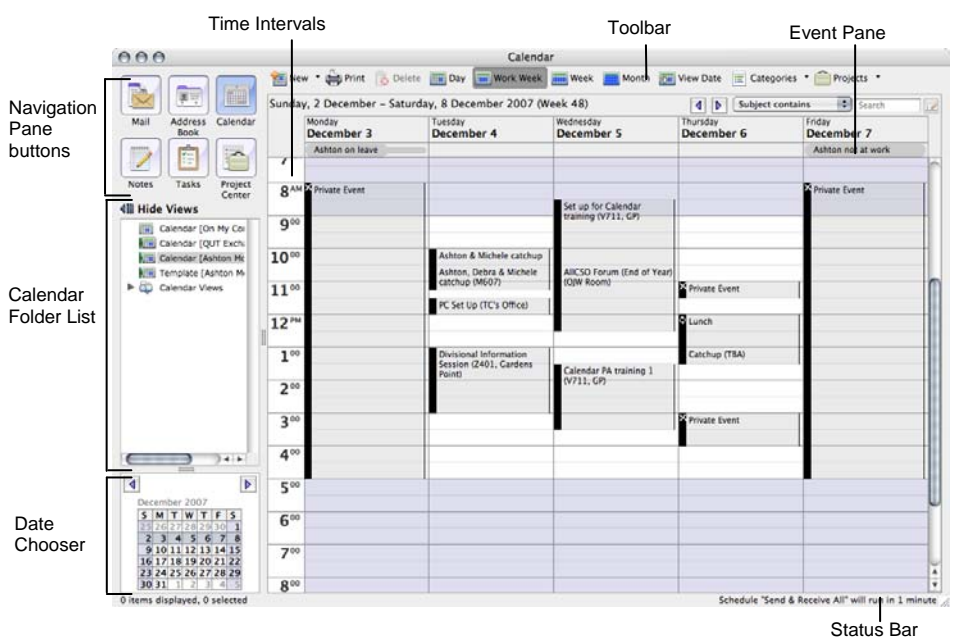
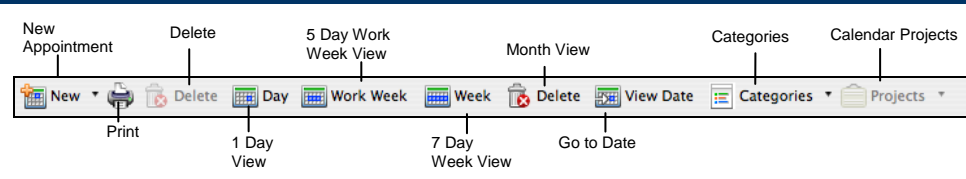


The Calendar Screen








Calendar Toolbar



Calendar Indicators




Appointment, Meeting and Event Indicators:

-  You have received a meeting request.
-  File is attached to the message.
-  This is a private appointment and you do not have access to view it.
-  Reminder is set on item.
-  Recurring item.







Keyboard Shortcuts

Go to Mail	⌘ + <1>
Go to Calendar	⌘ + <3>
Go to Today	⌘ + <T>
New Item	⌘ + <N>
Add Attachment	⌘ + <E>
Send Meeting Request Now	⌘ + <Enter>
Send Meeting Request Later	⌘ + <Shift> <Enter>
Check Spelling	⌘ + <Option> + <L>
Undo	⌘ + <Z>
Cut	⌘ + <X>
Copy	⌘ + <C>
Paste	⌘ + <V>
Cut	⌘ + <X>

Basics

- **To Access the Calendar:**
In the Navigation pane Click the  button.
- **To Change Views:**
Click on the various buttons for **Day**, **Work Week**, **Week**, **Month**, or **Today**.
Or ... In the **Calendar Views** pane select the desired view.
- **To Schedule an Appointment:**
Click the  button or press **<Ctrl> + <N>**.
- **To Schedule a Recurring Appointment:**
Select the **Occurs** drop down and select **Custom**.
- **To Schedule an All Day Event:**
Select the check box next to **All-day Event**.
- **To Reschedule an Item:**
Double-click the entry, make your changes and click the **Send Update** button.
- **To View all Recurring Appointments:**
In the **Calendar Views** pane select the desired view reoccurring type: **Weekly**, **Monthly** or **Yearly**.
- **To Find an Appointment:**
Enter your search criteria into the **Search** box and press **Enter**

- **To Print your Appointments:**
Select **File** → **Print**, select the style and dates.
Then click **OK**.

Basics continued...

