The To Do Bar and Calendar

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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 a 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

CTRL+F2

Cancel

OK

Ve can rename the o	categories to		Color Cate	gories	×
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To assign Color Categories to the currently selected category. To edit a category, select the category r	items, use the checkboxes ne ame and use the commands t	ext to each to the right.			(None) V
Name	Shortcut key	<u>N</u> ew			
Blue Category Green Category		<u>R</u> ename			
		Delete		OK	Cancel
Yellow Category		portcut Key:			

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.

	Color Categories	×
To assign Color C category. To edit	ategories to the currently selected items, use the checkboxes t a category, select the category name and use the command	s next to each ds to the right.
Name	Shortcut key	New
Green Ca	Add New Category	Rename Delete
Orange (Name: Documentation Color: Image: Shortcut Key: CTRL+F7	Color:
	OK Cancel	(None) V
		_
	OK	Cancel

Complete Color Categories List

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

Personal		
Dispering Time		Rename
Planning time		<u>ic</u> entance
Important	CTRL+F2	Delete
Need to accomplish something today		Color:
] 🔜 Research		
Send message		Shartaut Kow
Documentation	CTRL+F7	Shortcut Key:
Work in LAN	CTRL+F3	(None)
Server work		

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 are weekly plan is in Outlook, 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.

