

Scheduling With Outlook

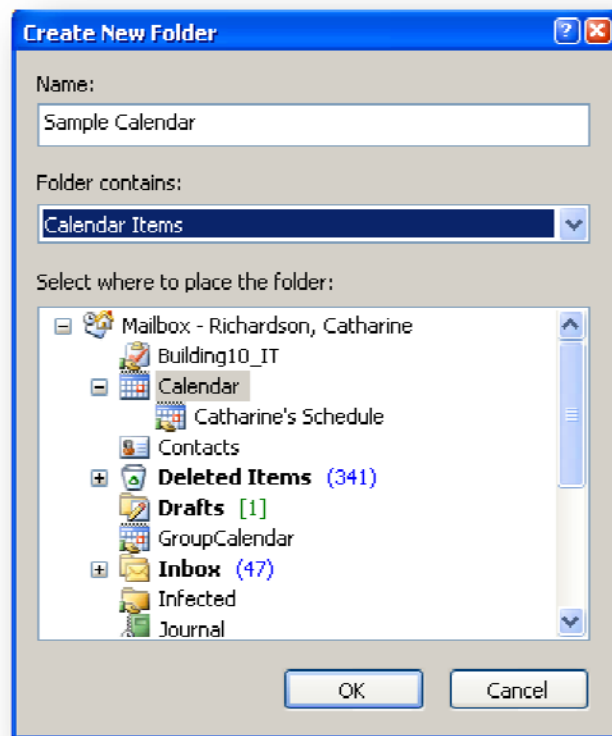
Creating a Custom Calendar

Creating a separate custom calendar will allow you to control the items you share with other people. Multiple calendars can be created and viewed simultaneously in Outlook 2007. Using the Import/Export features will allow calendar distribution outside of an Exchange mail server (between work and home Outlook calendars for example).

Create the Calendar

From the **File** menu, select **New, Folder**.

The **Create New Folder** dialog box will appear:



Enter a name for the calendar.

In the **Folder contains** drop-down list, select Calendar Items.

Choose where the folder will be stored. Click the  button.

Note:

Nested folders may be exported together.

Using Views as a method of colour coding appointments allows categories or other appointment details to display the desired colour. Additionally, if you display the *Current View* button (on the Advanced Toolbar) you can have easily switch from view to view.

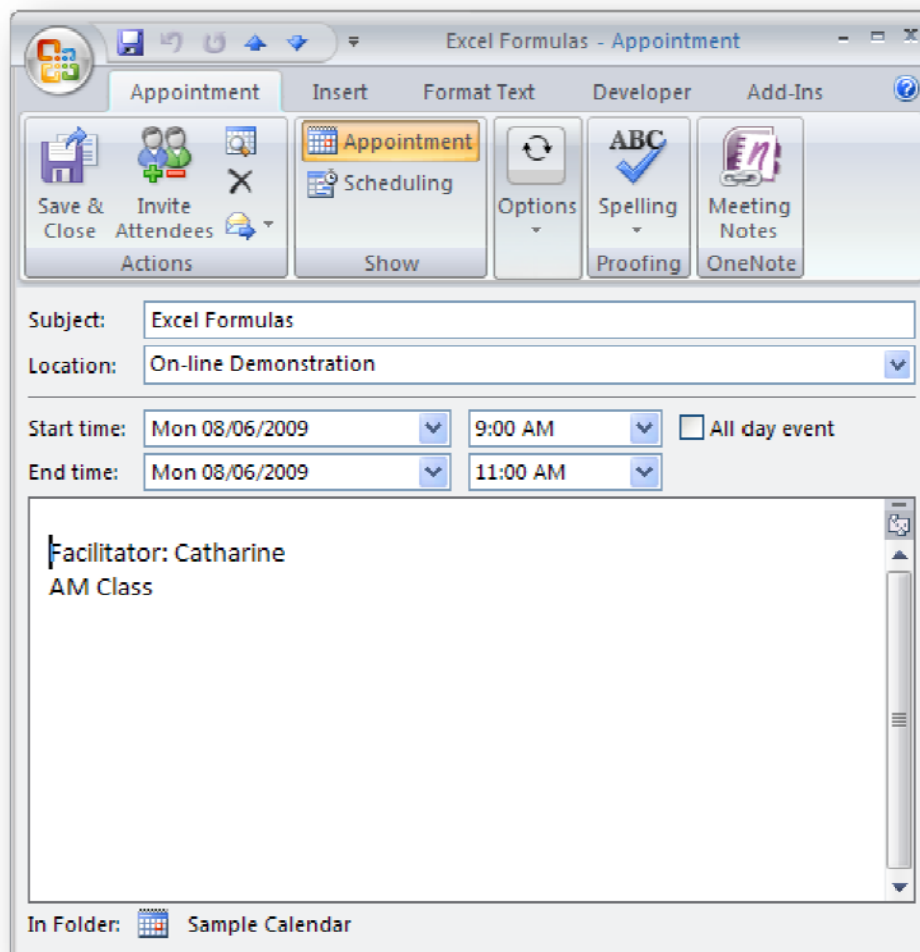
Note:

