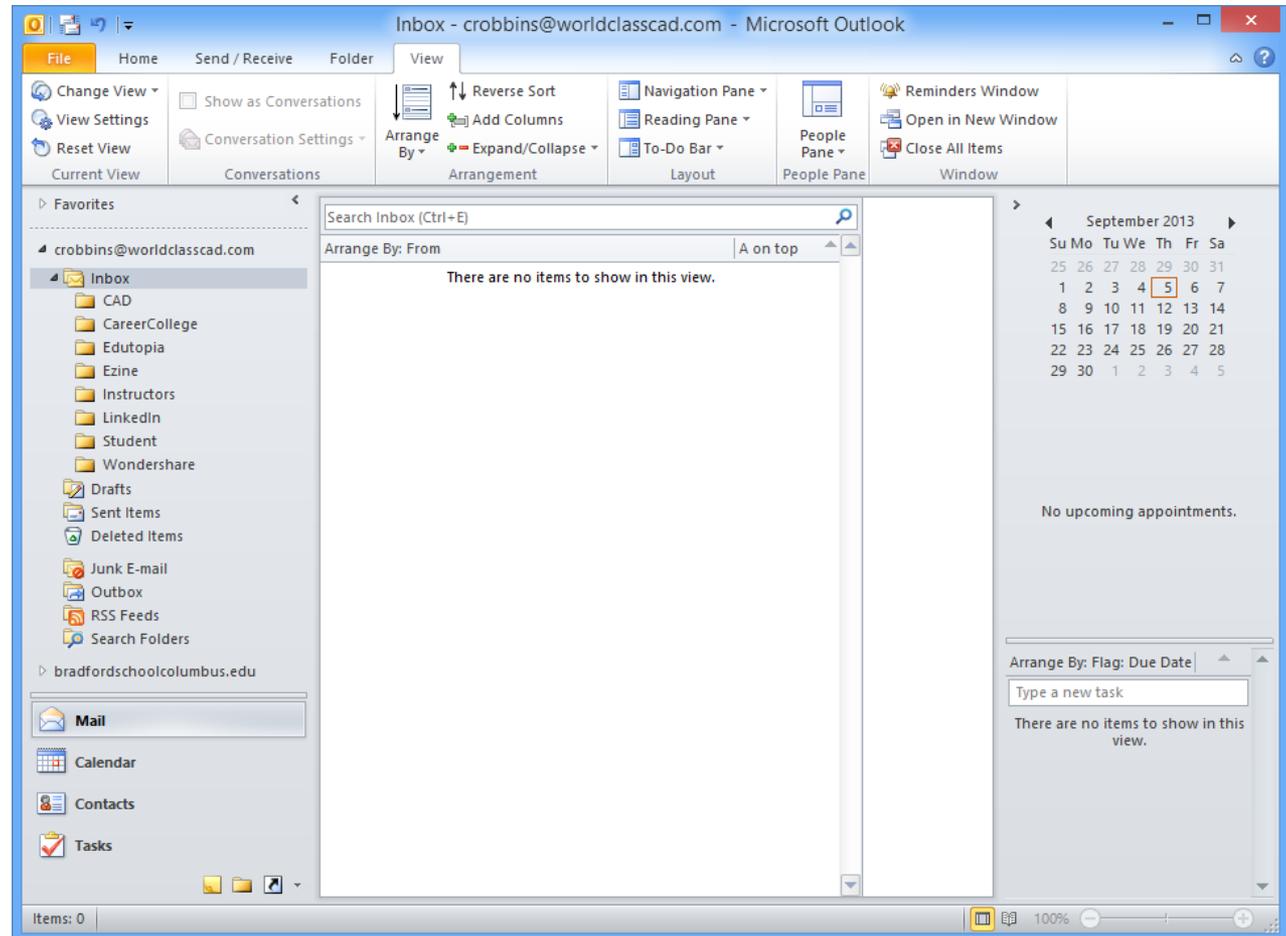
# Turn On the To Do Bar

We can find the To Do Bar by selecting View on the Menu bar and then To Do Bar and finally Normal.



