# Outlook Web App: Calendar quick guide

This quick guide introduces you to the Outlook Web App (OWA) interface and shows you how to manage messages, folders, and contacts. For more information about University email you can check out Toolkit's Staff & PGR Email resource.

Sign into your University email account in OWA

1. In a web browser (e.g. Chrome), go to the StaffNet homepage, scroll down to **Quick Links** and select **Staff Email**

2. In the **Sign in** dialog, enter in your email address in the format *yourusername*@abdn.ac.uk, e.g. s99jb7@abdn.ac.uk

3. Click **Next**

4. Enter in your password and click **Next**

5. If you have no other Office 365 apps open or have switched accounts, you will be prompted to authenticate. See What is Multi-factor Authentication? for more information.
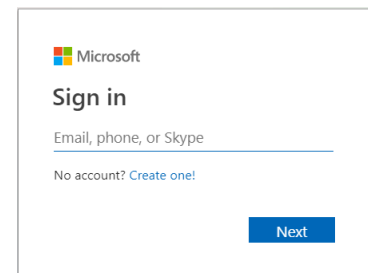
> You may want to add the OWA login page – i.e. https://outlook.com/abdn.ac.uk – to your web browser as a **Bookmark** or **Favourite** for quick access to OWA.

OWA interface

To display your calendar, click the **Calendar** icon at the left of the Email pane beneath the Apps launcher.

## OWA Calendar interface

The Navigation Bar

Across the very top of the Calendar interface is the **Navigation Bar**:

The contents of the Navigation Bar in OWA's Calendar are the same as they are in Email and include (from left to right) **App launcher**, **Quick Search**, **Teams Call**, **Chat**, **OneNote**, **My Day**, **Settings**, **Help**, **What's new**, **Notifications**, and **Account Manager**. Please consult our 'Email quick guide' for more.

Action Toolbar

Immediately below the Navigation Bar is the **Action Toolbar**.
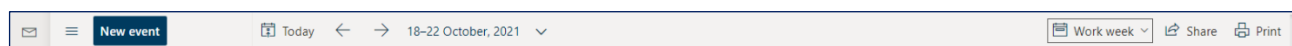
Actions you can carry out from this area include (from left to right):

- Create a **New event**
- Click **Today** to return you to the current day at any time
- Navigate through your calendar using the backward ← **or forward →**
  arrows (to go back a week or forward a week)
- **Go to date** – select a week, month or year from the date drop-down ↓

- Select a Calendar view (**Day**, **Work week**, **Week**, **Month**, **Board**[1], **Split view** – if you want to view more than one calendar)
- **Share** your calendar
- **Print** your calendar

Main Calendar window

The main window is divided into two panes.

Calendar
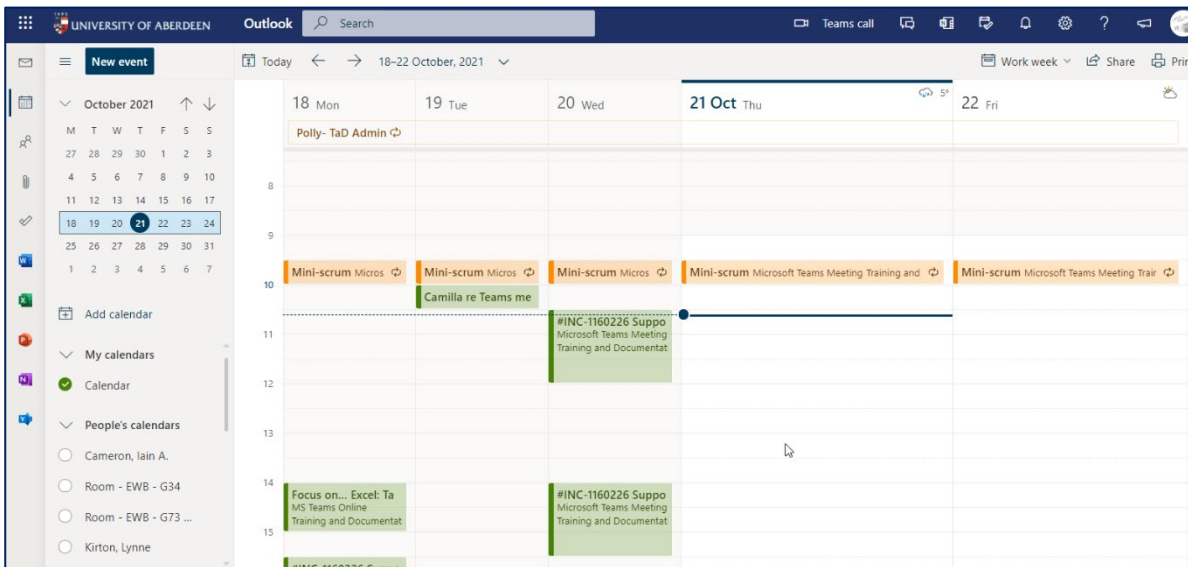
From left to right, these are:

