Hadley

Calendar Basics Sample

Presented by Vikki Vaughan

**Vikki:** Hi, I'm Vikki Vaughan, and today we'll explore the calendar in Microsoft Outlook. This workshop is intended for users with low vision. If you use a screen reading program, be sure to check out our screen reading version of this workshop. As we start off in this workshop, we’re assuming you’ve already gotten your computer setup for your low vision needs. If you haven’t already, you’re in luck! Hadley has an instructional series entitled, Customizing Windows for Low Vision. It explores all the cool built-in features that Windows offers for users with low vision. Be sure to check it out!

In this series we've discovered just how great Outlook is for sending email, but did you know that it also has an awesome calendar function? In today's hectic world, many of us practically live by our calendars. Outlook is so versatile because with a simple click or keyboard shortcut, we can instantly switch between our email and our calendar.

Are we ready to learn more? Okay, let's get started. When we initially open Outlook, we land in our familiar inbox. On the left side of our screen we see the navigation pane. At the bottom of the pane, we see the navigation bar. Here we find multiple icons, including an envelope and a calendar grid. They represent Outlook's applications. In this series, we explore these first two icons, Outlook's email and calendar functions.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you; your name, email address, how you heard about Hadley and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course if you'd prefer to talk through these questions, we're just a phone call away at 800.323.4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?