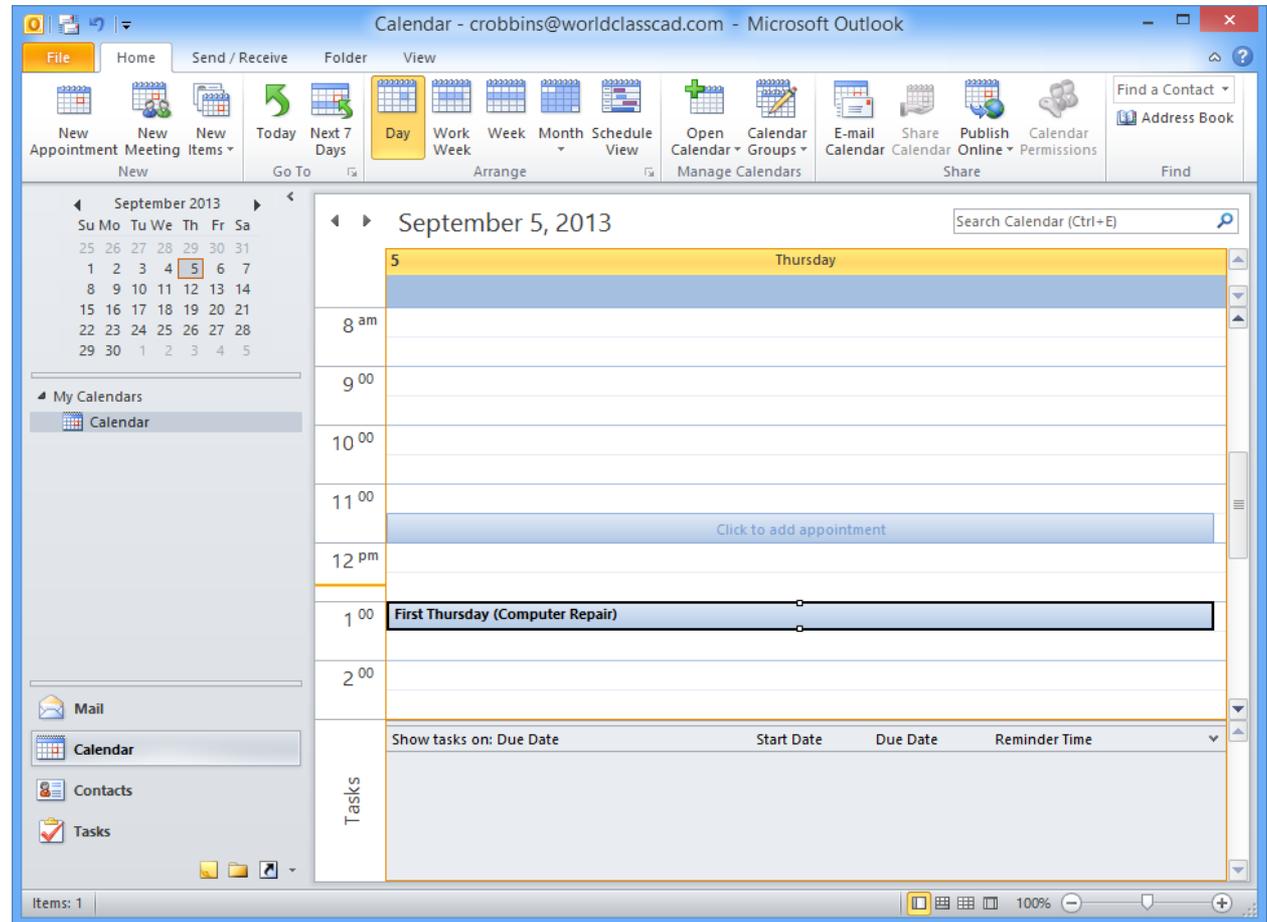
# The To Do Bar Pane

We can see the To Do Bar pane appear on the right side of the Microsoft Outlook window. We double click on the day and we will enter the Outlook Calendar.



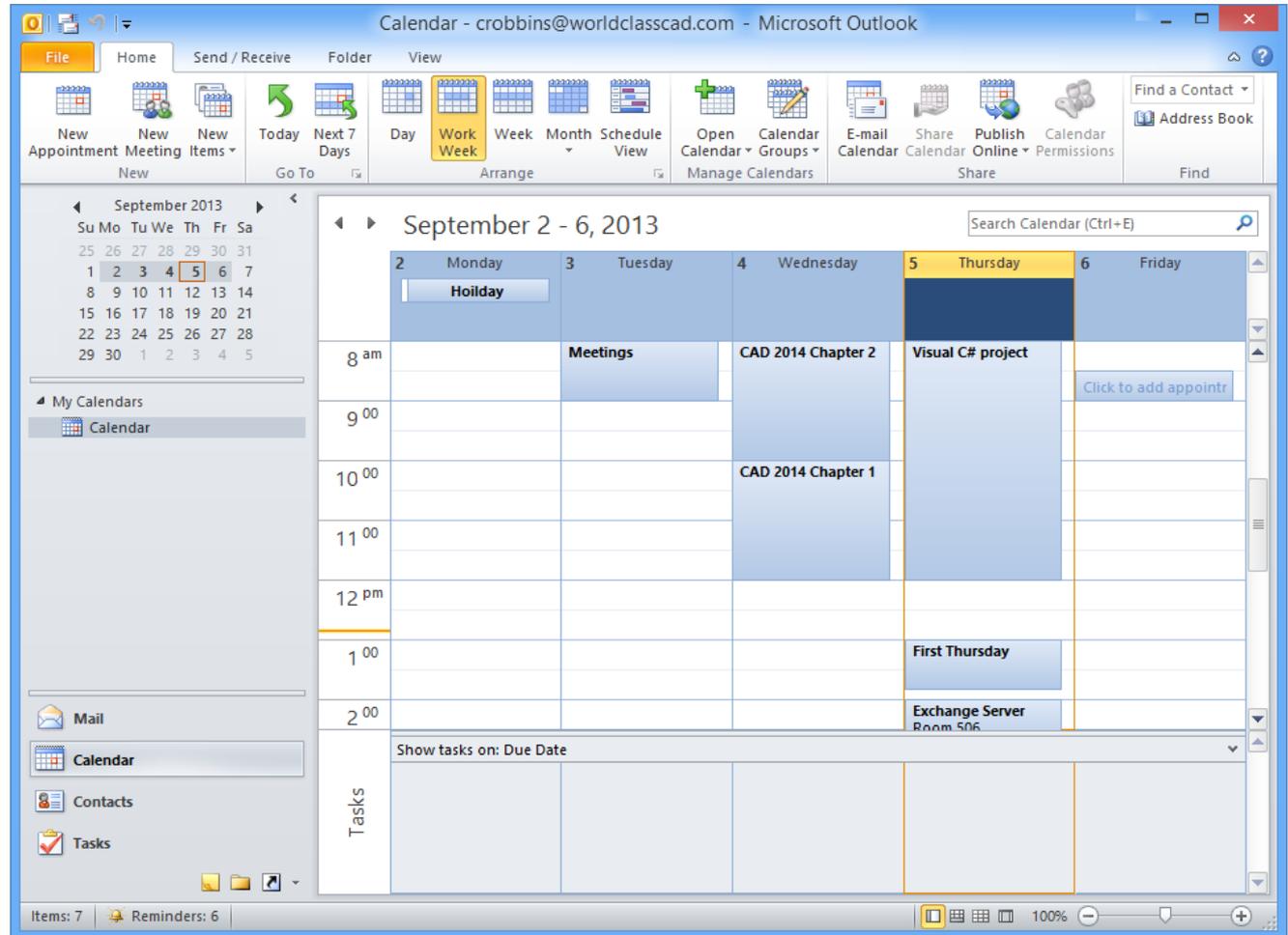
# Magnifying the Outlook Calendar

In the Microsoft Outlook Calendar, each hour of the day is shown from 12 midnight until 11 pm in the evening. We can type our events and appointments for the entire day in the calendar.



