TOWSON UNIVERSITY

Microsoft Outlook Web Access (OWA)

Calendar, Tasks and Notes

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=*Shortcut* =*Advice* =*Caution*

Calendar

One of the best features of Outlook and OWA is the ability to keep a calendar that can track appointments and create meetings. An a appointment is something you want to schedule on your own calendar like a doctor's appointment or a reminder to fill out your weekly timesheet. A meeting is something you want to invite others to attend and you may need to book a resource for.

Summary

Calendar

1. Appointments
2. Reminder Notifications
3. Meetings
4. Checking Availability
5. Canceling a Meeting
6. Replying to a Request
7. Viewing and Printing

Tasks

1. Creating a Task
2. Viewing / Sorting

Notes

Appointments

1. Click the drop down arrow by the **New** button on the toolbar and choose **Appointment**.
2. Enter a description in the **Subject** box.
3. Enter a location in the **Location** box.
4. Enter start and end times in the appropriate boxes.
5. To receive a reminder make sure the **Reminder (Figure 1, 1)** box is checked. Use the drop down to decide on the amount of time you want to be notified before the appointment occurs.
6. To block out the whole day put a check in the **All day event** box.
7. Click the **Save and Close** button.

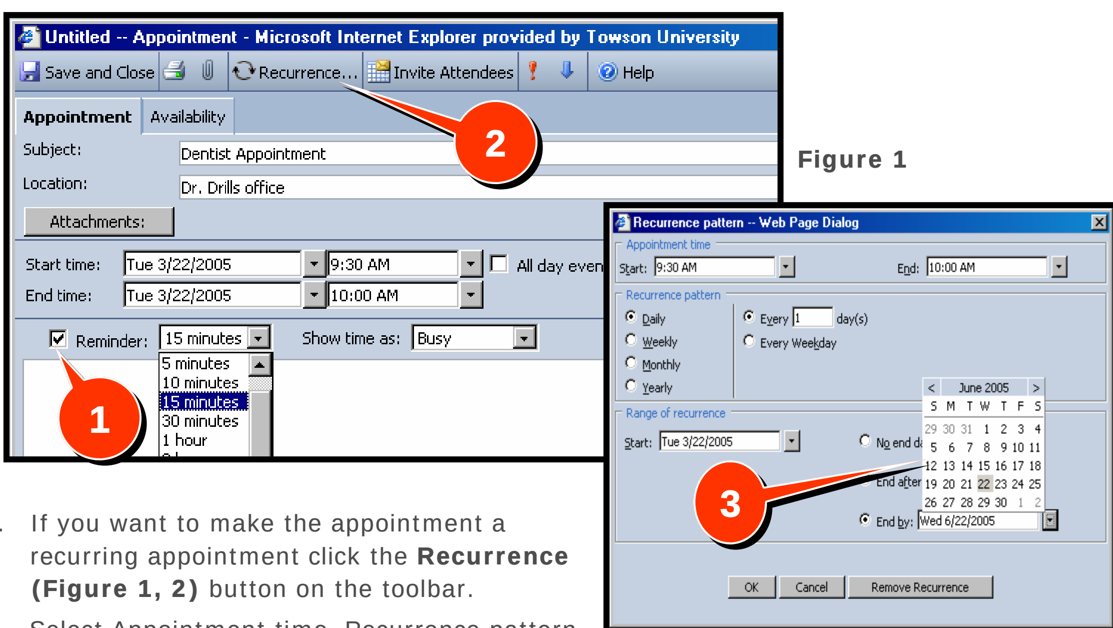


Figure 1

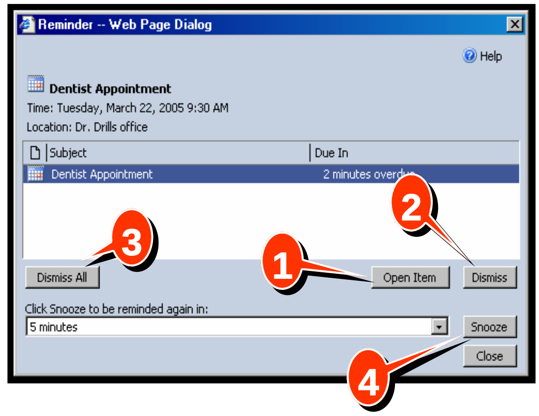
8. If you want to make the appointment a recurring appointment click the **Recurrence (Figure 1, 2)** button on the toolbar.
9. Select Appointment time, Recurrence pattern, and Range of recurrence.
10. You will get pop-up calendars to help you choose the dates. **(Figure 1, 3)**
11. Click the **OK** button.

