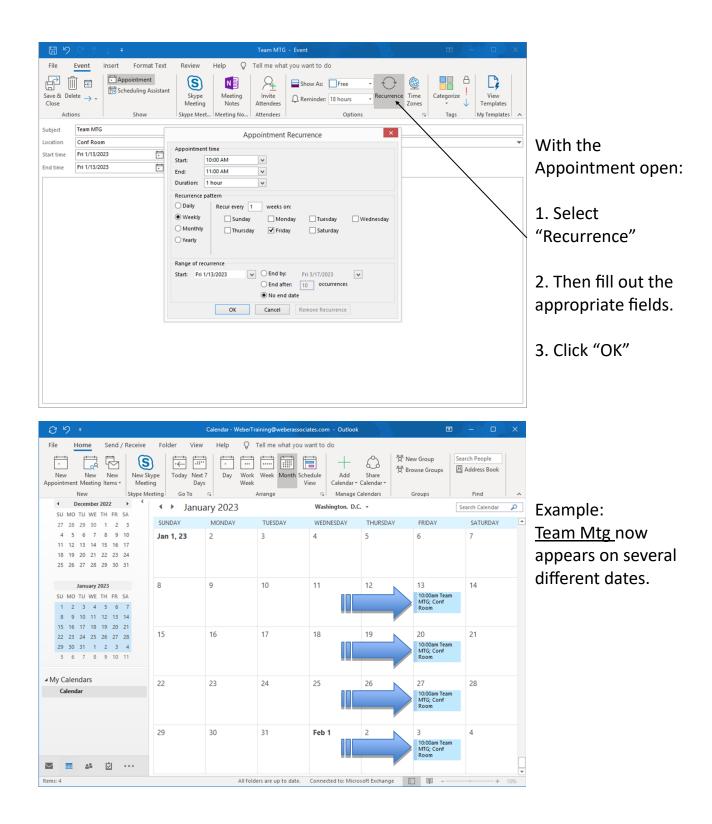


Recurring Events





Setting up an Alarm/Reminder

An alarm is simply a reminder than 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

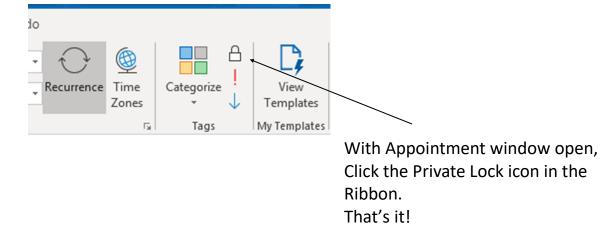


Great Idea:

- 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



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

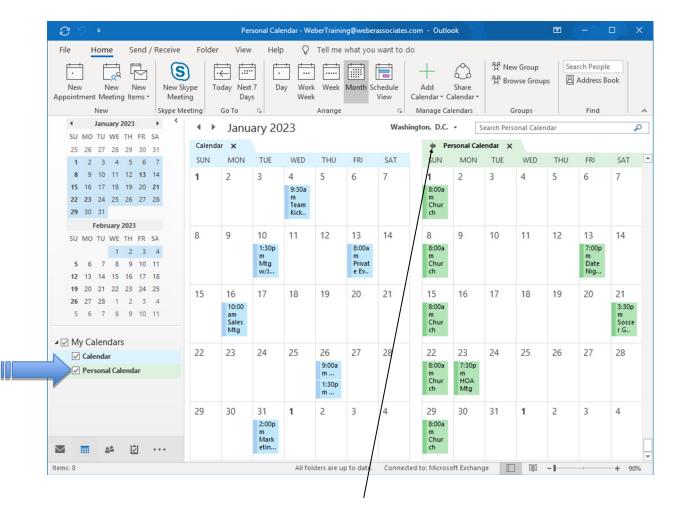
File Home Send / Receive	Folder View	w Help 🖓	Tell me what you	want to do			
New New New New	Skype Today N	ext 7 Day W	Week Week Wonth Schedule Vie	Open V Calendar •	E-mail Calendar	h Online -	Search People 욘 Address Book
	Meeting Go To	Fai	Arrange	🕞 Manage Cale	Share	2	Find
	▲ January 2023			Washington, D.C	C Search We	Search Weber Training - Calendar	
SU MO TU WE TH FR SA 25 26 27 28 29 30 31	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 2 3 4 5 6 7	Jan 1, 23	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	5un 1, 25	-	5	9:30am Team Kickoff	5	0	
22 23 24 23 20 27 20 29 30 31							
February 2023	8	9	10	11	12	13	
SU MO TU WE TH FR SA 1 2 3 4 5 6 7 8 9 10 11			1:30pm Mtg w/Joe Jones (OL-J)			8:00am Private Appointment	
12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 1 2 3 4 5 6 7 8 9 10 11	15	16 10:00am Sales Mtg	17	18	19	20	21
My Calendars							
Calendar Birthdays	22	23	24	25	26 9:00am Private Appointment 1:30pm Mtg w/Kevin Heffn	27	28
	20	20	24	F 1 4		2	
Shared Calendars	29	30	31 2:00pm	Feb 1	2	3	4
Weber Training			Marketing Mtg				
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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.