Browser pane

- The **Apps bar**: **Email**, **Calendar**, **People**, **Files** (associated with what you have sent or received in your email), **Tasks** and Online Office Apps (Word, Excel, PowerPoint, OneNote and Yammer)
- Browse **days**, **months**, and **years** via the Calendar at the top of the pane
- **Add a Calendar** (you must have permission to add a shared calendar)
- Browse additional Calendars you have access to, e.g. a Team Calendar
- View any Group Calendars you may have access to

Calendar pane

- View your Calendar **events** (meetings and appointments) and add an event
- Both the current day and time are highlighted by thick bold lines in the Calendar pane

Create a new Event

An Event can be a **meeting**, or a private **appointment**. When you create a **New event** you can set your status to **Free**, **Working elsewhere**, **Busy**, **Tentative** or **Away**. This lets colleagues see your availability when they are scheduling meetings.

The default status is **Busy**. If you are adding a private event – for example, a dentist appointment – you can mark your event as **Private**. This means others will see you status as Busy, but won't see the event detail.

1. Click **New event** on the Action Bar, or **double-click** on a date and time in your calendar, in any of the calendar views, e.g. Week, Day, Work week or Month

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[1] Manage your most important tasks and events with Board view

> 💡 **Single-click** on a date and time in your calendar to give you a small pop-up window that allows you to create an event quickly. Click the double-headed arrow in the pop-up to expand the window.

2. In the new event window:

    -   **Add a title** and **Add a description** for the event

    -   To invite others to a meeting, click **Invite attendees**. Start entering a participant's surname, and select them from the pop-up list of **Suggested contacts**. If they are not listed, click **Search Directory**.
        Alternatively, type in their **Firstname Lastname**, e.g. Joe Bloggs, and select the correct person from the list of pop-up results.

    -   Continue to add other participants as required

3. Click on the **Calendar** icon to select a different date if required

4. Click to select a **Start time** and **End time**

> 💡 If it is an all-day event, click on the **All day** slider. This will block off the entire day in your calendar and is especially useful for annual leave.

5. Outlook will look at each participant's calendar and display the day and time slots where **all** participants are free


6. In the pane on the right of the new event window, Outlook shows you suggested free times for all participants in white

    -   **Red** indicates that not all participants are free at the time you have proposed.

    -   **Green** indicates that all participants are free at the time you have proposed.

    -   You can click and drag the event to move to a time that is convenient for all participants.

    -   You can also click on the backward and forward arrows at the top of the pane to select a different day or on the downward arrow to choose another week.


7. If you are not comfortable using the pane on the right of the new event window, click on the **Scheduling Assistant** (at the top of the new event window) instead.

