Microsoft Office 2003

Calendar tips

Automatically add holidays to your Calendar — On the **Tools** menu, click **Options**, click **Calendar Options**, and then click **Add Holidays**.

Quickly display several days side by side in Calendar — In the date picker, drag over the dates that you want to view.

Contact meeting attendees with a reminder or other message — Open the original meeting request, click the **Actions** menu, and then click **New Message to Attendees**.

Show Saturday and Sunday in separate boxes in your monthly calendar — To show weekend days in separate boxes in the **Month** view, right-click anywhere in **Calendar** view, and then click **Other Settings**. Clear the **Compress weekend days** check box.

Change your time zone — To quickly change the time zone in your calendar, change your calendar view to **Day** or **Work Week**, right-click the time bar, and then click **Change Time Zone**.

Need to schedule a meeting with someone in another time zone? — Just add the time zone to Outlook. On the **Tools** menu, click **Options**, and then click the **Preferences** tab. Click **Calendar Options**, click **Time Zone**, and then select the **Show an additional time zone** check box. Click the time zone you want in the **Time zone** list.

Abbreviate when entering meeting times — When you enter appointments in the Calendar, you can save time by typing abbreviations and allowing Outlook to fill in the rest. For example, if you want to enter a 6:00 P.M. meeting, open a new meeting request and then type **600p**. You can also use phrases such as "tomorrow" or "next Monday," and Outlook automatically inserts the correct date.

Quickly create an appointment in Calendar — Click the day, drag over the block of time when the appointment occurs, and then type a description.

Quickly switch to viewing by month in Calendar — Click in **Calendar**, and then press ALT+EQUAL SIGN.

To set an appointment to repeat, designate it as recurring — In the appointment, click the **Actions** menu, and then click **Recurrence**.

Use your e-mail signature for meeting requests — On the **Insert** menu, click **Signature** and then click the signature that you want to use.

Let Outlook find a meeting time when all attendees are available — On the **Scheduling** tab, type the names of the attendees in the **All Attendees** list, and then click **AutoPick Next**.

Quickly see when conference rooms in your building are available — On the **Scheduling** tab of a new meeting request, add all rooms as resources to the **All Attendees** list. After you find a conference room that is available, delete the others.

Quickly create an all-day event in Calendar — Click the day heading that you want, and then type the name of the event. If the event lasts several days, click the first day heading, drag across all days, and then type the event name.

Quickly switch between viewing a day, week, or month in Calendar — Click the day, click to the left of the week row, or click the day of the week heading.

Quickly move an appointment — Drag it to a new date or time in your **Calendar** or in the date picker.

Change the subject of a meeting or appointment — In **Calendar**, click the meeting and then type the new subject.

Change the time periods in the Calendar grid — You can change the default setting for 30-minute time slots to 5-, 6-, 10-, 15-, or 60-minute time slots. Right-click the **Calendar**, click **Other Settings**, and then click the number you want from the **Time Scale** list.

Need consensus on a meeting time? Let invitees propose new meeting times — On the **Tools** menu, click **Options**. Click **Preferences** and then click **Calendar options**. In the **Calendar options** section, select the **Allow attendees to propose new meeting times for meetings you organize** check box.

Change the number of days shown in Calendar — In **Calendar** view, press ALT+*number*, where *number* represents the number of days to show in the view between 1 and 9. Use 0 for a 10-day view.

Manage multiple Calendars? Create a group to store Calendar shortcuts — At the bottom of the **Navigation Pane**, click the **Shortcuts** button to display the **Shortcuts** pane, and then click **Add New Group**.

Track all attendees even if you can't send them a meeting request — On the **Scheduling** tab, in the **All Attendees** list, click the envelope next to the name, and then click **Don't send meeting to this attendee**.

Quickly change an appointment into an all-day event — In the **Calendar**, in **Day** view, drag the appointment to the day heading.

Quickly turn an appointment into a meeting — Open a new appointment, and on the toolbar, click **Invite Attendees**. Type attendees' names in the **To** box.

Attach an agenda or meeting minutes to a meeting request — If the agenda or minutes are in a file, you can attach the file to a meeting request. In the meeting request, on the **Insert** menu, click **File**, and then locate the file you want to attach.

Quickly share meeting notes with attendees — Open the meeting request in **Calendar**, add the notes, save it, and then drag the item to your Inbox. Drag the meeting attendees' names from the body of the message to the **To** box, and then send the message.

Quickly create a meeting request from a meeting agenda — Drag the file that contains the agenda to the **Calendar** button in the **Navigation Pane**, and then complete the meeting request.

Remove a name fast from Other Calendars — To remove a name from the **Other Calendars** list, right-click the name, and then click **Remove from Other Calendars**.

Change the time interval of a reminder to give you more time to prepare — On the **Tools** menu, click **Options**. Click **Preferences**, and then, under **Calendar**, you can choose a reminder to alert you from minutes to weeks ahead of time.

Want to see your Calendar while you're looking at the Inbox? — In the Navigation Pane, right-click the **Calendar** button, and then click **Open in New Window** on the shortcut menu.

Automatically open someone else's Inbox or Calendar — If you have permission, you can have Outlook automatically open another person's Inbox or Calendar when you start Outlook. Just leave the other person's folder open when you exit Outlook.

Quickly copy an appointment in your Calendar — Hold down CTRL and drag the appointment to a new time or date.

Avoid meeting request responses — If you're sending a meeting request to a large group and don't need or want responses, in the open new meeting request, on the **Actions** menu, click **Request Responses**. Specify your meeting information, and then send the meeting request.