



MS Office

Outlook

Calendar Basics

Calendar is the scheduling component of Outlook.

You can view your calendar in various ways. **Give it a try!**

1. In your inbox, find the calendar grid icon at the bottom of the navigation pane. The calendar icon is next to an envelope icon representing the email view.
2. Select the calendar icon or use the keyboard shortcut **Control + 2**.
3. When you open the calendar, you are in the month view, which is the default view. It lets you quickly see all the events of the current month.
4. At the top of your window, find the **Arrange** category. Here you find several calendar viewing choices: Day, Work Week, Week, Month, and Schedule View.

- **Day:** The full calendar changes from the entire month to the current day. You can also use the keyboard shortcut **Control + Alt + 1** to go to the day view.

While you're in day view, you have the **date-picker**, a small month-by-month calendar located on the left. Just select a particular day to view its details. Use the left and right arrows at the top of the date-picker calendar to move back or forward a month at a time. When you're ready to return to today's date, select the **Today** icon in your ribbon.

- **Work Week:** You can see the current week of Monday through Friday. You can also use the keyboard shortcut of **Control + Alt + 2** to see the work week.

If you want to look at a particular work week in the past or in the future, you can use the date picker calendar on the left.

- **Week:** This view includes the work week and Saturday and Sunday.

- **Month:** See the whole month at one time. You can also use the keyboard shortcut **Control + Alt + 4** to get to the month view.
- **Schedule View:** This view displays your calendar on a horizontal timeline. Use the scrollbar along the bottom of your window to move back and forth through the day. You can also use the keyboard shortcut of **Control + Alt + 5** to get the schedule view.

There are many ways to view your calendar to help you organize your appointments in the way that works best for you. Other workshops in this series explore other aspects of Outlook. Try them out to see which ones are the most helpful to you!