    –   Click and drag the event 'bar' to a time/date when all participants are free. Use the grey scroll bar at the foot of the Scheduling Assistant to move to different days, if required.
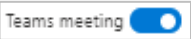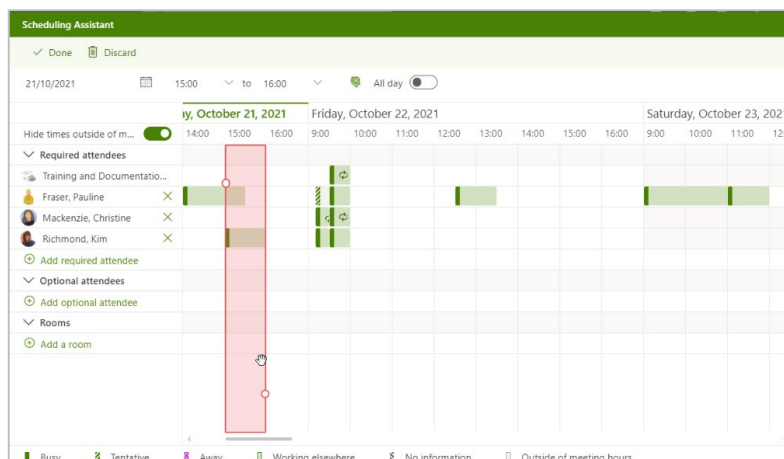
- When the 'bar' changes to Green, it indicates all participants are available for that time slot.

Tuesday, May 12, 2020
9:00   10:00   11:00   12:00   13:00
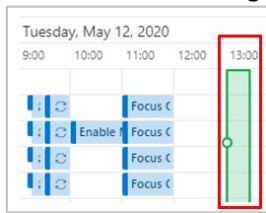
- Click on **Done** to save your changes, or **Discard**

8. If the event is a recurring meeting, click on the **Repeat: Never** downward arrow to select recurrence as appropriate. Choose from Every day, Every week, Every month, Every year or Custom (e.g. every 2nd Tuesday).
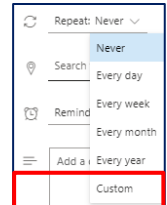
9. If you want the meeting to be a virtual meeting via MS Teams, click the **Team meeting** slider.

10. Set notifications by clicking on **Remind me**. Choose from Never, 5 minutes and to up to 1 week before or add email reminder.

11. Add a description of the meeting, e.g. an agenda, attach supporting documentation for the meeting if required.

12. At the top of the new event window, click **Response options** to select or de-select **Allow forwarding** and/or **Hide attendee list**.
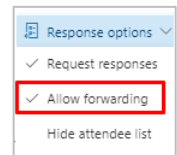
> ⚠️ We do not recommend switching off **Request responses** as you will not be able to see if participants have accepted, declined or responded as tentative.

13. Before you send your invite, check that you have included all the details you need, e.g. title, participants, times, date, description, status, and attachments if applicable

14. Click **Send** to send your meeting or **Discard** if you have changed your mind

Modify an Event

> ⚠️ In order to edit an event, you must be the event organiser – i.e. person that set it up.

1. Locate the event and:
   - Double-click on the event to open it, and click **Edit**, or
   - Right-click on the event and select **Edit > This event** from the pop-up then the double-headed arrow to expand the event window, or
   - Single-click on the event and click **Edit** from the callout to expand the event window

2. Edit the event details as required
   - If it is a meeting: click **Send** to save your changes and send the update to all participants, or **Discard** if you have changed your mind
   - If it is a private appointment (i.e. you are the only participant): click **Save**

Cancel an Event

1. Locate the event and:

    - Double-click on the event to open it, and click **Cancel**, or

    - Right-click on the event and select **Cancel** from the pop-up menu, or

    - Single-click on the event and click **Cancel** from the callout

2. Enter some text explaining *why* you are cancelling – it's good meeting etiquette

3. Click **Send** to notify your participants, or **Discard** if you have changed your mind

⚠️ If the event is a recurring meeting, select **This event**, or **This and all following events**, or **All events in the series**. If you choose *All events in the series*, all records of meetings that have already occurred and future meetings will be deleted from your calendar.

Tracking invitees' responses

As the organiser of the event, you can check to see which participants have accepted, declined, or tentatively accepted.