Categories (even categories without colours) will override a view.

Advantages of views:

1. Views are not exported.
2. While only one colour can be displayed per item, multiple views can be created and viewed.
3. A wide range of scheduling factors can be used.

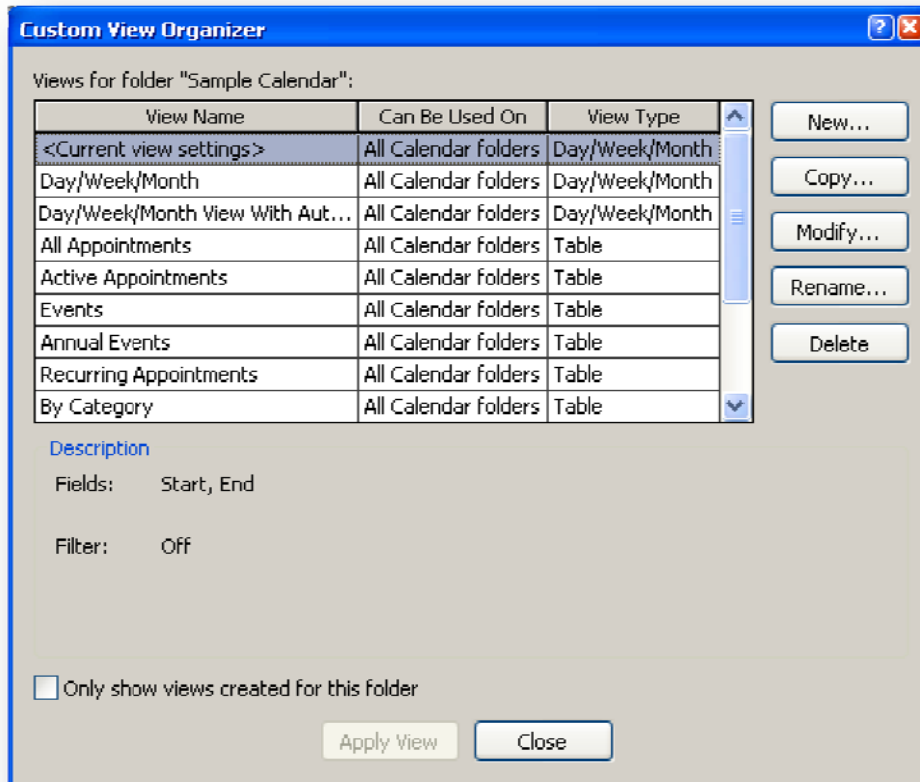
A sample appointment:

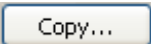


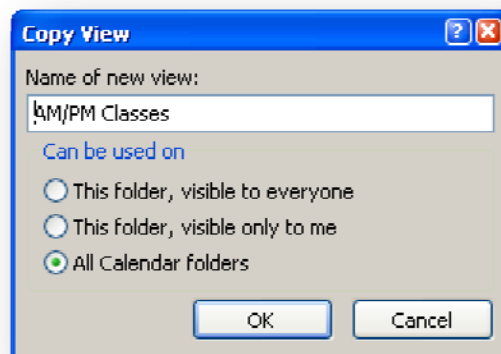
Creating a View

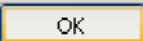
Open the *Custom View Organizer*.

