

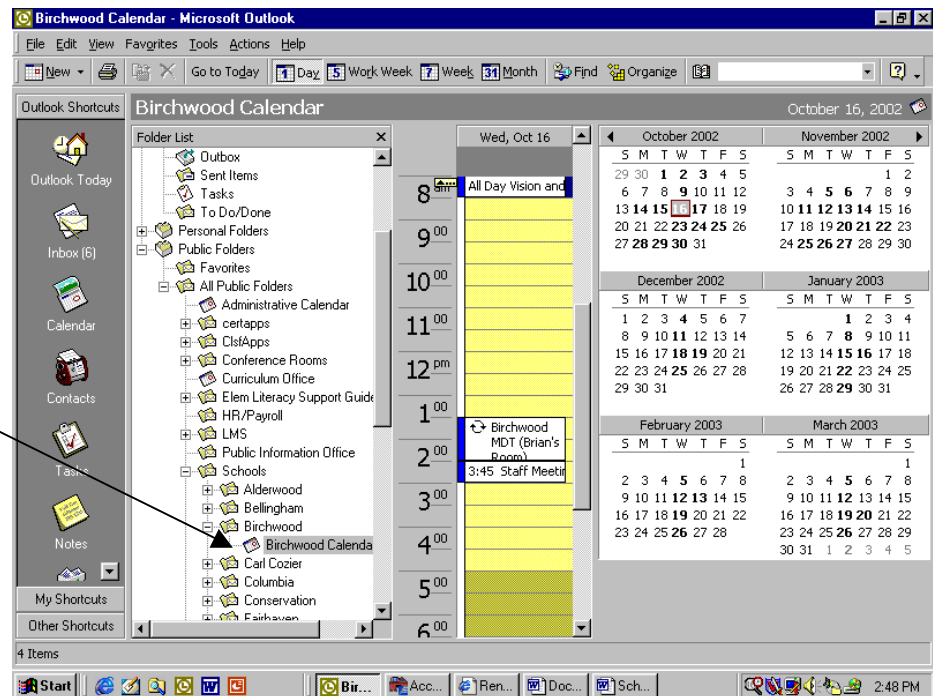
MS Outlook: Birchwood School Calendar

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1. Launch *Microsoft Outlook*.

2. In the folder list, select *Public Folders*, *All Public Folders*, *Schools*, *Birchwood*, then *Calendar*.

The *Birchwood Calendar* will open to the current date.



3. To check for appointments/events, single-click on the date you wish to peruse, using the arrows at the top of the calendar to navigate through the months. The events will appear in the yellow time section. Dates with scheduled events appear in bold.

4. To add an event to the calendar, click on the date in the calendar to the right, scrolling to the correct month using the arrows at the top. In the yellow time bar, select the starting time for the event, and click in the yellow box next to that time. Make your addition in the following format:

Time-Activity-Place-Facilitator

***Note that the date in the calendar changes to bold when you click outside your newly entered event.

(When you have some time to explore, try double-clicking on the yellow time box instead of a single-click. You can set up recurring events, invite people to attend, etc.)