

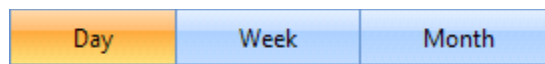
Microsoft Outlook – Working With Calendar Views



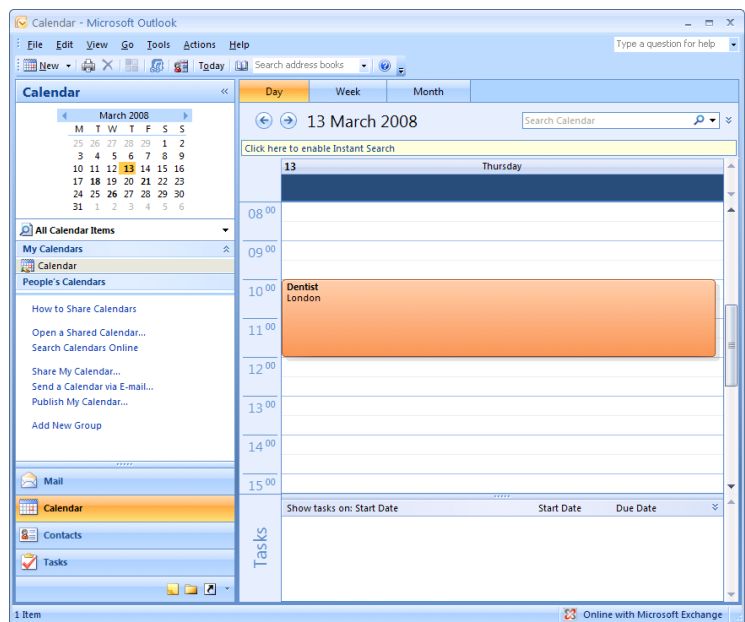
Working With Calendar Views.

The Calendar allows you to view your appointment schedule in three different views, daily, weekly and monthly.

1. Select the desired view by selecting one of the three options.



Preview: Day View

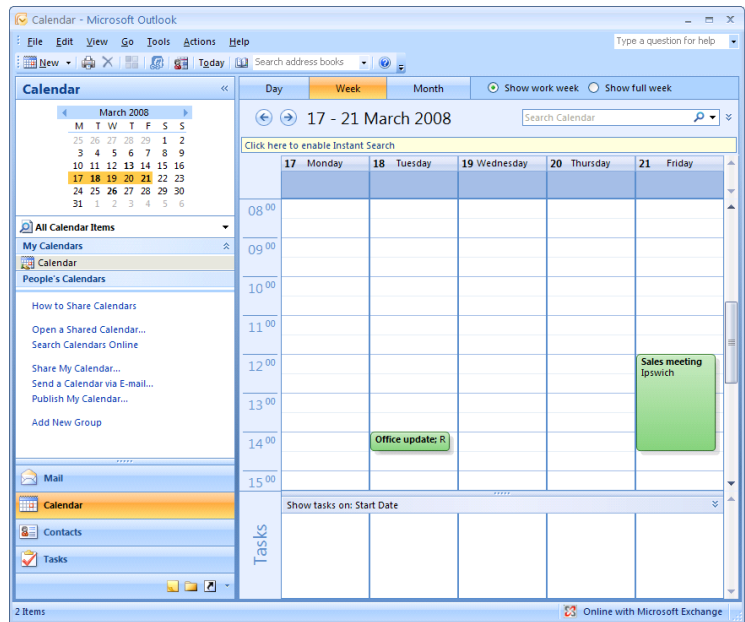


The Day View by default displays appointments in half hour intervals.

Upcoming tasks are displayed below the calendar appointments.

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Preview: Week View



Displays the selected weeks appointments.

Tip: The above example previews one week but only Tuesday and Friday have appointments, to view just these days select only Tuesday and Friday from the Date Navigator.

Date Navigator

Selected days appointments

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Calendar <<

March 2008

M	T	W	T	F	S	S
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Day Week Month

18 - 21 March 2008 Search Calendar

Click here to enable Instant Search

	18 Tuesday	21 Friday
08 ⁰⁰		
09 ⁰⁰		
10 ⁰⁰		
11 ⁰⁰		
12 ⁰⁰		Sales meeting Ipswich
13 ⁰⁰		
14 ⁰⁰	Office update; Room 1	
15 ⁰⁰		