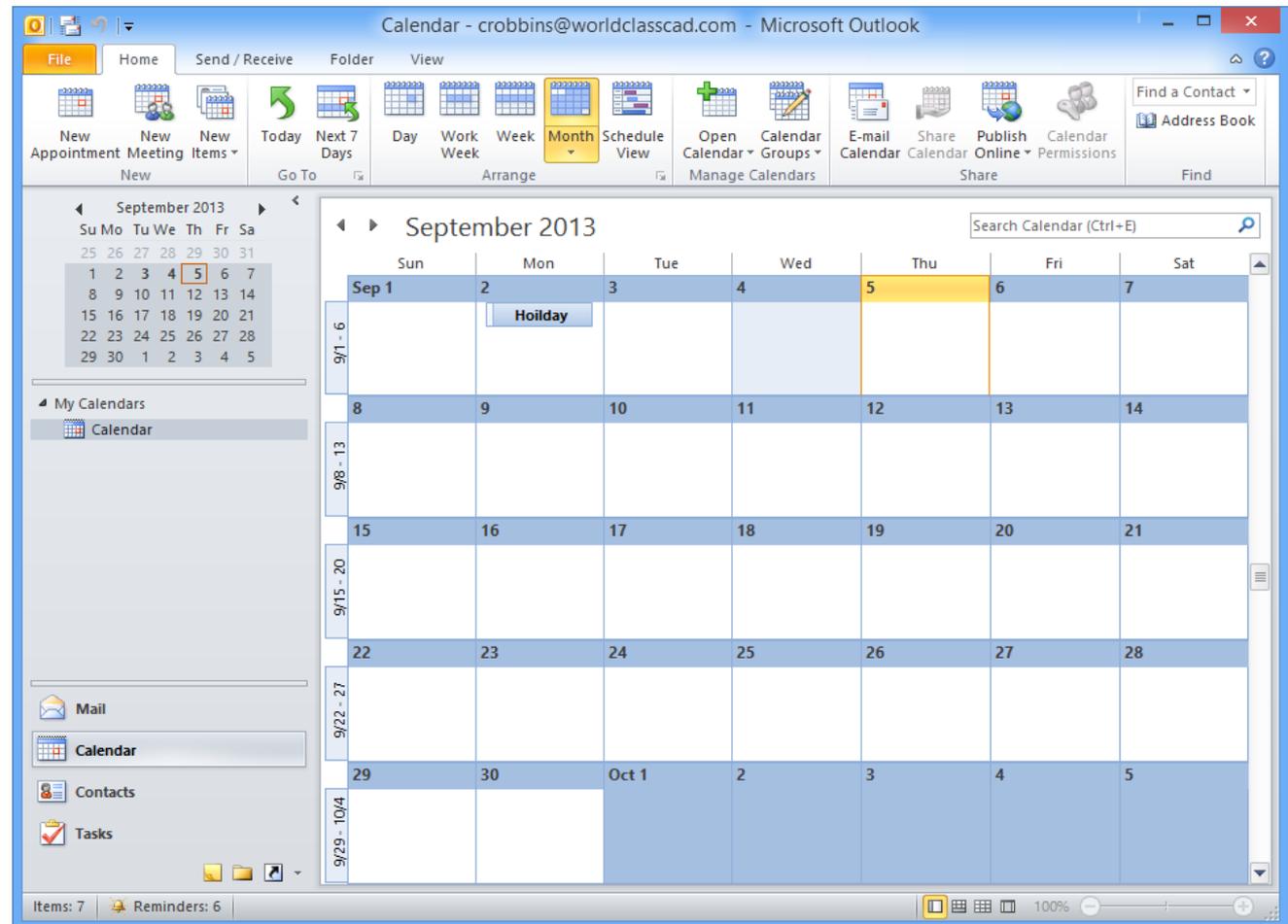
# View by Week

Initially, we see the calendar by day, but we can choose the Week tab and see our seven day schedule.



