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Managing Multiple Calendars
in Outlook

With Melissa Esquibel, MCT, MOSM

Non-tech Success Tips

◢ Keep learning

◢ Be willing to adjust and flex

◢ Establish good ground rules

- Who may and may not add items to your calendar
- Who may and may not delete items from or move items on your calendar
- Who will send, accept, and decline meeting requests
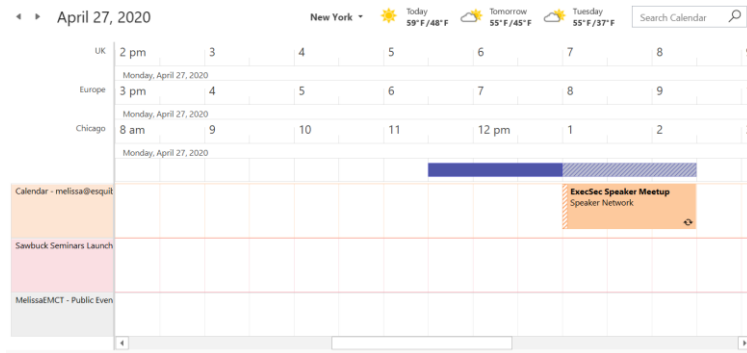
Working with Views

◢ View multiple calendars at the same time

◢ View multiple calendars in different windows
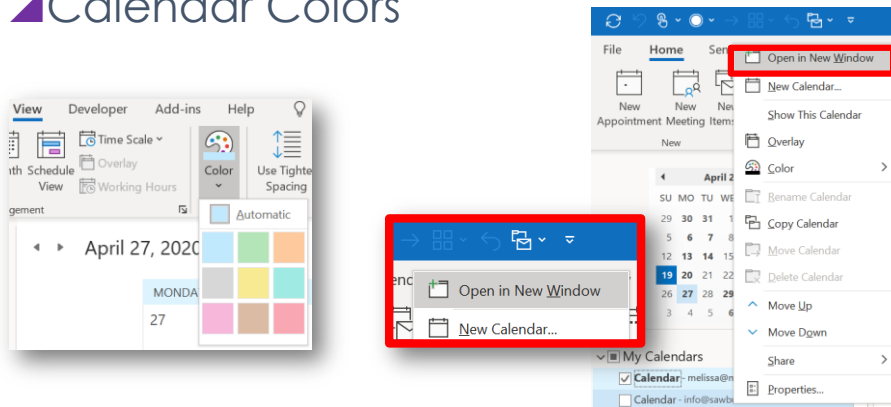
◢ Change calendar colors
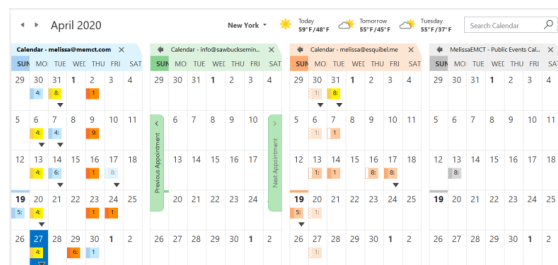
Under 4 – Tiled
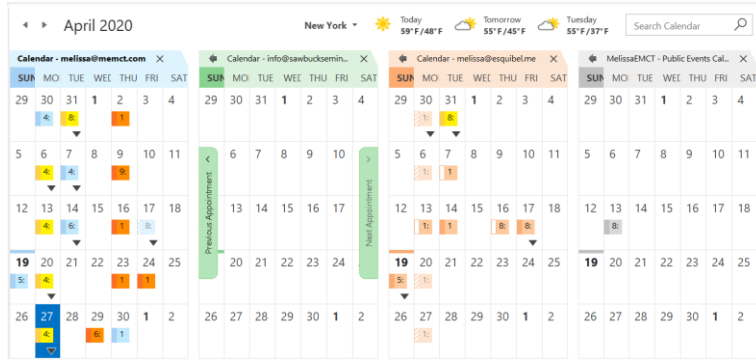
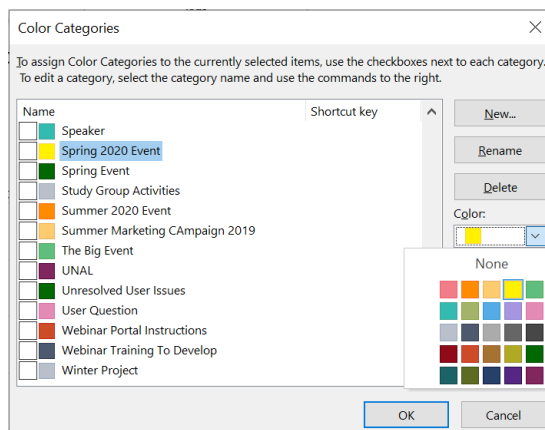# More than 4, but less than 30 – Stacked

View Calendars in Different Windows

◢ Right click and Open in New Window
◢ Ribbon and navigation pane behaviors
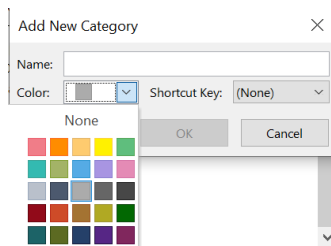◢ Calendar Colors

Employing Categories

◢ By manager/executive
◢ By client
◢ By type of meeting
  o MBTM
  o One-one
  o Committee
  o Online
  o In person
  o Offsite
◢ By priority
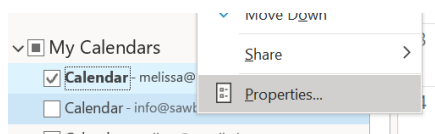 o Must attend
  o Should attend
  o Optional

Setting up Categories

▲Right click Outlook item and choose Categorize

▲Choose All Categories

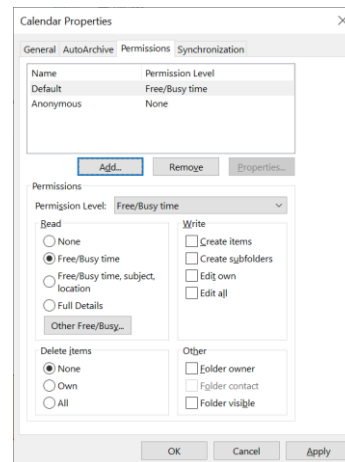▲Rename an existing category or click the New button

▲Assign it a name and a color

TIP: *There are 25 colors to choose from and they may be applied to more than one category name. You may also choose no color at all.*

Permissions

▲Right click calendar, Properties

▲Editor/Owner is recommended

▲Bargaining

https://support.office.com/en-us/article/allow-someone-else-to-manage-your-mail-and-calendar-41c40c04-3bd1-4d22-963a-28eafec25926

Thank you!

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