

# PC SIMPLICITY!

## SIMPLE OUTLOOK 2003

*How to create, send and receive, and manage email.*

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## SESSION 2

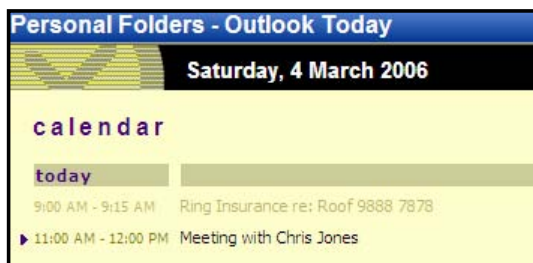
### Revision of functions from previous sessions.

**New Functions:** Create a Calendar Folder, Switching between Calendars, New All Day Event, Reminders, Recurrence Appointments, Advanced Toolbar, Print Preview, Page Setup, Edit Series of Appointments, Widening Navigation Pane, Exit Program

**Step 1.** Have your computer switched On and run the MS Outlook program.

If you are still working with the current date (Today's Date) then your appointments will be displayed in the Calendar area.

**Step 2.** Go to the Calendar view. (Click on the Calendar bar located at the bottom of the Navigation pane on the left)



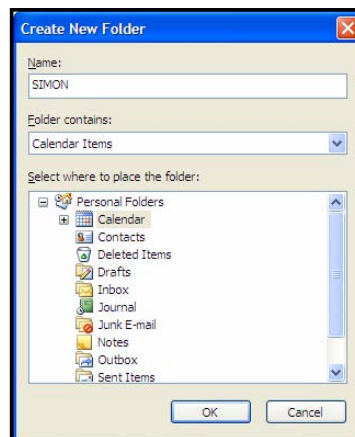
We have been entering appointments into the general Calendar Folder, which is the main Calendar for this system. MS Outlook has the ability to have several Calendar Folders. Pretend that we work for two Accountants and it is our task to take messages and keep track of their appointments as they are often out of the office meeting with clients. Each Accountant will need their own Calendar.

**Step 3.** Create a new Calendar Folder for Simon and call it Simon.

### CREATE A CALENDAR FOLDER

- a. Click on **File** from the main menu
- b. Click on **New** from the next menu
- c. Click on **Folder** from the next menu
- \* The Create New Folder window appears
- d. Click on the **Calendar folder** in the **Select where to place the folder area**
- e. Enter **Simon** to the **Name area**
- f. Click on the **Ok** button

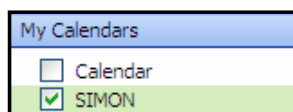
The Calendar Folder is still the active calendar. Notice that a Simon Folder has been added to the My Calendars area on the Navigation pane.



**Step 4.** Switch off the standard Calendar and only display the Simon Calendar.

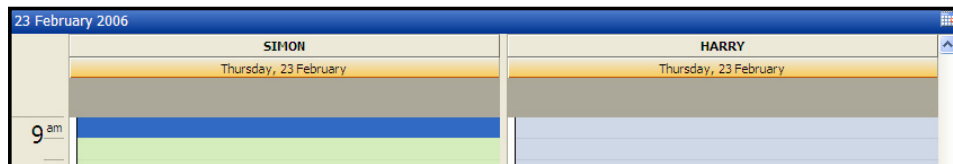
### SWITCHING BETWEEN CALENDARS

- a. In the My Calendars area click on the **Calendar box** to remove the tick
- b. Click on the **Simon box** to place a tick
- \* Only the Simon calendar should now be displayed



**Step 5.** Create a new Calendar Folder for Harry and call it Harry. (*Click on File, click on New, click on Folder, click on the Calendar folder in the Select where to place the folder area, enter Harry to the Name area, click on the Ok button*)

**Step 6.** Make the Harry Calendar active. (*Click on the Harry box in the My Calendar area*)



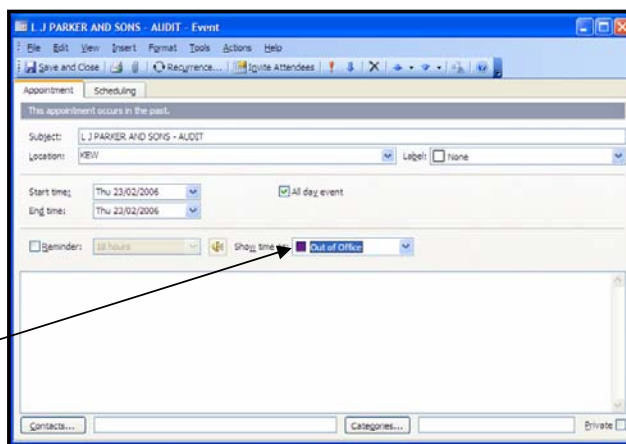
You should be displaying both the Simon and Harry calendars on the screen. Pretend that Simon has an all day appointment for today.

**Step 7.** Set the view to 1 Day and Today. (*Click on the 1 day icon, click on the Today icon*)

**Step 8.** Set a 'New All Day Event' for Simon being for 'L J Paker and Sons – Audit' in Kew.

### NEW ALL DAY EVENT

- a. **Right-click** on the Simon Calendar page to call upon the relating menu
- b. Click on the **New All Day Event** option
- \* The Event window appears
- c. Enter **L J PARKER AND SONS – AUDIT** to the **Subjects** area
- d. Enter **Kew** to the **Location** area
- e. Click on the **All day event** box to place a tick
- f. Click on the **Show time as:** scroll bar and select **Out of Office** from the menu provided



- g. Click on the **Save and Close** button at the top
- \* The Event is entered to the top of the Simon Calendar and a coloured line is displaced down the page thus indicating that Simon is Out of Office