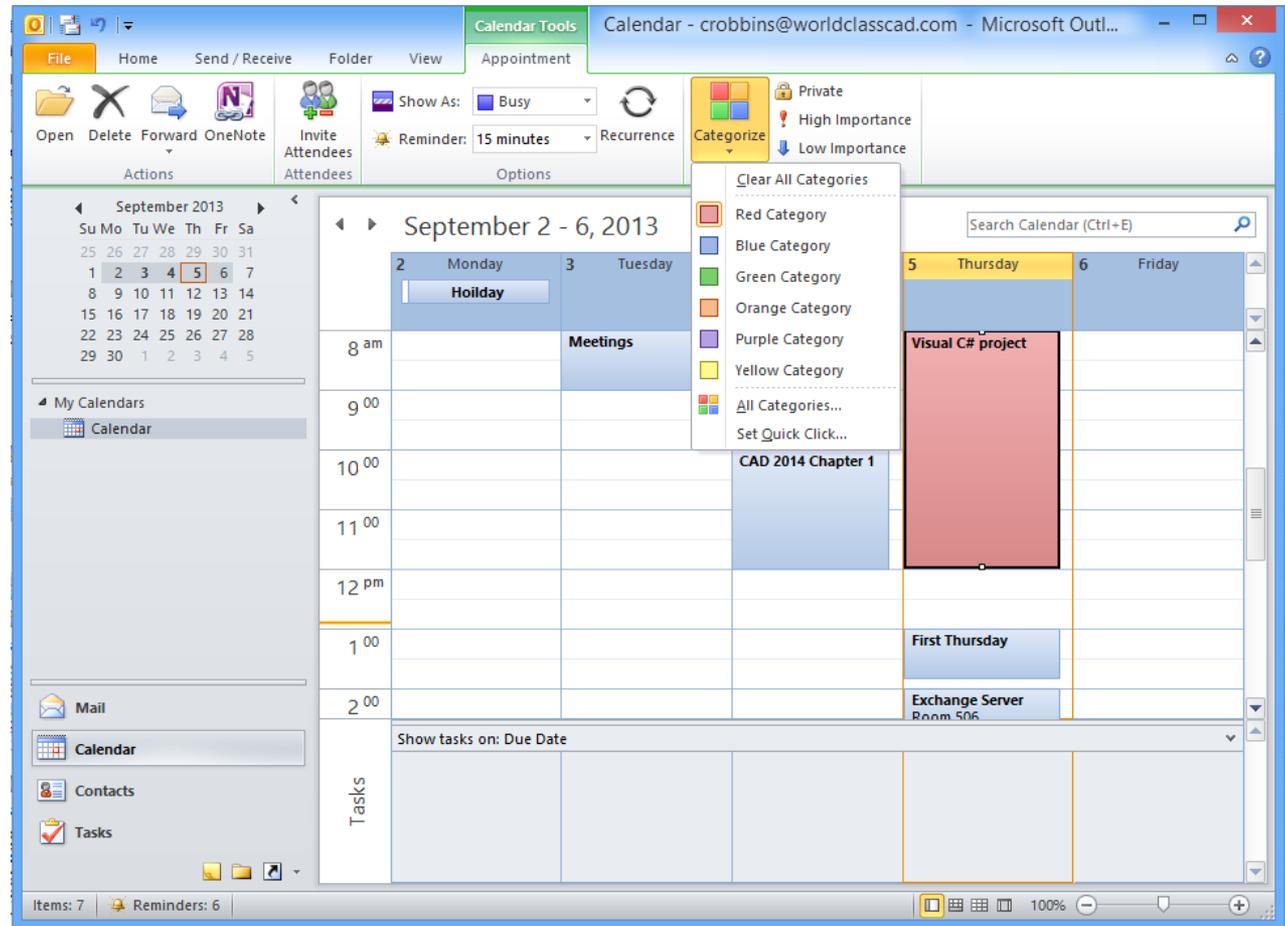
# View by the Month

We can opt for the Month icon and we can view our appointments for the whole month.



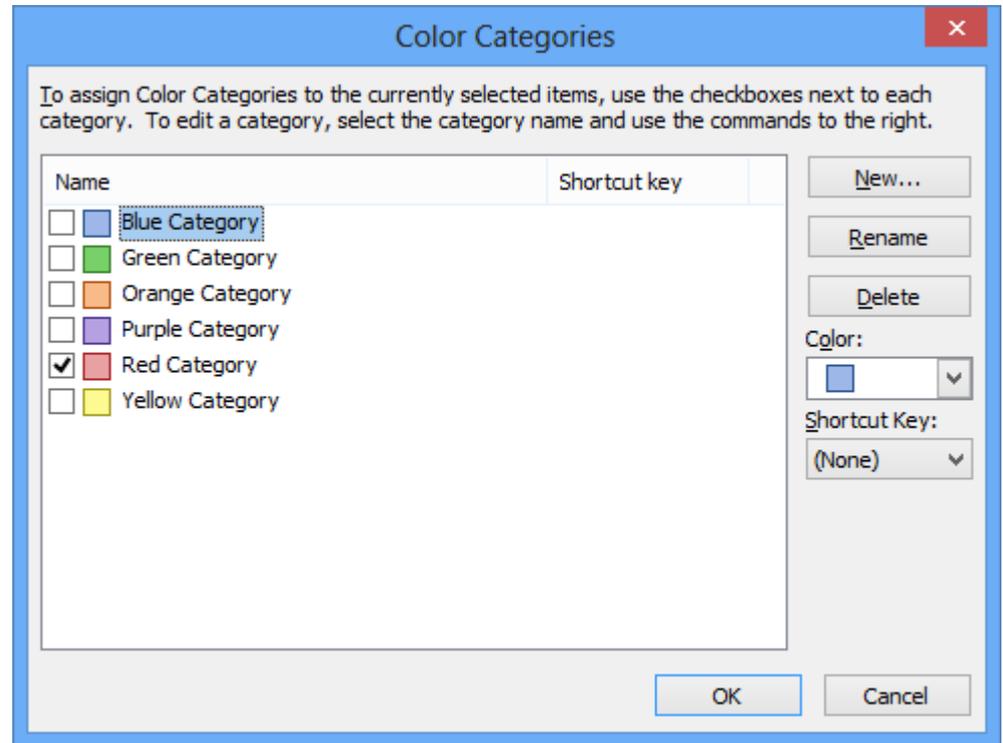
# Prioritizing by Colorizing

We can prioritize our schedule by using colors to separate our daily tasks. The standard list has six colors to choose from.