1. To view the responses to an event:
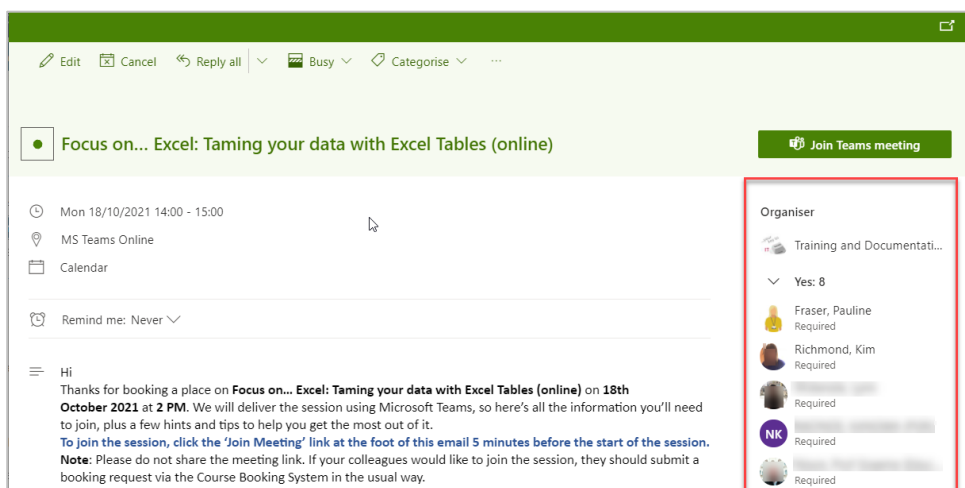
    - Double-click on the event to open and view a list of the participants and their responses (**Yes**, **No**, **Maybe**). On the panel on the right, you'll see a summary of responses – e.g. Accepted, Yes: 8, or

    - Right-click on the event and select **Edit** from the pop-up menu. If you want to know more detail about who responded and how, click **Tracking** at the top of the event window

    - Single-click on the event, and from the callout's preview, a panel displays how many invitees' Accepted, Tentative, Declined or not responded

2. Click **Cancel** or **X** to close when you are finished

💡 You may need to remind people to always send a response!

Receiving meeting requests

When you are invited to a meeting, you will receive an email in your Inbox marked with a calendar symbol, and an event will appear in your calendar marked **Tentative**. The email invite will show if you have conflicts.

## Responding to meeting requests from your Inbox

1. To respond to a meeting invite:

   - Single-click the **RSVP** button displayed in your Inbox to view a callout window showing a summary of the meeting.

     Select your response by clicking **Yes** (Accept), **Maybe** (Tentative) or **No** (Decline), or

   - Double-click to open the meeting in a new window, or click to preview email message in Reading Pane, to view information about the meeting.

     Select your response by clicking **Yes** (Accept), **Maybe** (Tentative), **No** (Decline). Note that in this view, you can also **Propose new time**
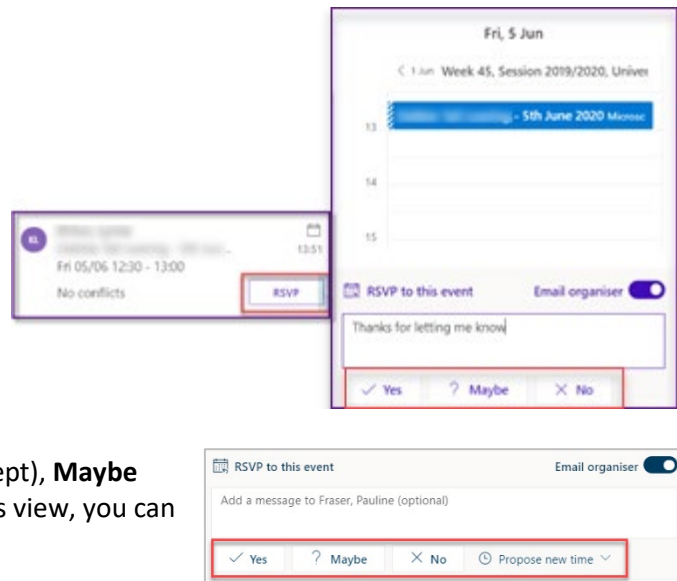
2. Click **Send** to send your response to the meeting organiser

> ⚠️ Once you have responded with **Yes** or **Maybe** the email invite will be deleted from your Inbox, but the meeting will be in your Calendar. If you **decline** a meeting it will disappear completely from your Inbox and your Calendar. Remember: if you don't send a response, the meeting organiser will have no way of knowing whether you plan to attend or not.

