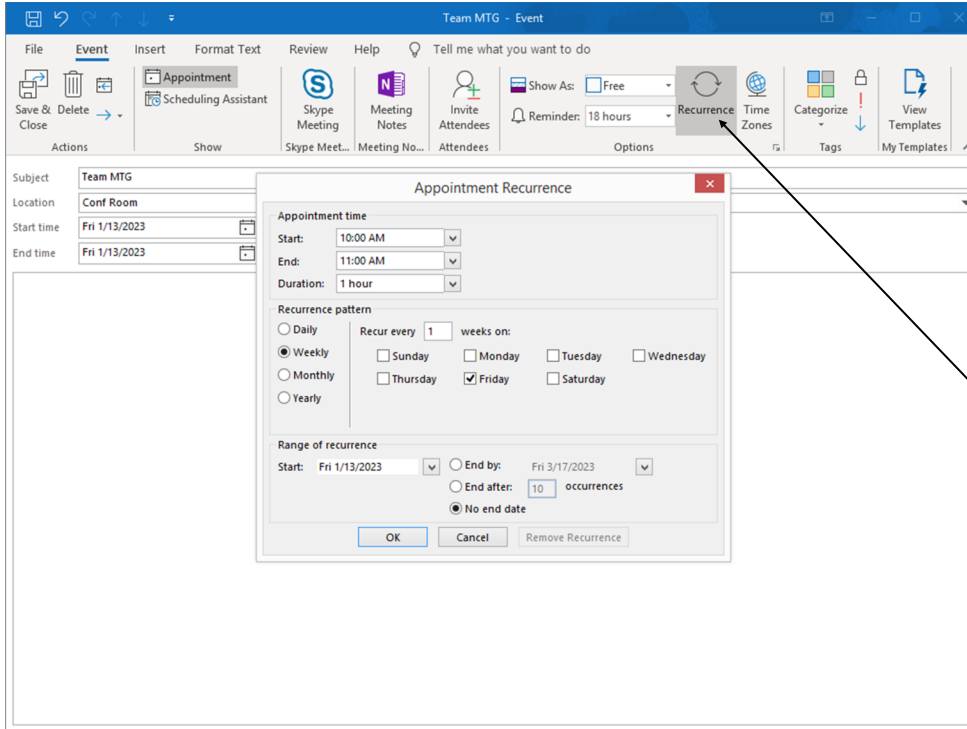




Recurring Events

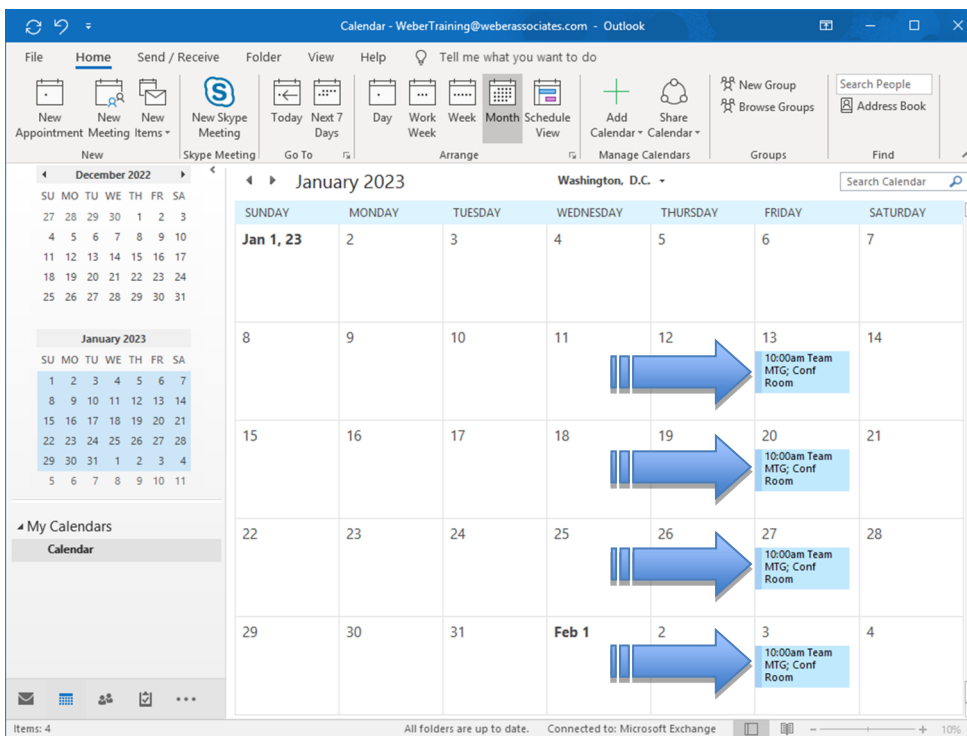


With the Appointment open:

1. Select "Recurrence"

2. Then fill out the appropriate fields.

3. Click "OK"

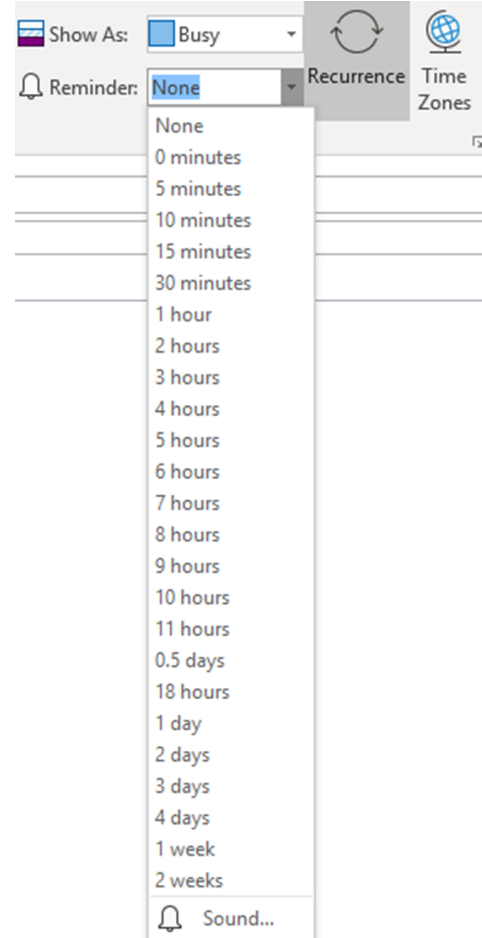


Example:
Team Mtg now appears on several different dates.



Setting up an Alarm/Reminder

An alarm is simply a reminder that can be set up for a given appointment. The reminder can be set to alert you anywhere from 5 minutes to 2 weeks prior to the event.



With the Appointment Open

1. Click on the pull down menu next to the Alarm Reminder icon
2. Select the appropriate time option
3. Click Save & Close

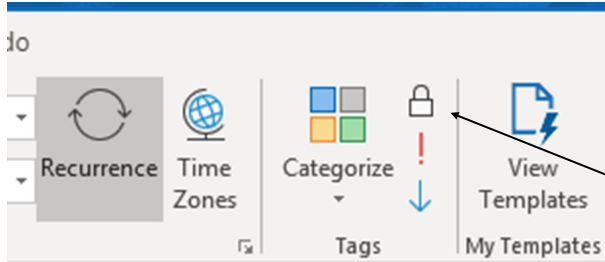


Great Idea:

1. Enter birthdays/anniversaries one time.
2. Set them up as Recurring Events happening Yearly.
3. Set a Reminder/Alarm 2 weeks early to get card/gift.