Select the *View, Current View, Define Views ...* menu. The *Custom View Organizer* dialogue box will display.

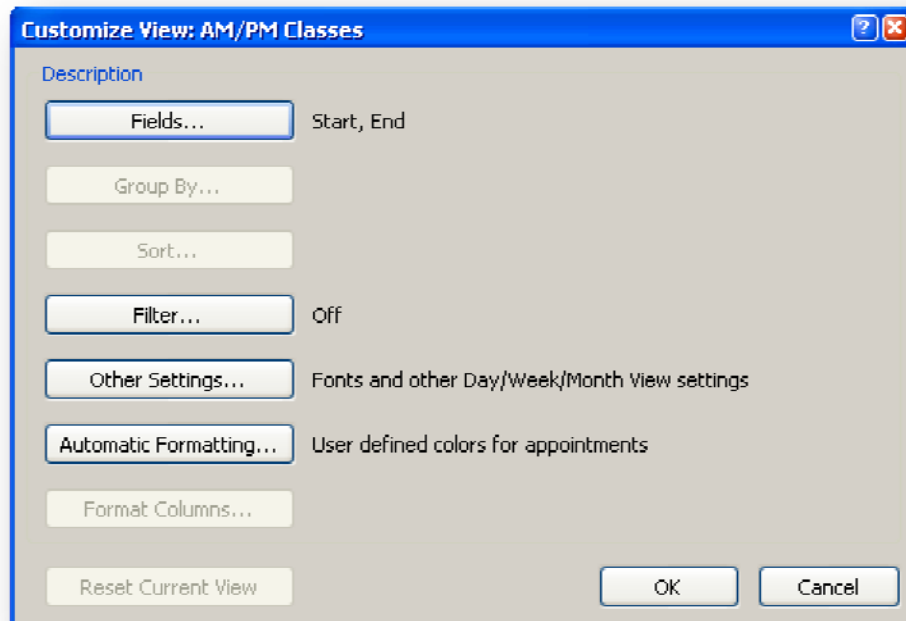


Click the  button to copy your current view. The *Copy View* dialogue box will appear:

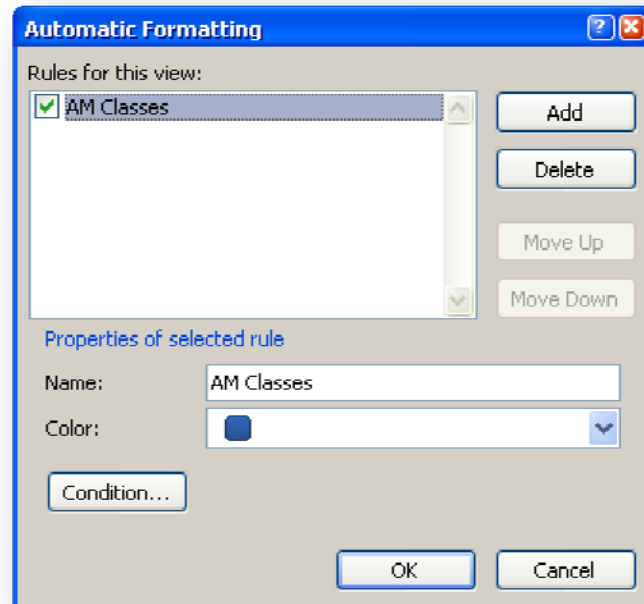


Enter a name for this view and click the  button.