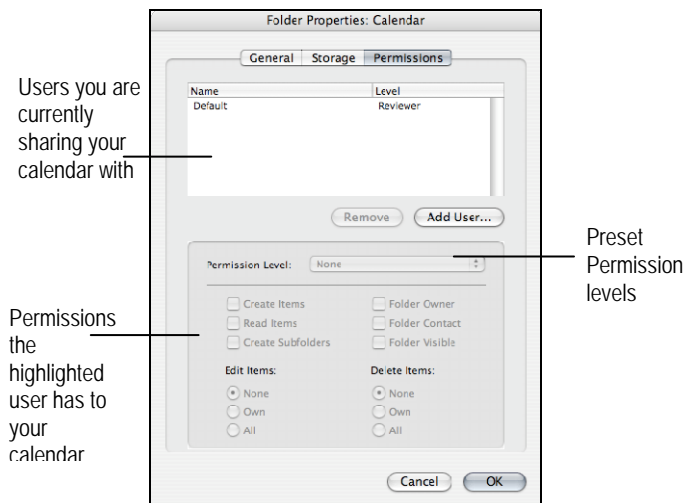
- **To Delete an Item:**
Select the appointment and click the  **Delete** button or press the **<Delete>** key.
- **To mark an item as Private:**
Open the item and select **Event** > **Private**. OR
 > **Private**.
- **To copy an existing appointment:**
Hold down the **<Option>** key on the keyboard, select the meeting and drag it to the required date and time.
- **To Add a New Date to an existing meeting:**
Hold down the **<Option>** key on the keyboard, select the meeting and drag it to the required date and time. Open the meeting, change the meeting by one character and select **Send Update**.
- **To Create a Meeting Request:**
 1. Select **Actions** > **New Meeting Request**.
Or...
Click the  button and select  **Invite**.
 2. Enter the email address(es) in the **To:** box. After a short pause Entourage will suggest the resolved names.
 3. Enter the subject of the meeting in the **Subject** box.
 4. Enter the location of the meeting in the **Location** box.
 5. Fill out the Start and End times for the meeting.
 6. Click on the **Scheduling** tab to ensure all parties are available in the timeframe selected.
 7. Click the  **Send Now** button or **⌘ + <Enter>**.
- **To Cancel a Meeting:**
 1. Double-click on the desired meeting.
 2. Select .
 3. Choose the appropriate notification option.

QUT Best Practice— Meeting Cancellations

If a meeting is cancelled at short notice, then advise all attendees in person by phone.
- **To Respond to a Cancelled Meeting:**
Double-click on the cancellation message and click on the **Remove Event from Calendar** hyperlink.
- **To Open a Folder in Another Window:**
Right click on the folder (eg. Mail, Calendar, Contacts or Tasks) and select **Open in New Window**.
- **To Create a New Calendar:**
Select **File** → **New** → **Folder**, then type a name and select **Calendar** from the **Type:** drop down menu. Select on the location for the calendar and click **OK**.
- **To Close Outlook and have it reopen with a multi-window layout (eg. one window email and the other window Calendar etc),** select **Entourage** → **Quit Entourage**.

Sharing Calendar

- **To Share your Calendar:**
Right Click on **Calendar [OUT Exchange]** in the Navigation Pane, select **Sharing**, then assign them the appropriate permissions and click **OK**.



Users you are currently sharing your calendar with

Permissions the highlighted user has to your calendar

Preset Permission levels

Note: To view private items you must grant your Delegate Calendar rights.

Permission Levels:

	View	Add	Delete	Edit
Reviewer	Yes	No	No	No
Contributor	Yes	Yes	No	No
Author	Yes	Yes	Own	Own
Editor	Yes	Yes	All	All

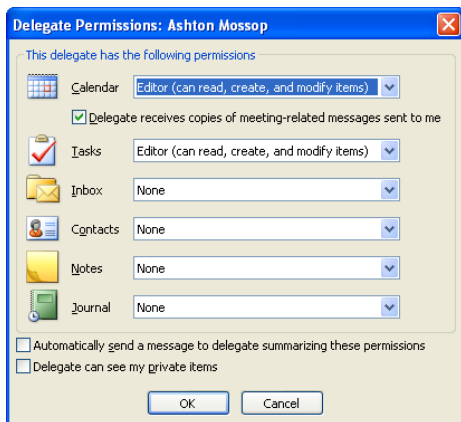
QUT Best Practice – Sharing Permissions

It is recommended to set the default permission level for your Calendar to "Reviewer", allowing other users to view your Calendar for your availability. Private entries will just show as busy.

- **To Open a Shared Calendar:**
Click **File** and select on the **Open Other User's Folder**, type in the users name and click **OK**.

Delegates

- **Assigning delegates:**
Note: *You must perform this function in MS Outlook on a Windows PC.*
Select **Tools** → **Options** → **Delegates**. Click the **Add** button to add delegates. You can set the appropriate level of access for each delegate to each of your primary folders.



Meeting requests and responses:

For delegates to receive copies, select **Delegate receives copies of meeting-related messages sent to me**.

If you **do not** want to receive any meeting-related messages, from the main Delegates screen select **Send meeting requests and responses only to my delegates, not to me**.

Meeting Requests

- **To Respond to a Meeting Request Email Message:**
 1. Double-click on the meeting request in your email Inbox.
 2. Select the appropriate response button, **Accept**, **Tentative** or **Decline**.
 3. A pop-up will appear, click **OK** with **Yes with/without comments** selected.

QUT Best Practice – Responding to Meeting Requests

ALWAYS send a response to a meeting request so the meeting organiser is advised of your intentions.



Accept:

You will definitely be attending this meeting. The meeting request is now in your Calendar and you receive updates if the meeting details change. The default Free/Busy time appears as Busy. Meetings can be declined at a later date if circumstances change.



Tentative:

Use this option if you are interested in the meeting but are not sure if you will be able to make it. The meeting will remain in your Calendar and will appear to others as tentatively unavailable. You should Accept the meeting as soon as you can make the commitment.



QUT Best Practice – 'Tentative' Responses

Respond Tentative, if you are not attending a meeting yet still wish to view the meeting in your Calendar.



Decline:

You are definitely not attending this meeting and will not be changing your mind. **Decline removes the meeting from your Calendar**. If the meeting time does change, you will still receive the meeting updates.



QUT Best Practice – Showing All Meetings in Calendar

*Avoid Decline unless you will **definitely not** be attending the meeting. If you will not attend a meeting yet still wish to view the meeting in your Calendar, send a Tentative response.*

If you do not need to be invited to the meeting, you should contact the meeting organiser to remove you from the attendee list.