Reminder Notification

When you set up your appointment and you choose the reminder box you will get a notification that will pop up on our desktop reminding you of your appointment. You have several choices:

- **Open Item (Figure 2, 1)** : This will open up the appointment in full view so you can read the details
- **Dismiss (Figure 2, 2)** : This will dismiss the reminder and you won't get another one.
- **Dismiss All (Figure 2, 3)** : If this is a recurring appointment you can choose to dismiss all reminders
- **Snooze (Figure 2, 4) :** If you choose this you can use the drop down arrow next to it to choose to be reminded again in a few minutes

Figure 2



Meetings

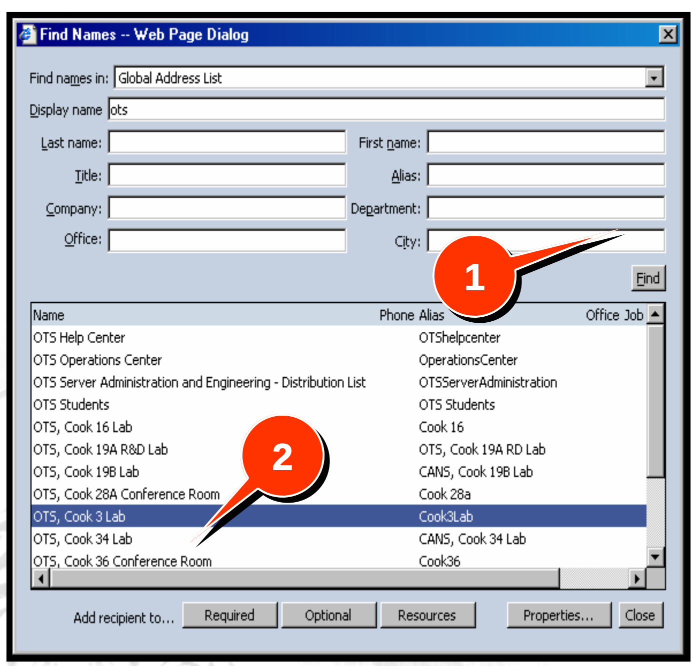
Scheduling a meeting is the same as scheduling an appointment except you can invite others to attend and schedule a room that you have permissions to schedule.

1. Choose the drop down arrow next to **New** on the toolbar and choose **Appointment.**

Figure 3

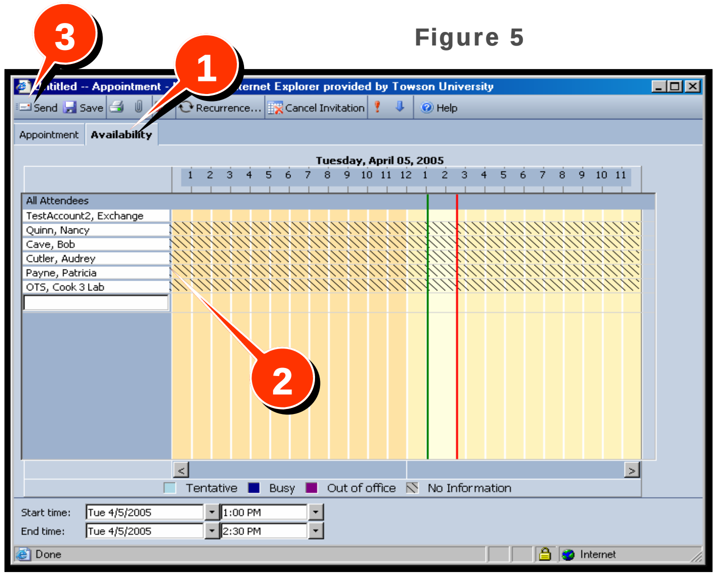
2. After you have filled in the meeting details and time choose the Invite Attendees button from the toolbar. **(Figure 3, 1)**
3. When you click on the **Required, Optional** or **Resources** button it will bring up the **Find Names** window.
4. Type in the information you know in any of the fields and click on **Find. (Figure 4, 1)**
5. Highlight the choice that you were looking for and then choose either **Required**, **Optional** or if it is a meeting place, **Resources. (Figure 4, 2)**
6. Choose **Close.**

Figure 4



Checking Availability

Figure 5



1. Click on the **Availability** tab **(Figure 5, 1)** or the appointment after you have brought in the people you are inviting.
2. There will be a list of the people and resources you invited and in the time period will be marked out so you can see who is **Busy, Tentative, Out of Office** or **No Information** **(Figure 5, 2)**.
3. When you have confirmed availability click the **Send** button **(Figure 5, 3)** to send the e-mail invitation, or the **Save** button to save it for a later time when you are ready to send the meeting request.

