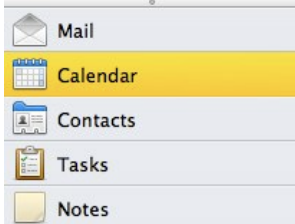




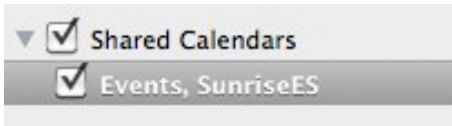
Microsoft Outlook for Mac Calendar Quick Guide

View Your School Events Calendar

1. At the bottom of the navigation pane, click Calendar.



2. Find Shared Calendars on the left hand column. Make sure the calendar you want to view is checked.



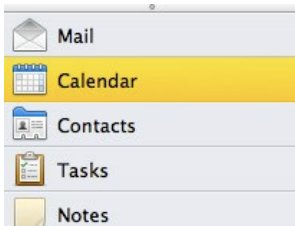
3. You can view the calendar in day, work week, week, and month view by clicking on the corresponding buttons on the toolbar.



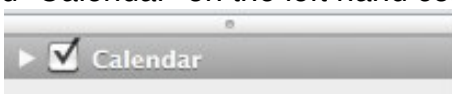
Note: The first time you open the shared school event calendar, it may take several minutes for the calendar to populate.

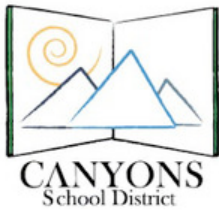
View Your Personal Calendar

1. At the bottom of the navigation pane, click Calendar.



2. Find "Calendar" on the left hand column. Make sure the calendar you want to view is checked.

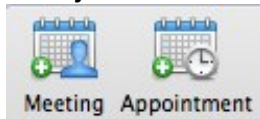




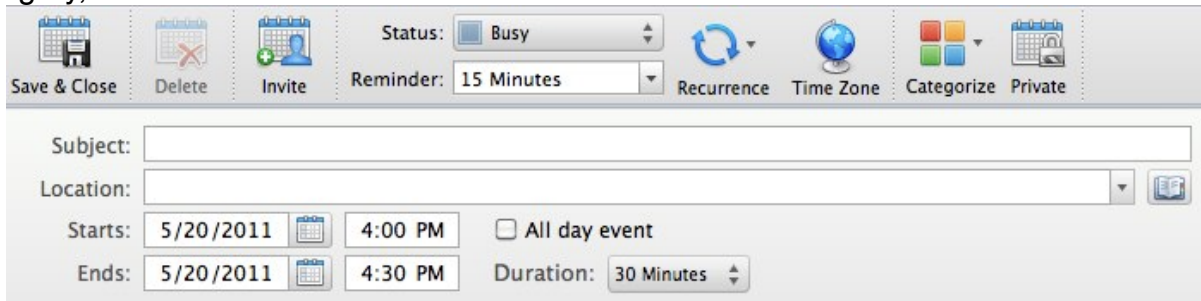
3. You can view the calendar in day, work week, week, and month view by clicking on the corresponding buttons on the toolbar.



4. To add events to your calendar, click on the Meeting or the Appointment button, or just double click on your calendar.



5. In the appointment window you can enter the subject, location, date, time, and duration of your event. You can also set reminder alerts, invite others, set recurring events, color code events by category, and more.



Online Help

For more helpful Outlook instructions and videos go to <http://www.microsoft.com/mac/outlook>

- Click on the “How To” tab to see a menu of videos tutorials and written instructions (click on “Outlook 2011” on the right under “Product Help”).