The *Customize View* dialogue box will appear:

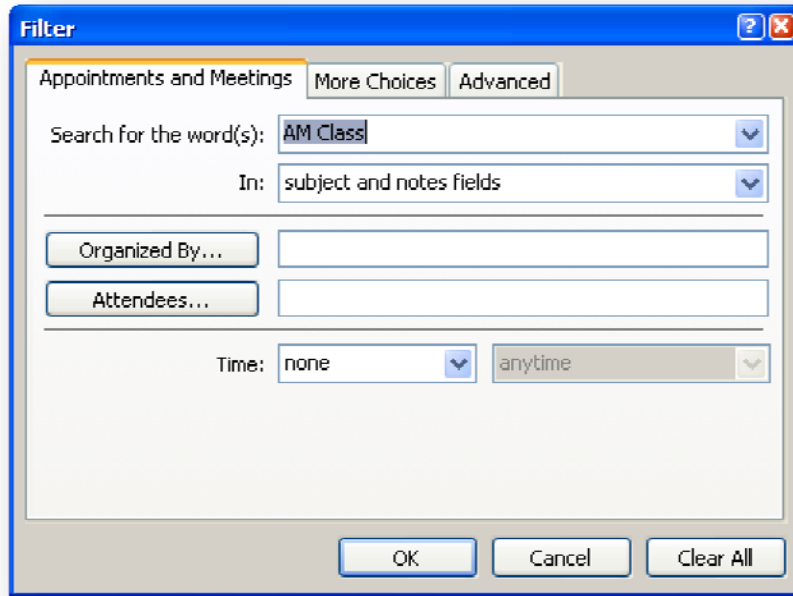


Click the **Automatic Formatting...** button. The *Automatic Formatting* dialogue box appears:



Name the rule and select a colour from the *Color* drop-down. Click the **Condition...** button.

The *Filter* dialogue box appears:



Enter the desired filter criteria. In this scenario, the filter will be used for the phrase “AM Class” which appears in the notes field.

Click the **OK** button to close each dialogue box in turn and click on the **Apply View** button to leave the *Custom View Organizer* dialogue.

The results look like this.

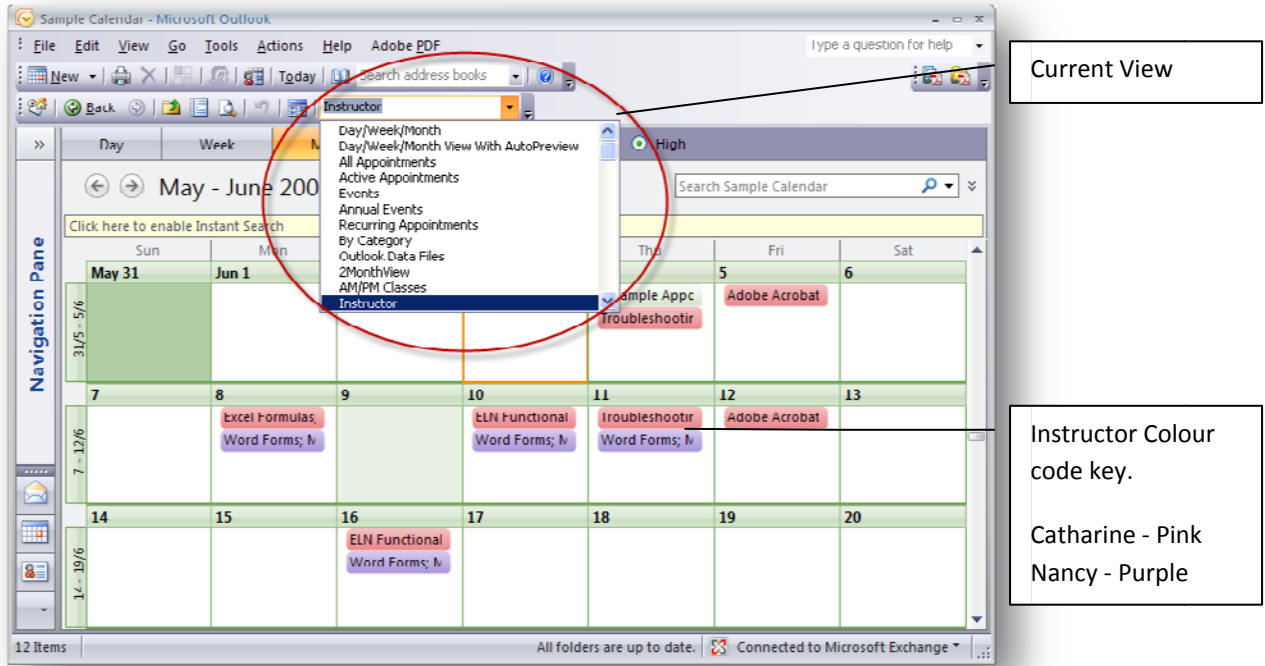
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	May 31	Jun 1	2	3	4	5	6
31/5 - 5/6					A Sample App. Troubleshooti	Adobe Acroba	
7	8	9	10	11	12	13	
7 - 12/6		Excel Formula: Word Forms; ↑		ELN Functiona Word Forms; ↑	Troubleshooti Word Forms; ↑	Adobe Acroba	
14	15	16	17	18	19	20	
14 - 19/6			ELN Functiona Word Forms; ↑				