To delete someone from the meeting before you send the request go back to the Appointment tab and right-click on attendee and choose **Remove.**

Canceling a Meeting

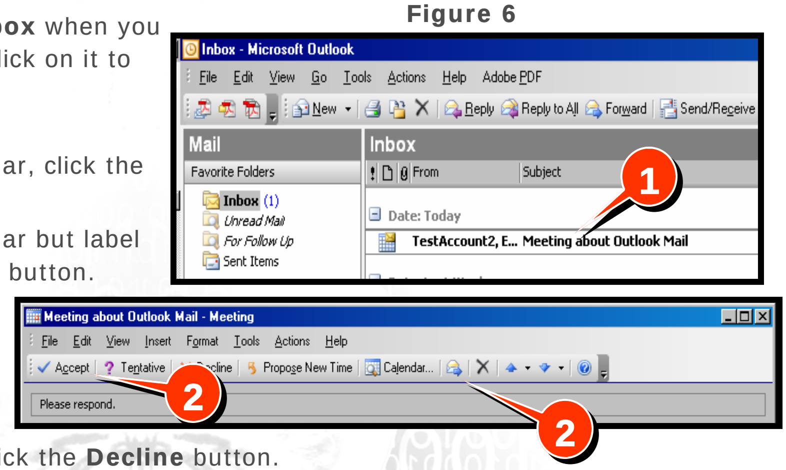
1. In **Calendar**, select the meeting that you want to cancel.
2. Click the **Delete X** button on the toolbar.
3. Click **Yes** to notify attendees.
4. You can enter text into the message box if you need to.
5. Click the **Send** button on the toolbar.

Replying to a Meeting Request

By default, when you send a meeting request, a response from the attendees is also requested.

1. A message will appear in your **Inbox** when you are invited to a meeting, double-click on it to open it. **(Figure 6, 1)**
2. To add the meeting to your calendar, click the **Accept** button. **(Figure 6, 2)**
3. To add the meeting to your calendar but label it tentative, choose the **Tentative** button.

Figure 6



4. To decline the meeting request, click the **Decline** button.
5. If you choose the **Propose New Time** button you can change the time and date and then send it back to the originator of the meeting by clicking the **Propose Time** button.
6. The calendar button on the toolbar will open up your calendar so you can check it directly from that screen before you accept.
7. You can also click Forward **(Figure 6, 3)** to forward the meeting to someone else.

