

## The Outlook Calendar

### Calendar Entries

These are the different types of entries that you can create in your Calendar.

<b>Appointment</b>	Reserve a time slot once for a designated purpose.
<b>Recurring Appointment</b>	Reserve a time slot more than once for a designated purpose.
<b>Event</b>	Reserve a specific day or group of days for a designated purpose.
<b>Meeting Request</b>	Reserve a time slot once for a designated purpose involving other participants.
<b>Recurring Meeting Request</b>	Reserve a time slot more than once for a designated purpose involving other participants.

**Calendar Views:** A view is a way to display items in an Outlook folder. Items on your calendar can be viewed in several ways. These are the most common calendar views:

<b>Day</b>	A detailed schedule for one day, divided in hourly time slots
<b>Work Week</b>	The five work days (Mon – Fri) divided in hourly time slots.
<b>Week</b>	The entire week (Mon – Sun) where each day is represented by a box with no time slots.
<b>Month</b>	An entire month with no time slots.

The Calendar consists of two main components.

- The **Appointment Section** is divided into hourly time slots and displays all appointments for that day.
- The **Date Navigator** consists of calendars for two adjacent months that you can use to quickly select a date to display or add items.