Colour code key.

AM Classes - Blue

PM Classes - Orange

Use the *Current View* button to quickly switch views.



Importing and Exporting a Calendar

Exporting a Calendar

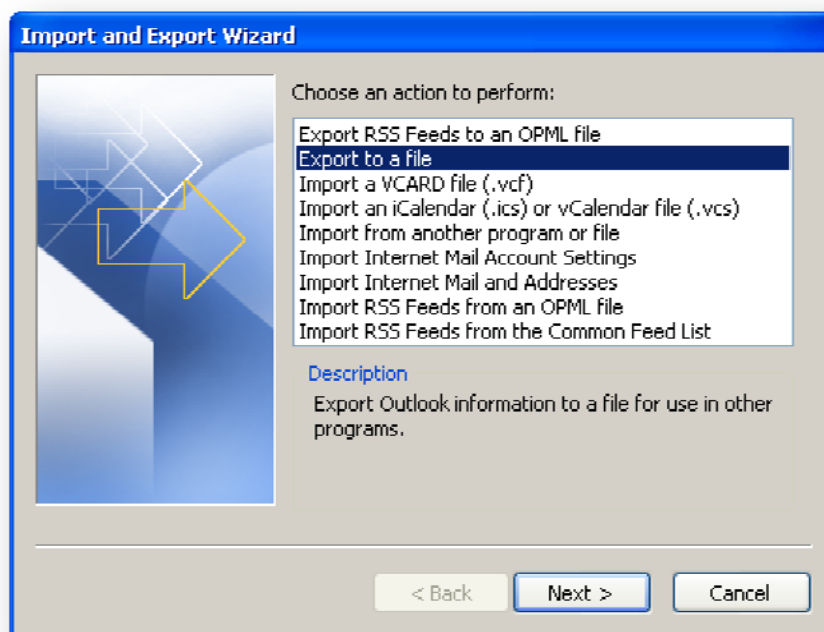
Exporting the calendar will allow you to share the calendar with your home computer or with committee members who are not on the same Exchange server.

Note:

Many Exchange servers will prevent the recipients from receiving files with the .pst file extension.

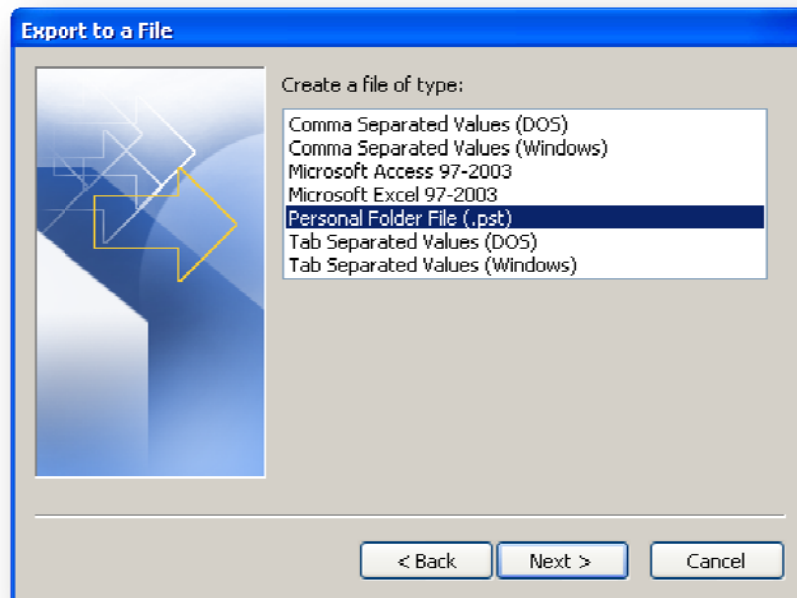
Select the **File, Import and Export ...** menu.