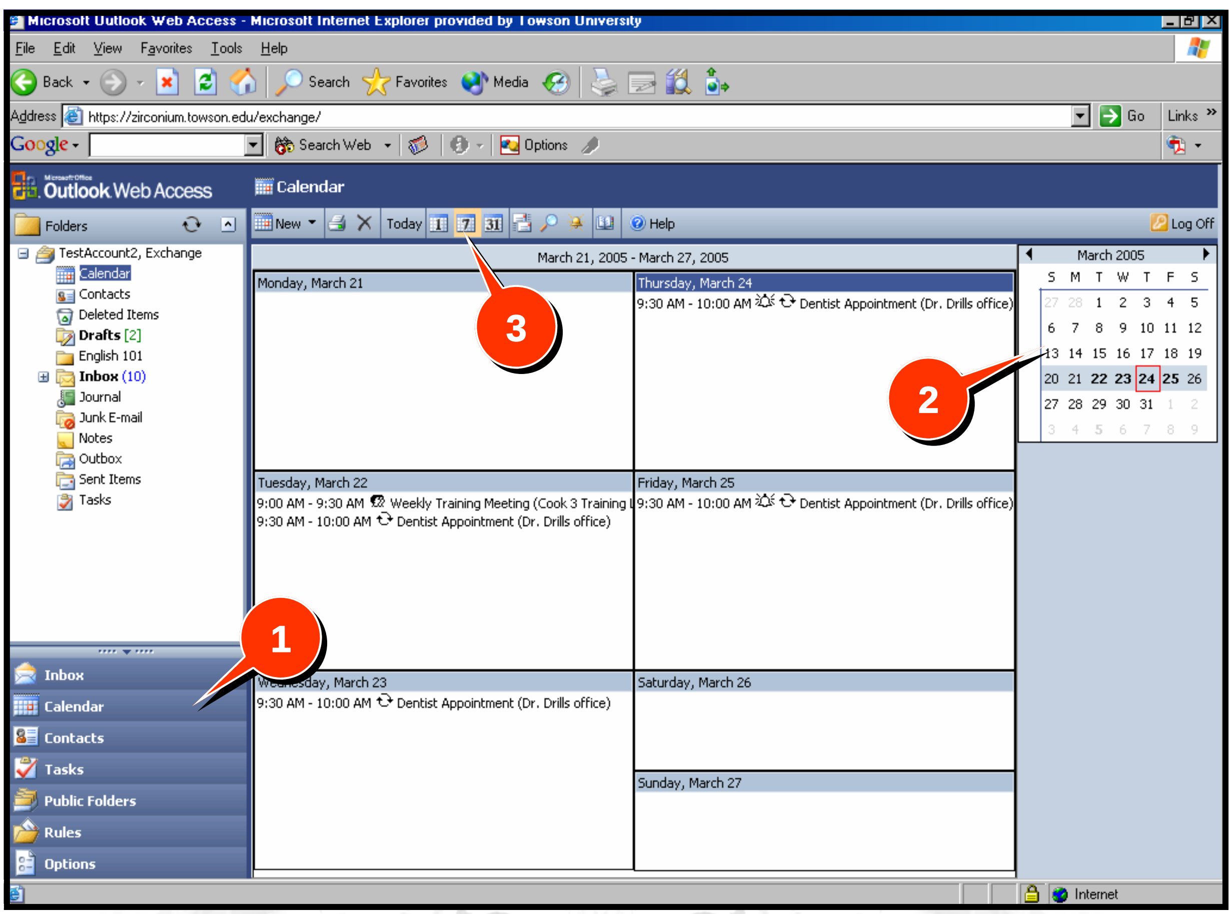
Viewing and Printing Your Calendar

There are many ways to view and print your calendar. You can view what you have scheduled for the day, for the next 7 days, or for an entire month.

1. Click the **Calendar** shortcut in the **Navigation Pane**. **(Figure 7, 1)**
2. Click a date in the calendar **(Figure 7, 2)** to the right of the calendar view to select it and do one of the following:
   - To view today's schedule, click the **Go to Today** in the calendar button on the toolbar
   - To view the schedule for the selected day, click the **Switch To Daily View** button on the toolbar
   - To view the schedule for the selected week, click the **Switch to Weekly View** button on the toolbar **(Figure 7, 3)**
   - To view the schedule for the selected month, click the **Switch To Monthly View** button on the toolbar

3. To print your calendar, select the view that you want to print and click the **Print** button on the toolbar.

Figure 7

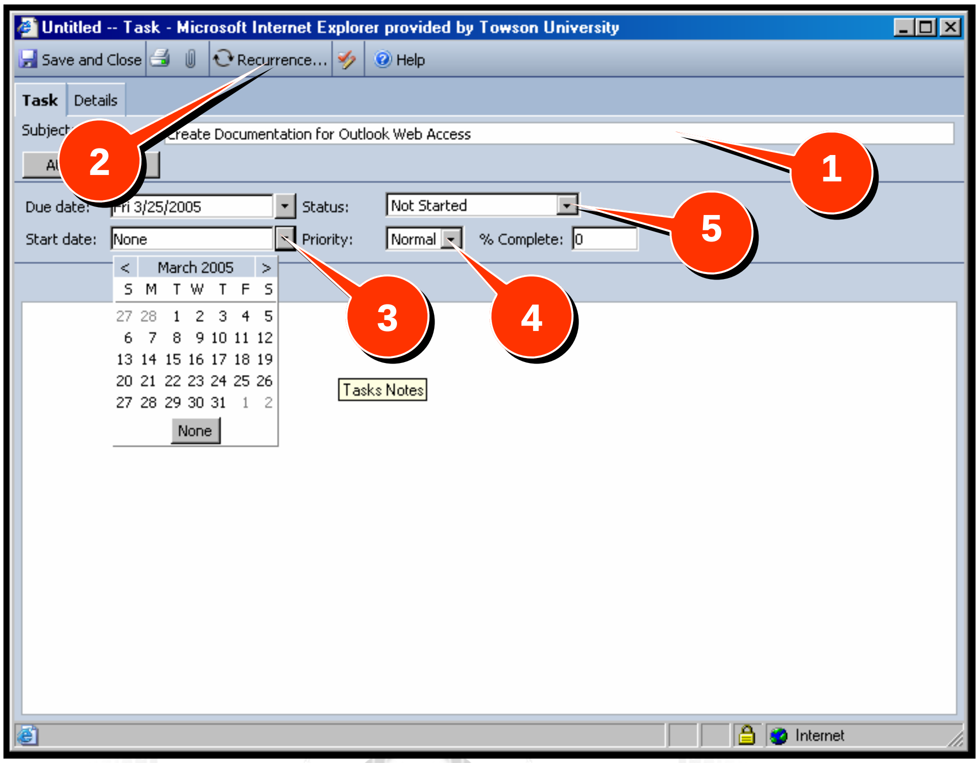


Tasks

If you need to keep track of the many tasks you do or a project you are working on you can use the Outlook Web Access Tasks feature.

