

# Microsoft Outlook 2021

## Calendars and Sharing

**Duration:** 1/2 Day

This course has been designed for users who are currently working with Outlook mail but would like to learn more detail about the Calendar functions and sharing calendars with other users.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

### **Working with the Calendar**

- Making, editing and deleting appointments
- Reminders
- Private appointments
- All day events
- Recurring appointments
- Categories
- Organising meetings
- Printing options
- Calendar snapshots
- Viewing other calendars
- Calendar permissions
- Calendar groups and schedules

### **Useful Calendar Options**

- Changing the working hours
- Adding another time zone
- Adding holidays
- The weather

### **Working with Other Users**

- Folder permissions
- Viewing other users' folders
- Adding a mailbox to your account
- Delegate access