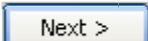
The **Import and Export Wizard** dialogue will appear:



Select **Export to a file** and click the  button.

The next step, *Export to a File* will appear:

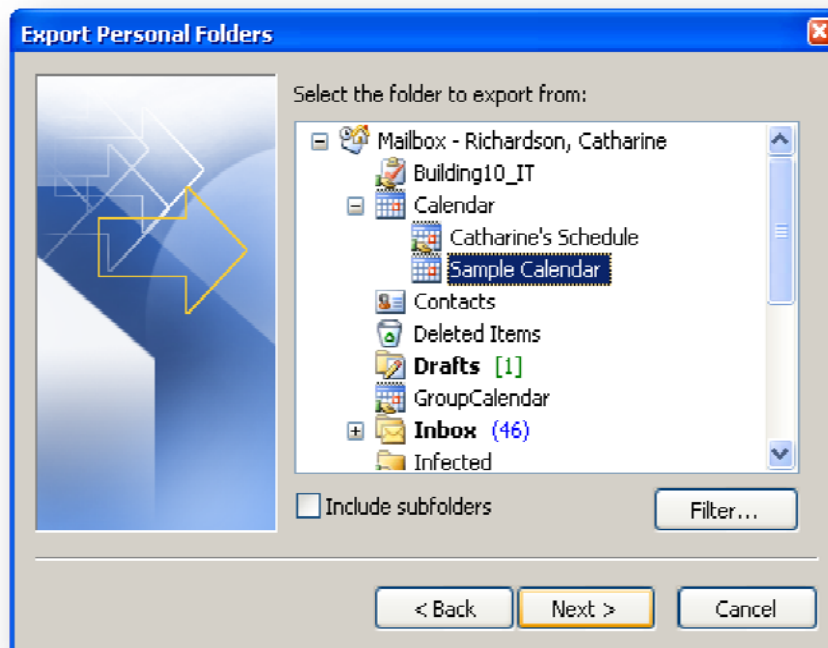


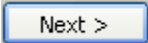
Select *Personal Folder File (.pst)* and click the  button.

Note:

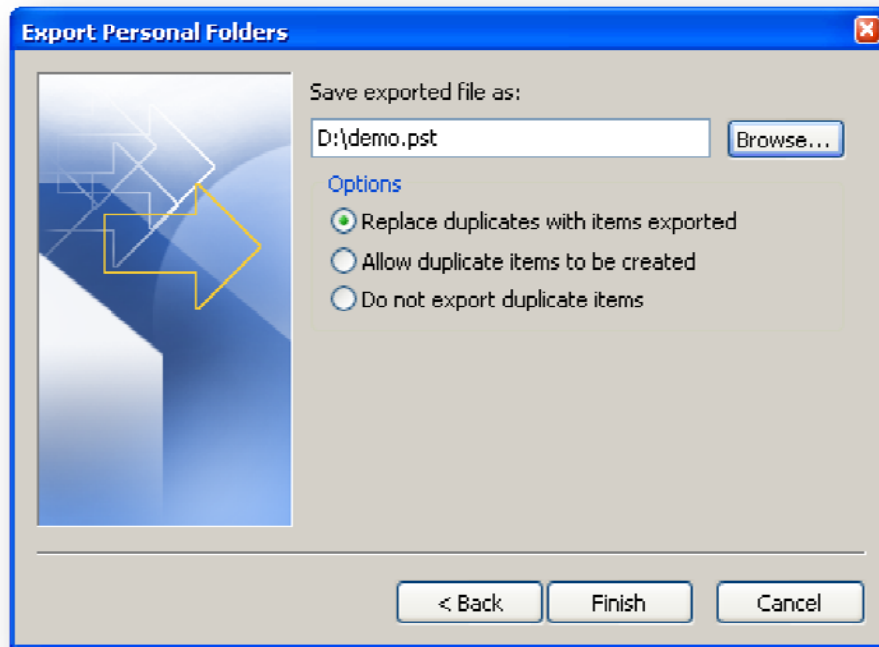
Alternate file formats, such as Excel or Comma Separated may also be chosen. This may be a useful option if the calendar will be emailed (see previous note on page 8).