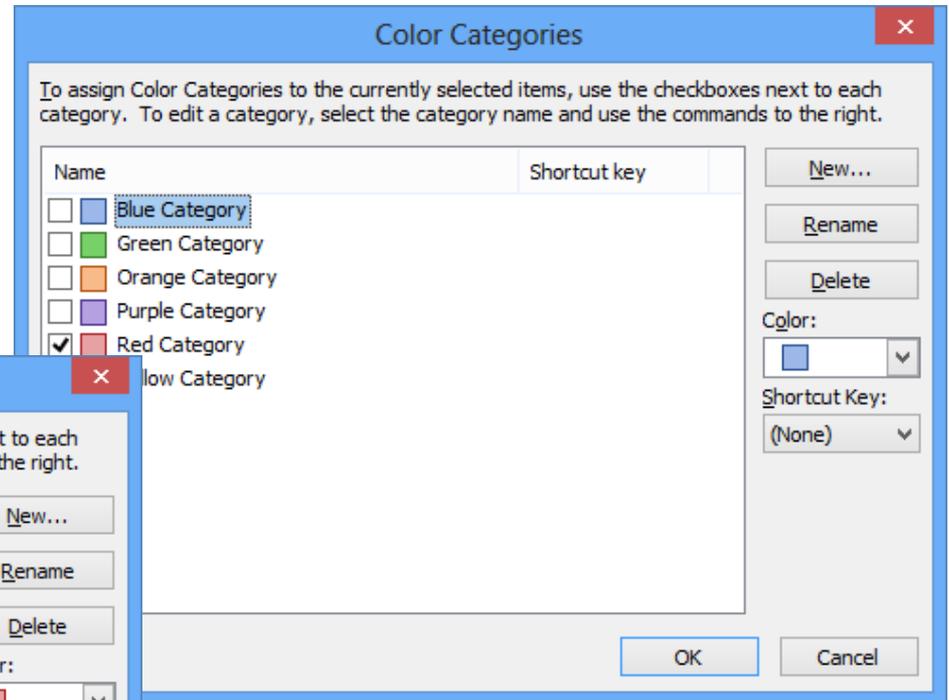
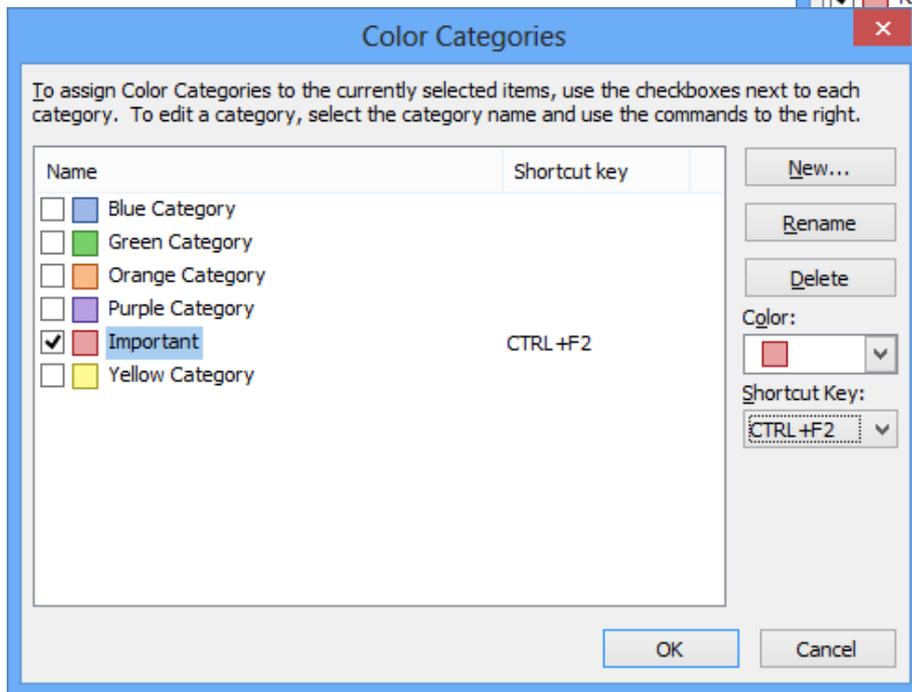
# Color Categories

We can view the color categories by picking the seventh item in the list. The Color Categories window will appear.