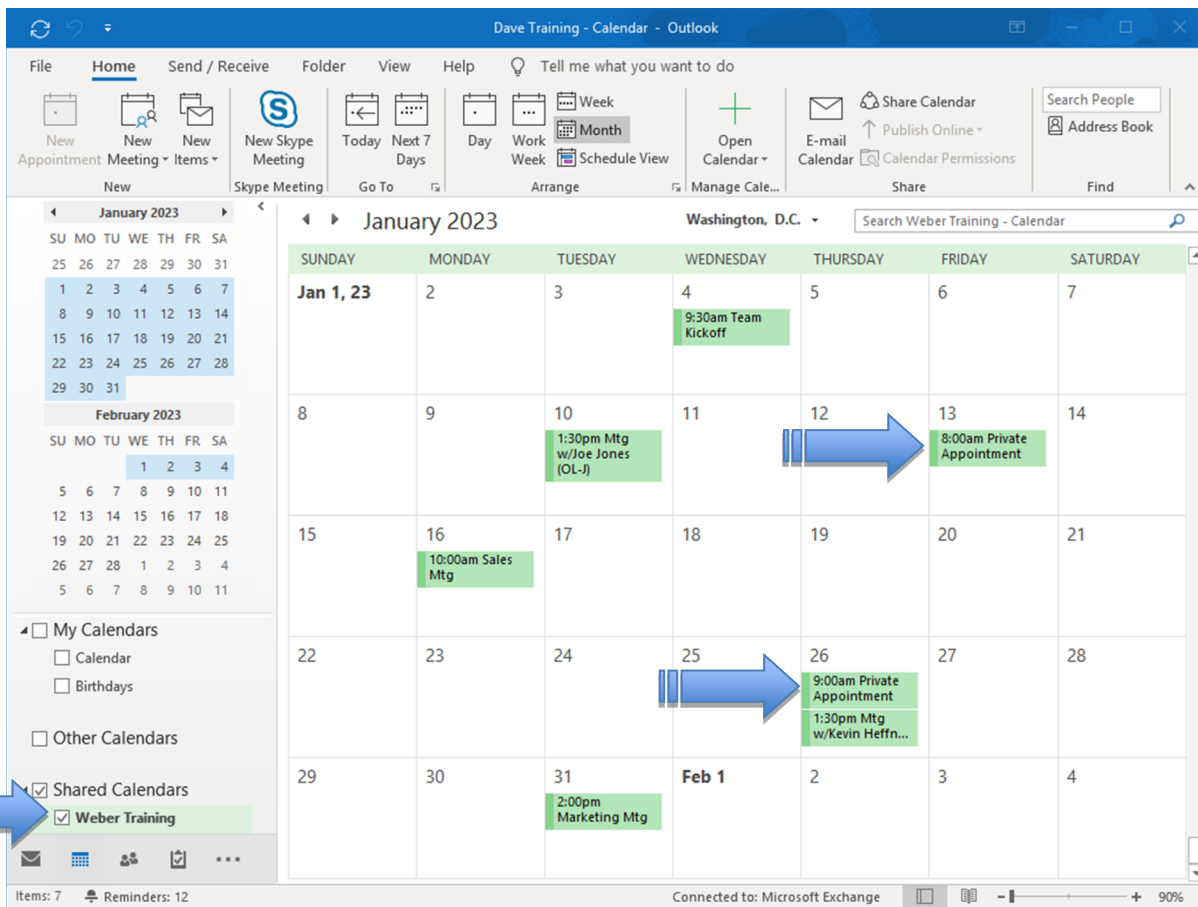


Making a Calendar Appointment Private



With Appointment window open,
Click the Private Lock icon in the
Ribbon.
That's it!

When others access your calendar, below is what they will see.