The next step, *Export Personal Folders* will appear:



Select the desired folder and click the  button.

The next step will appear:



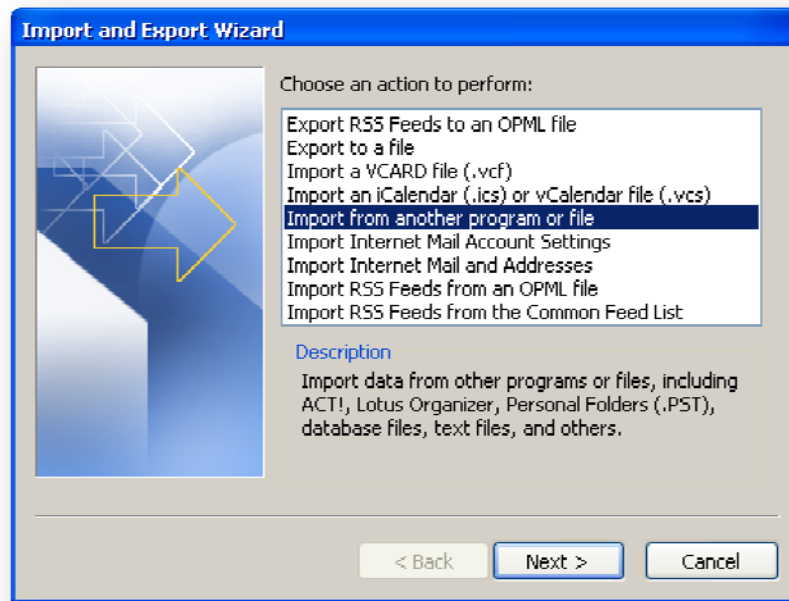
Enter or browse to the location where the file will be saved to.

Click the  button.

Importing a Calendar

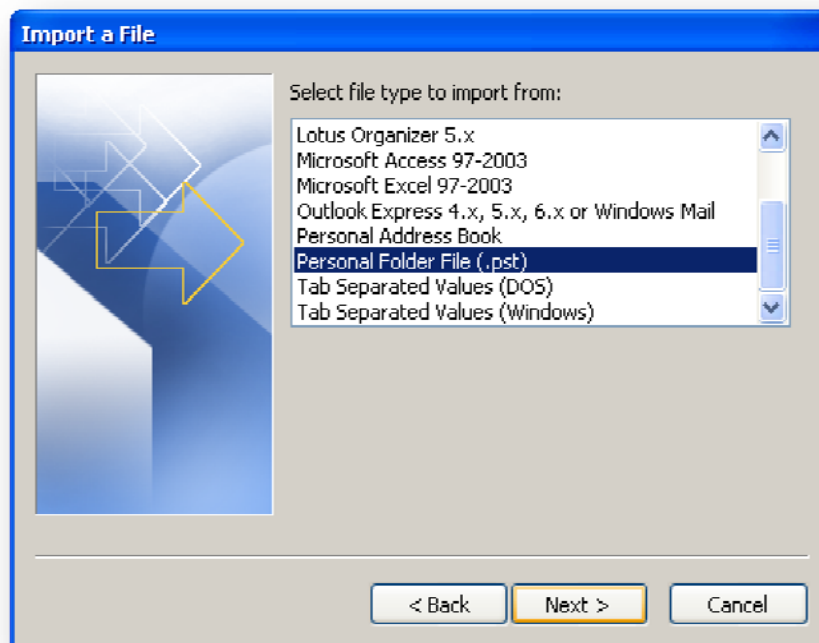
Select the *File, Import and Export ...* menu.