# Renaming the Categories

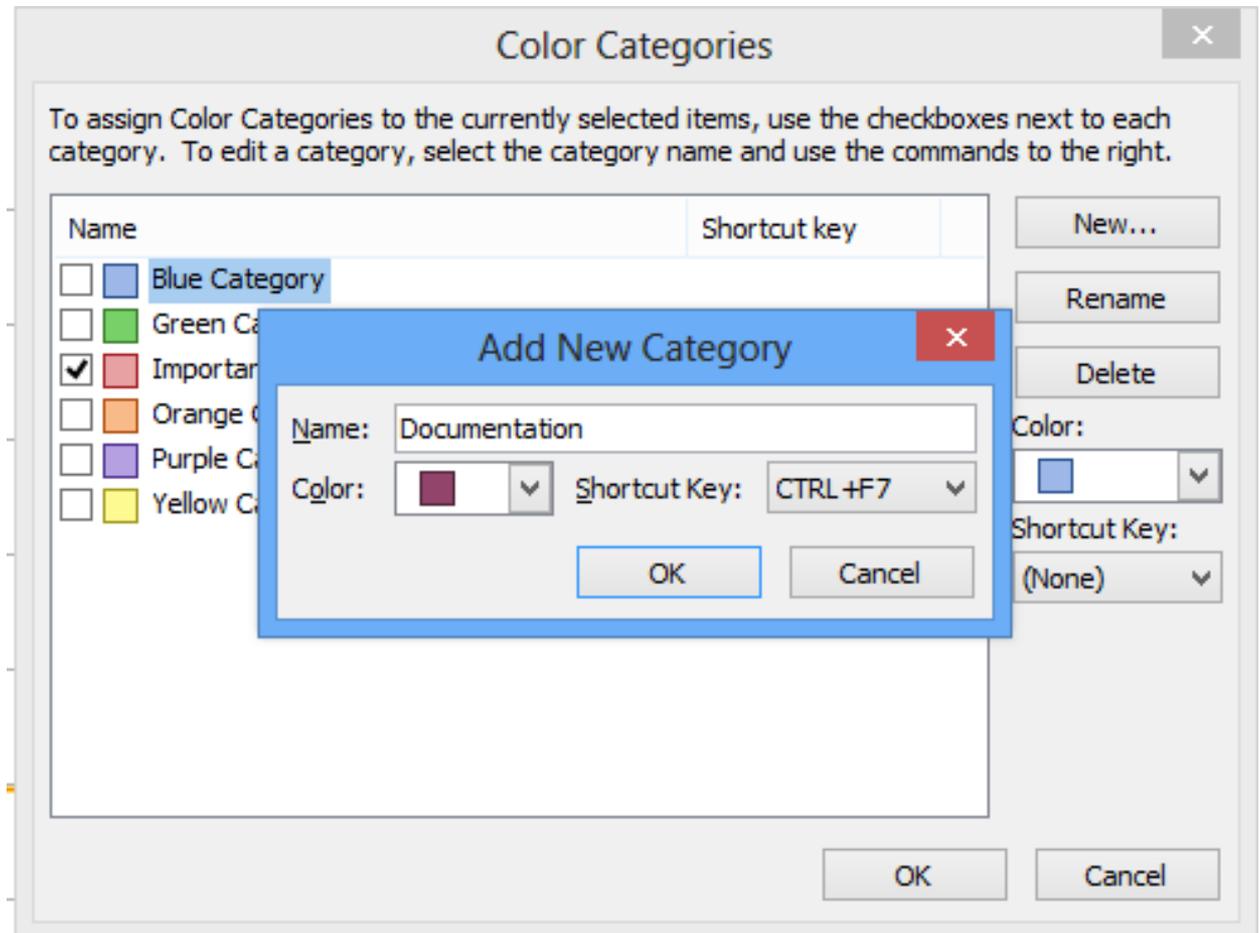
We can rename the categories to represent priorities that match our schedule. We pick the red color, then we choose the Rename button and type the word “Important”.



We can pick a shortcut key such as CTRL-F2 which will allow us to tag the important tint to the task by pressing those two keys.

