

OTL-102-365

Manage your time better with the Calendar



Objectives

At the end of the training, participants will be able to:

- Plan their time using the calendar
- Organize meetings according to people's availability
- Schedule recurring appointments, events, and meetings
- Send their availability to external people and share their calendar
- Manage multiple calendars simultaneously

Practical information

| | |
|------------------------|-----------------|
| Duration | 3 Hours |
| Level | Beginner |
| Number of participants | 7 participants |
| Training Languages | English, French |

Requisites

Have completed the OTL-101 workshop or have equivalent knowledge.

Target audience

Managers, administrative staff, or anyone using Outlook as part of their work

Content

1 - View calendar

- Show panes (folders, appointments, or reading pane)
- Daily Task list
- Navigation buttons

2 - Calendar items

- Create and edit appointments and events
- Disable default Reminder
- Copy or delete an appointment
- Insert elements (file, hyperlink, etc.)
- Turn an email into an appointment
- Organize a meeting at work or online with Teams
- Propose a new time and cancel a meeting
- Respond to a meeting request
- Edit and track a meeting
- Contact participants
- Print the list of participants
- Change the priority of an item
- Mark an item as private

- Create a recurring calendar item
- Edit, delete an item or series of periodic items
- Assign a category
- Edit the list of categories
- Show or disable a category
- Find an appointment, event or meeting

3 - New calendars

- Create a shared calendar
- Add members to a shared calendar
- Add an item to the shared calendar
- Create and view a calendar group
- Delete or rename a calendar group

4 - Share a Calendar

- Share a calendar by email
- Share your calendar with a colleague

5 - Print a calendar

Included with the training



Complete manual with
step-by-step explanations



Exercise worksheets
seen in class



Training
Certificate



Recognition Badge that you can
share on your LinkedIn page



Post-training follow-up
offered for 6 months