1. Click the **Tasks** shortcut in the **Navigation Pane**.
2. Click the **New** button on the toolbar.
3. Type the task name into the **Subject** box. **(Figure 8, 1)**
4. If it is a recurring task choose the **Recurrence** button **(Figure 8, 2),** select a recurrence frequency, and click **OK**.
5. Enter **Due** and **Start** dates for the tasks using the drop down calendar feature. **(Figure 8, 3)**
6. If you have task details or instructions you can enter them into the task box.
7. Choose the **Priority (Figure 8, 4)** of the tasks as either **High, Normal** or **Low**. In your task list you will get an exclamation mark next to the high priority items and a down blue arrow next to the low priority items.
8. As you work on the tasks you can change the Status **(Figure 8, 5)** from **Not Started** to **In Progress**, **Completed, Waiting on someone else,** or **Deferred**.

Figure 8

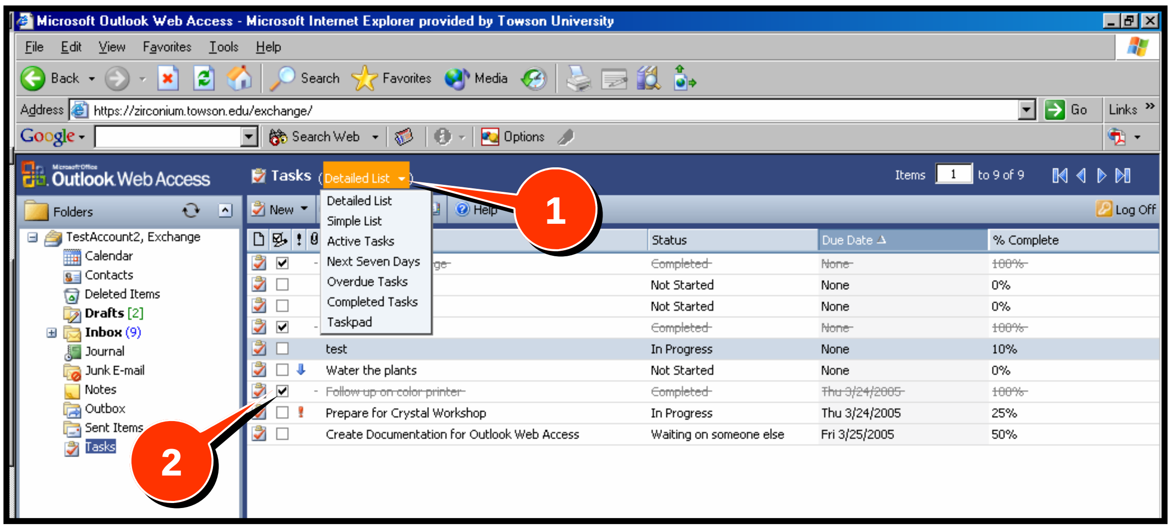


9. You can also change the percent you are completed in the **% Complete** box.
10. Choose the **Save and Close** button when you are done filling in your task details.
11. When you mark a task status as **Completed**, the task will appear in the task list with a white line through it.

Viewing and Sorting Tasks

- You can view your tasks by specific criteria such as active tasks, overdue tasks, and completed tasks. To sort tasks, click the arrow next to the Tasks list, **(Figure 9, 1)** and select a view from the drop down menu.
- To change the status on a task double-click on it to open it and use the **Status** drop down button to change the status.
- When a task is completed it will show up in the **Tasks list** with a check mark in the box and a white line through the task. **(Figure 9, 2)**
- To delete a task from the Task lists, right-click on it and choose **Delete**.

Figure 9



Notes

Notes are a great feature that you can use to make notes and post replies back and forth.

1. Click the **Notes** folder in the folder list.
2. Click the **New** button on the toolbar.
3. Enter a subject in the **Subject** box.
4. Enter note text in the message box.
5. Click the **Post** button when you are finished.
6. You can double-click on the note to open it and add more text then choose then Post Reply button on the toolbar.
7. You can also forward the note as an e-mail message.