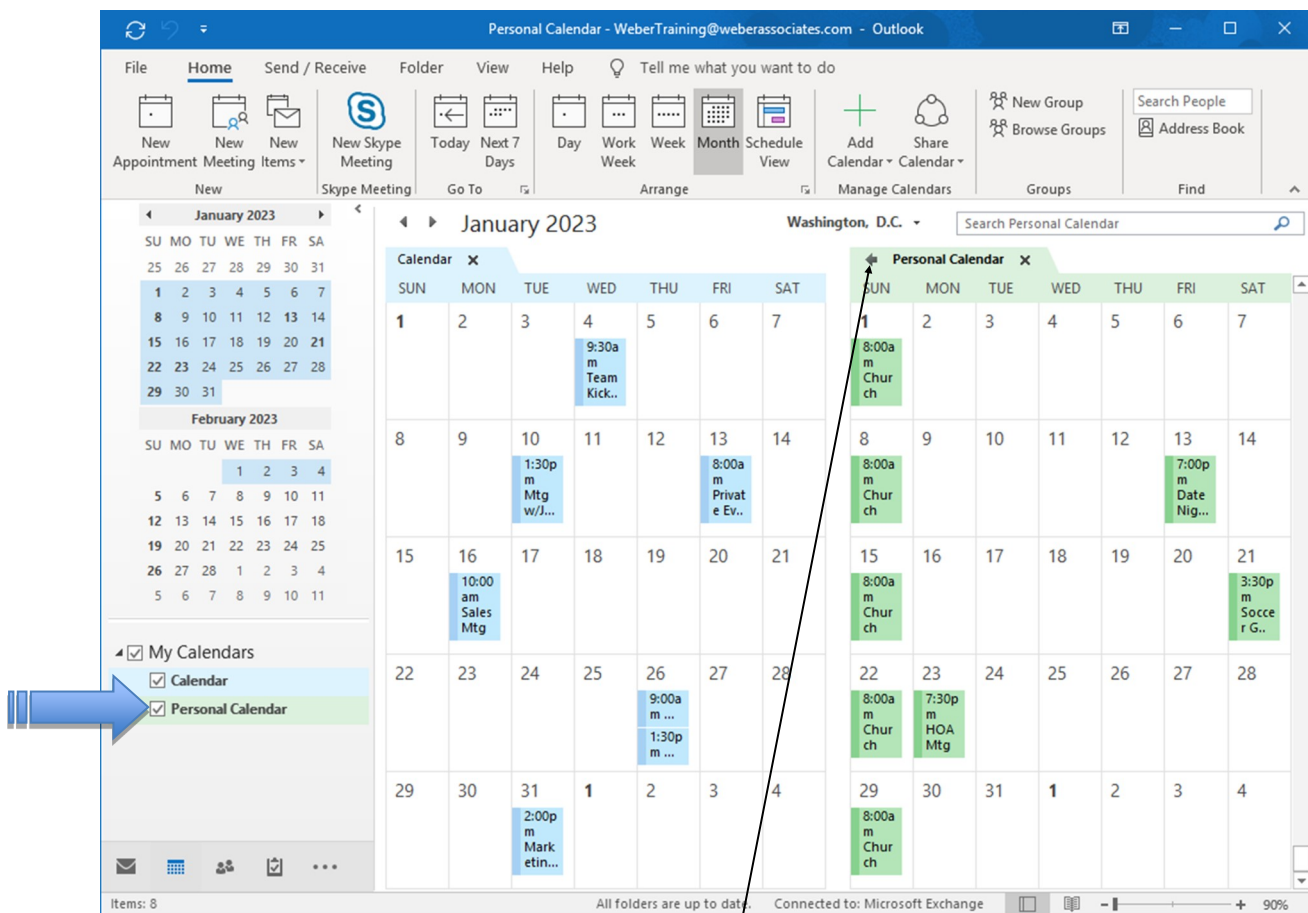




Creating Multiple Calendars

Outlook 2016

1. In calendar view, Click **Add Calendar** on the ribbon
2. Select **Create New Blank Calendar**
3. Give the calendar a name
4. Click **OK**
5. Check the box next to the calendar name (in bar to left) to open or close calendar



You can overlay calendars on top of each other by clicking the small arrow to the left of the calendar name.