Responding to meeting requests from your Calendar

1. To respond to a meeting invite from your Calendar:

   - Single-click on the event to display a callout window summarising the meeting

     And select your response by clicking **Yes** (Accept), **Maybe** (Tentative) or **No** (Decline), or

   - Double-click to open the event and show all the meeting information

     And select your response by clicking **Yes** (Accept), **Maybe** (Tentative), **No** (Decline) or **Propose new time**, or

   - Right-click on the event and select **Yes I'll attend** (Accept), **I might attend** (Tentative), **No, I won't attend** (Decline), or **Propose new time** from the pop-up

2. Click **Send** to send a response to the meeting organiser.

Recovering a declined meeting

If you decline a meeting it will disappear completely from your calendar. If you change your mind about your response, you retrieve it from your **Deleted Items** folder and update your response, provided you do so within 30 days of declining the meeting.

1. Go to your Email and select the **Deleted Items** folder from the Folder List.

2. Find and select the meeting request email, and select **Restore** from the Action toolbar to restore to your Inbox.

3. Select the meeting request in your Inbox and in the Preview pane, select your new response: **Yes** (Accept), **Maybe** (Tentative)

Share your Calendar

1. To share your Calendar, either

   - Click **Share** on the Action toolbar and choose **Calendar**, or

   - Click **Settings** (cog icon) on the Navigation bar, type **share** in the search box and select **Share a calendar**

   - Then in the **Settings > Shared calendars** dialog, under **Shared calendars**, click **Select a calendar** and choose **Calendar**

2. In the **Sharing and permissions** dialog that opens, **Enter a name or email address** of the individual you want to share your Calendar with

3. **Select** the correct person from the suggested results if required, or click **Search People** to search for more from the Global Address List (GAL) or your own personal contact lists

4. Once you have selected the person, choose the level of permission you want to grant them:

   - **Can view when I'm busy** (only see free/busy information)
   - **Can view titles and locations** (can see the description of meetings, free/busy and location information)
   - **Can view all details** (can see full details apart from any meetings that have been marked as Private)
   - **Can edit** (can edit your calendar as well as view all details of calendar items)
   - **Delegate** (can edit your calendar, view full details and send and respond to meeting requests on your behalf)

5. Click Share. The person you shared your Calendar with will receive an email notification
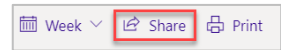
Edit your sharing permissions

1. Click **Share** on the Action toolbar and choose **Calendar**

2. Locate the person whose permissions you want to change, click on the drop-down list to the right of their name and select the appropriate permission option