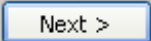
The *Import and Export Wizard* dialogue will appear:



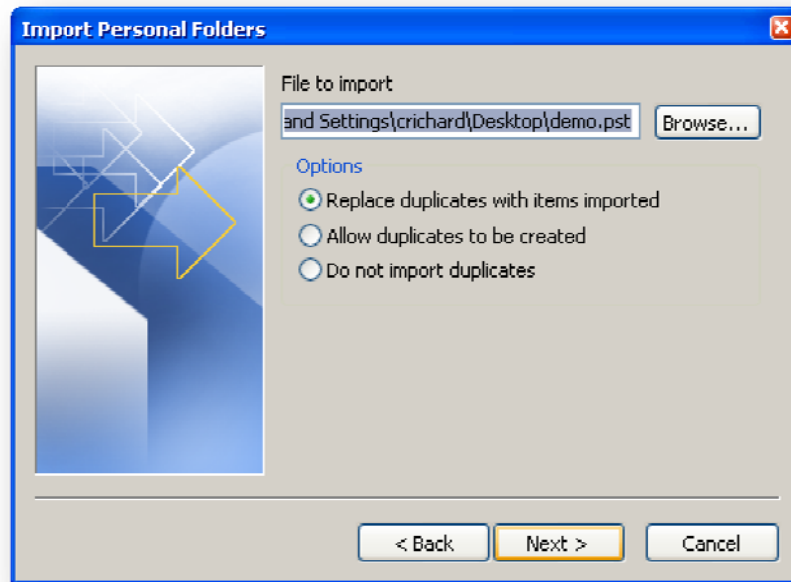
Select *Import from another program or file* and click the  button.

The next step, *Import a File* will appear:



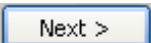
Select *Personal Folder File (.pst)* and click the  button.

The next step, *Import Personal Folders* will appear:

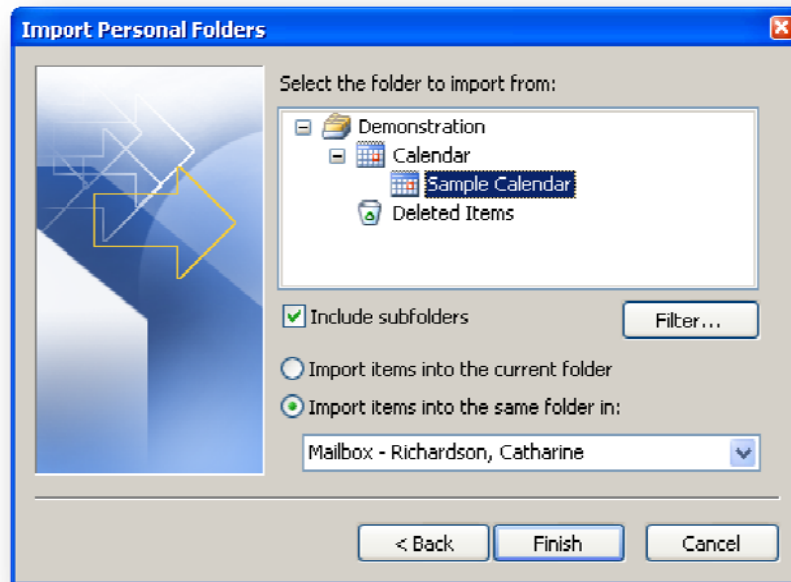


Enter or browse to the location containing the pst file you wish to import.

If you are re-importing into an existing file you will need to decide on how duplicate entries will be handled. Typically, duplicates are replaced.

Click the  button.

The next step, *Import Personal Folders* will appear:



A pst file contains a number of folders, including a trash folder. Select only the calendar you wish to import.

Check *Include subfolders* if desired.

Choose whether to:

Import the items into the current folder (items will accumulate in the calendar currently in view).

- or -

Import the items into the same folder (items will be created in a folder with the same name).

Click the  button.