Microsoft Outlook 2019
Calendars and Sharing

Duration: 1/2 Day

This course has been designed for users who are currently working with Outlook mail but would like to learn more detail about the Calendar functions and sharing calendars with other users.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Working with the Calendar

- Creating and editing appointments
- Making an entry private
- All day events
- Reminders
- Recurring appointments
- Scheduling meetings
- Calendar permissions
- Viewing other calendars
- Group schedules
- Printing and deleting entries

Useful Calendar Options

- Changing the working hours
- Adding another time zone
- Adding standard holidays

Working with Other Users

- Email folder permissions
- Viewing other users' folders
- Adding a mailbox to your account
- Delegate access

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