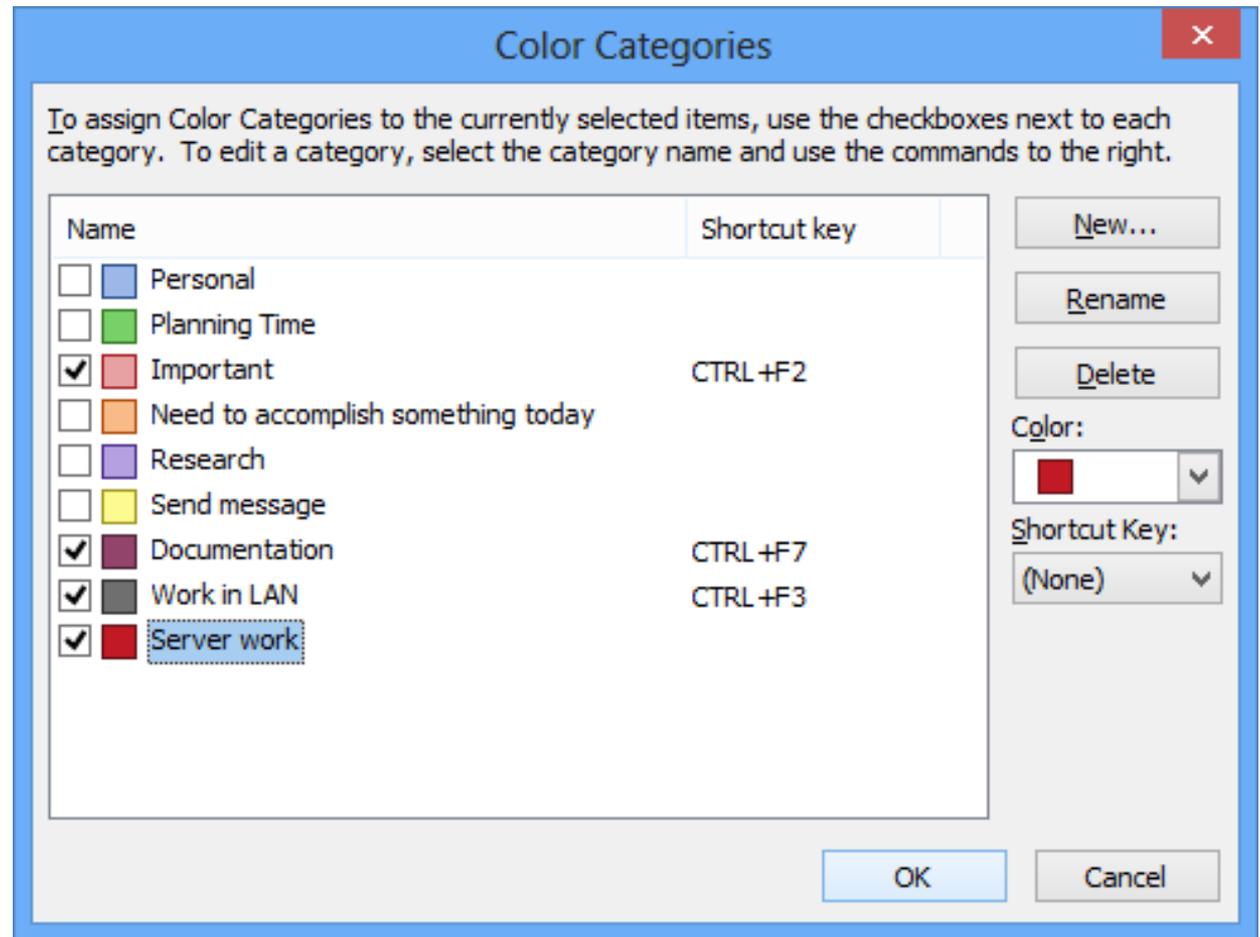
# Customizing Color Categories

We can continue to customize all of the color categories. When we need a new group, we opt for the New button and type the name, pick a color and if we wish, we can assign a shortcut key.



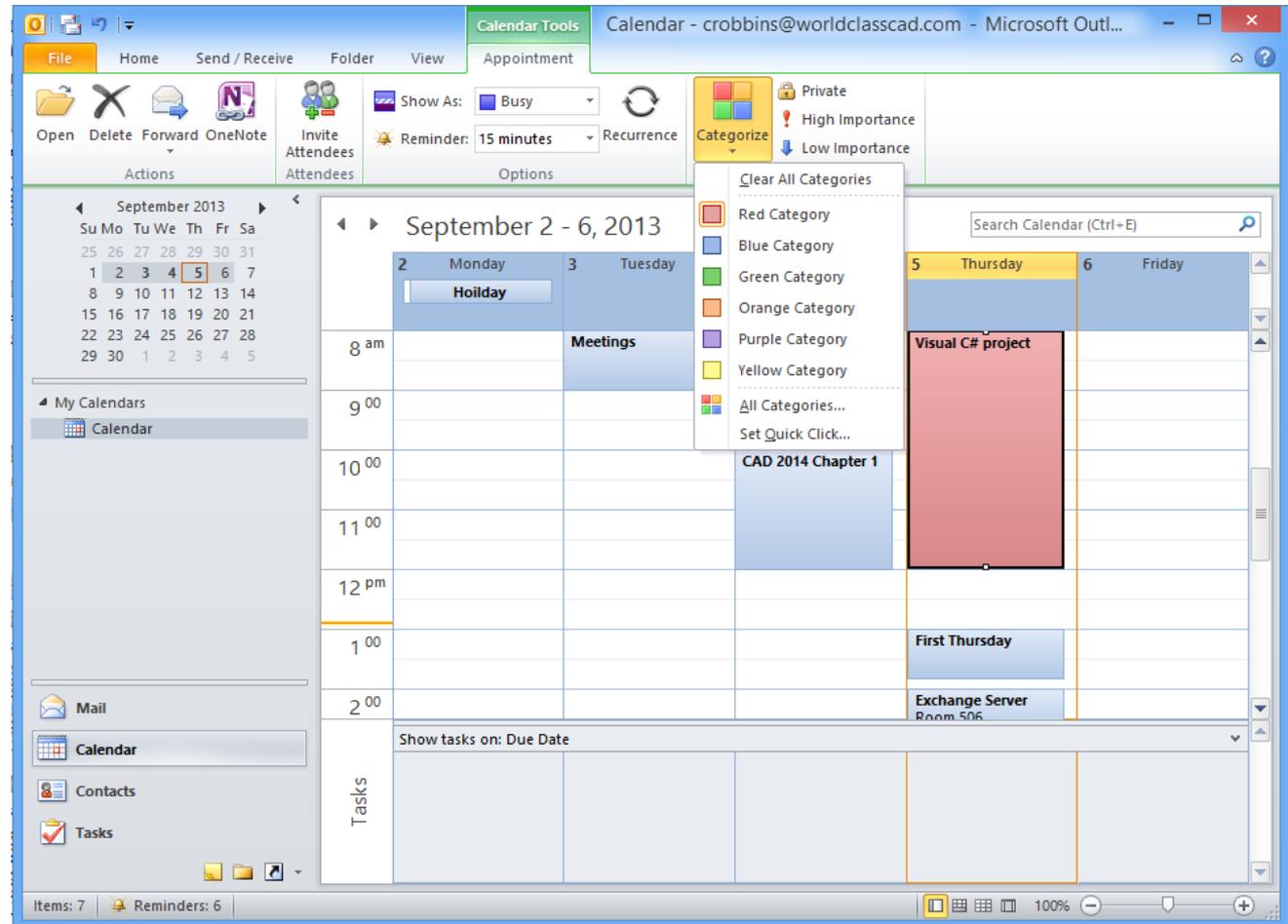
# Complete Color Categories List

After we adapt all the color categories to our likings, we can add them to our calendar.