3. To remove sharing, click on the **Waste Bin** icon alongside their name

4. Click **X** to close
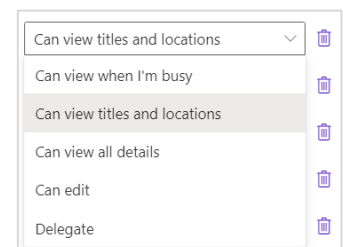
View a Calendar someone has shared with you

1. When someone shares their calendar with you, you will receive an email invitation.

2. The permissions given are displayed in the message

3. To accept and open the shared calendar, click on **Add this calendar**

4. The shared calendar will now be visible in your Calendar's Browser pane, beneath the heading **People's calendars**
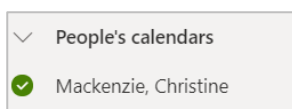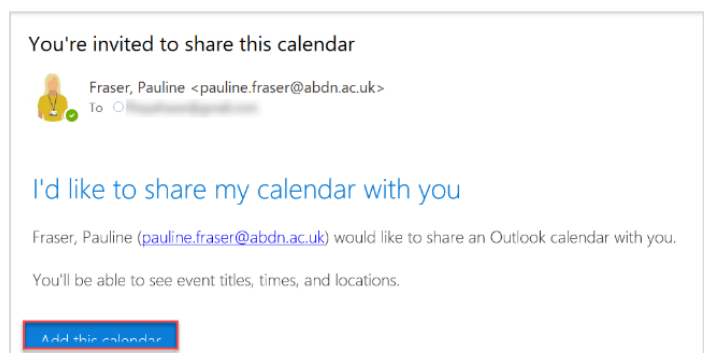
5. To view the owner of a calendar, click on their name. Their Calendar will overlay yours by default. Click on Calendar view drop-down and select **Split view** to see calendars side by side from the Action Toolbar

> When multiple calendars are opened at the same time, the calendars are overlaid in the same view. To help differentiate the calendars, you can change the colour of each. Click **More options** (**...**) to the right of each name on the **People's calendars** list, click **Colour** and choose a colour.

6. To close a shared calendar, click on the calendar owner's name

Setting up your working days and hours for your calendar

We all work different days and working hours. It is good practice to set these in your calendar as people will know you are out of the office and won't be available for meetings.

> You can also use automatic replies to inform people you won't be responding right away to their email messages or give them an alternative contact and when you will be back in the office.
>
> See our 'Email quick guide' for help setting up automatic replies.

1. Click **Settings** (cog icon) on the Navigation bar, type **calendar** in the search box and select **Calendar appearance**

2. Then in the **Settings > View** dialog, under **Calendar appearances**

   - **Show the first day of the week as:** By default the start of the week is set for Monday, but if you start on a different day, click on the drop-down arrow to select it

   - **Show work week as:** Click the checkboxes for the days you work. This will block your calendar for the days you do not work and will show you are not available

3. Click to select **Start time** and **End time**

> ⚠️ Make sure you are in the correct time zone. This should be:
>
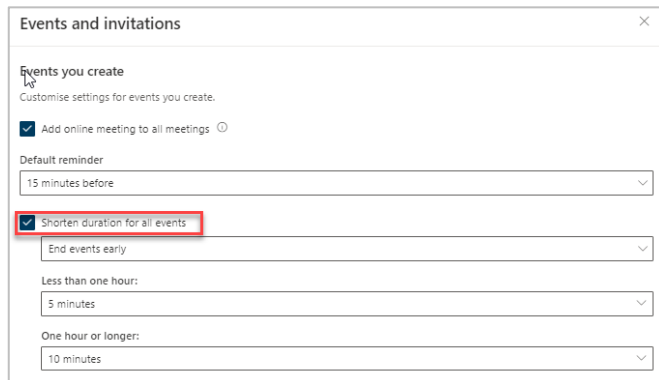> **(UTC+00:00) Dublin, Edinburgh, Lisbon, London**
>
> If the time zone is incorrect, go to **Settings > General > Language and time > Current time zone** to change it.

4. Click **X** to close the Settings dialog and save your settings.

Give yourself time between meetings

Give yourself enough time to get to meetings and appointments by adding in some breathing space to get a comfort break or a cuppa.

1. Click **Settings** (cog icon) on the Navigation bar, type **leave** in the search box and select **Events you create**

2. Then in the **Settings > Events and invitations** dialog, under **Events you create**

   - Tick the **Shorten duration for all events** checkbox

   - Select either **End events early** or **Start events late**

   - Click **Less that one hour:** drop down and choose how many minutes early a meeting lasting less than one hour should end

   - Do the same for meetings of **One hour or longer**

3. Click **Save**

> You can also customise new meetings you create to add in the *Join Teams Meeting* link automatically. To enable tick the **Add online meeting to all meetings** checkbox from **Events and invitations > Events you create**
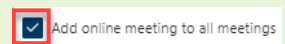
Further information and help

More information about working in Outlook Web App, visit Microsoft's support page.

You can also use MyIT to log calls with the University's IT Service Desk