

# Microsoft Outlook – The Calendar



## **The Calendar.**

The Calendar can best be described as an electronic diary that allows you to manage appointments events and meetings with others.

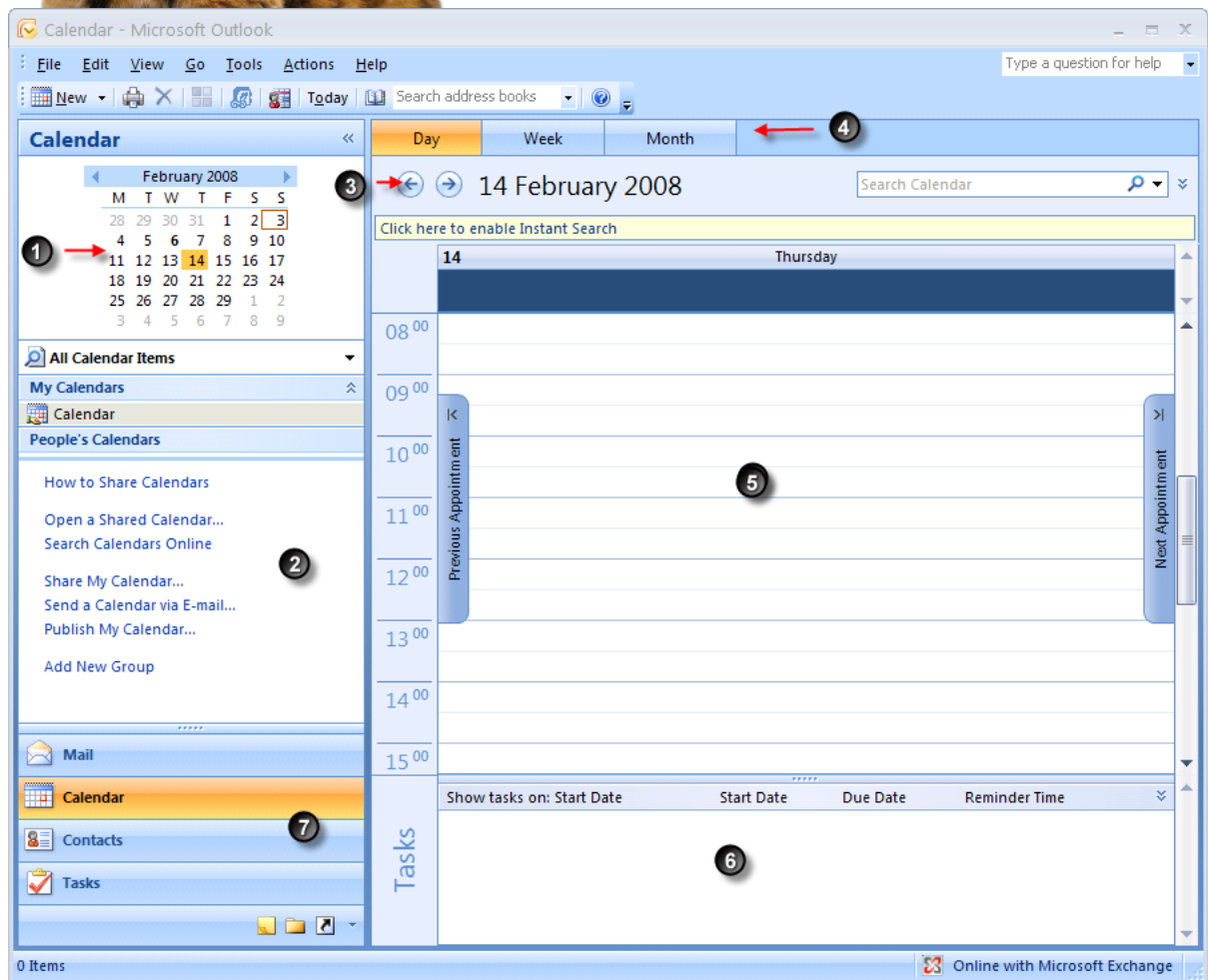
## **Key areas of the Calendar .**

1. Date navigator: Allows you to select individual or multiple days of the month.
2. Advanced Calendar features (open others calendars, sharing etc).
3. Navigational buttons: Navigate between days of the week.
4. Switch between calendar views.

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5. Appointment information area.
6. View upcoming tasks.
7. Outlook folders.