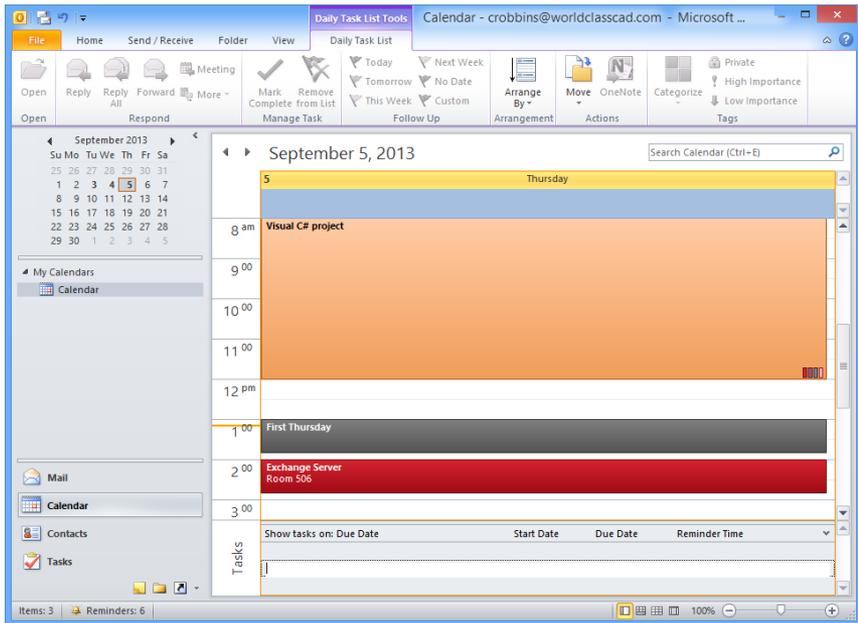
# Colorizing the Events of the Day

We now can schedule our next day's work with the new color categories. For the server work, we gave the assignment both an important and server tasking, so the main bar is red and there is a grey box shown on the right hand side.



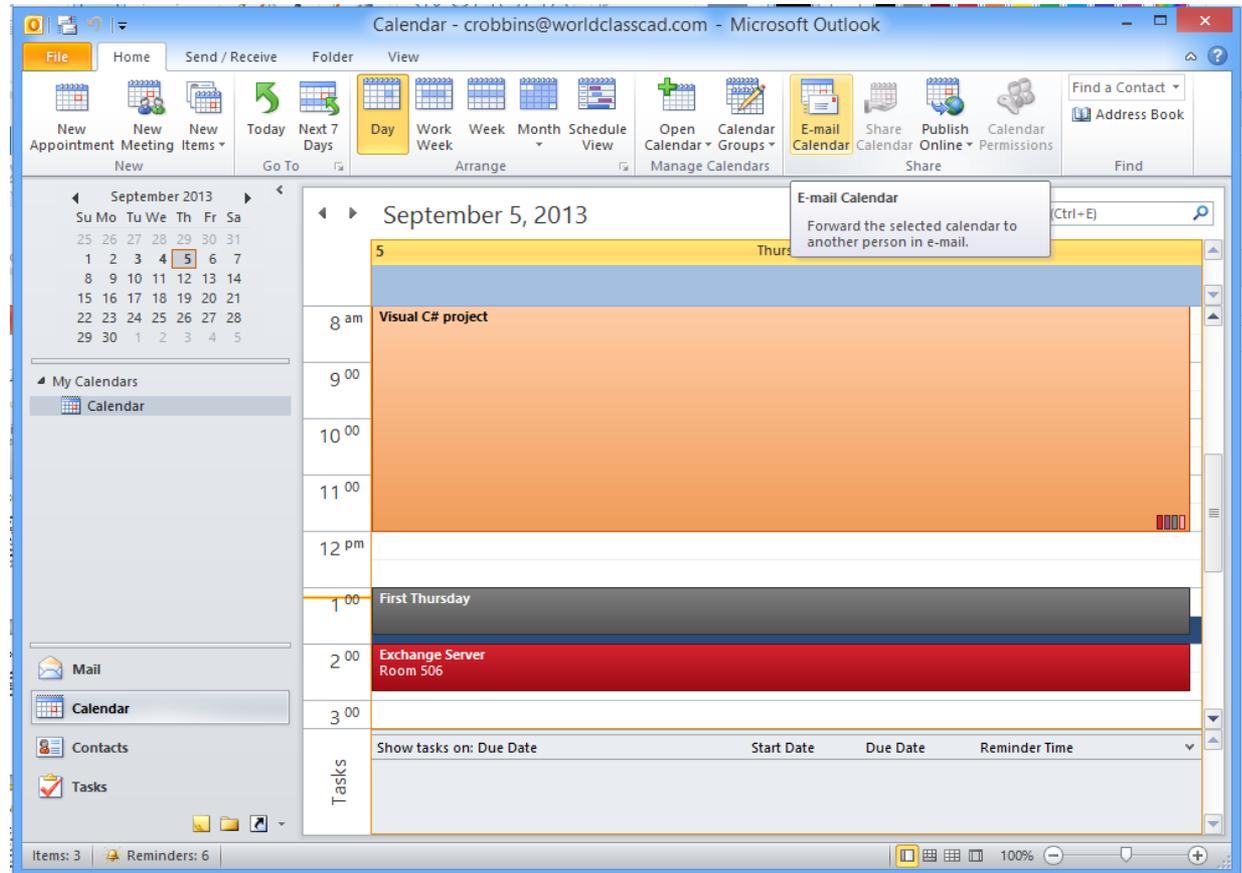
# Schedule for the Week

To experience this feature of Outlook, we need to make a schedule for the entire week showing what needs to be accomplished. When we are finished we can share our calendar with our supervisor and our team of technicians.



# Sending your Calendar

Now that our weekly plan is in Outlook, we can forward our schedule to our team. We can select the Send Calendar via Email hyperlink on the right pane of the calendar and a new message window will appear along with the Send a Calendar via Email dialogue box. We pick tomorrow or the next seven days from date range list and the OK button.



# Sending the Calendar

We place the individual or group email addresses in the To textbox and press the Send button to forward our calendar to our team.

As computer experts, we can expect to use these skills ourselves and to train new workers in our offices.

