

Microsoft Outlook 101



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Course Facilitator: DJ McDonald

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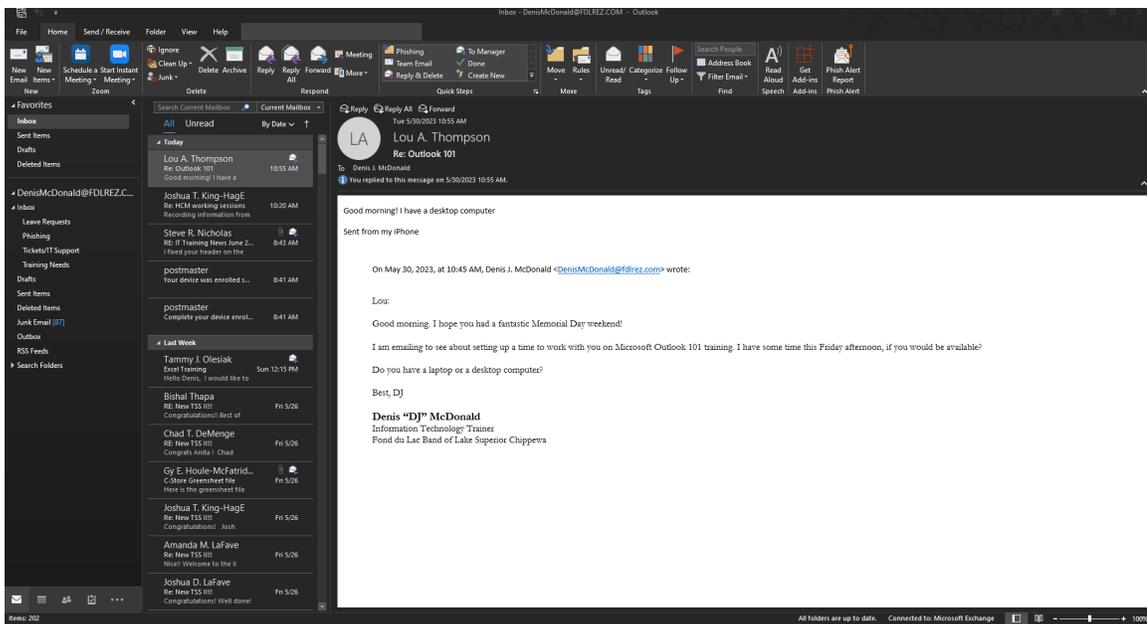
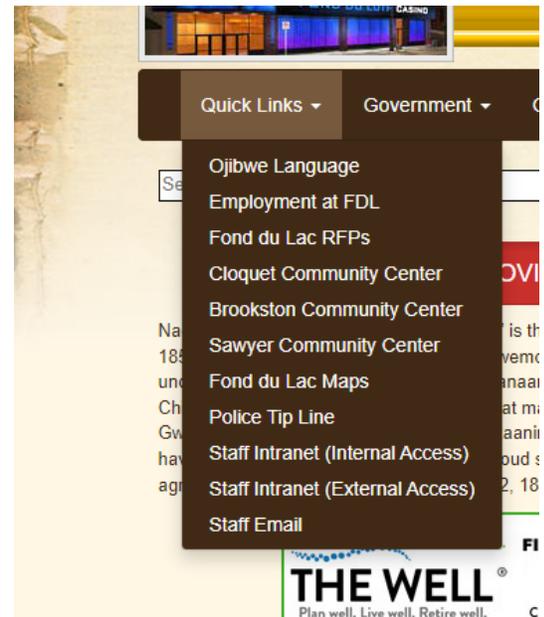
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Access Webmail

1. Navigate to the Fond du Lac reservation website.
(<https://www.fdlrez.com>)
2. Click on Quick Links; dropdown menu.
3. Click on Staff Email.
4. Type in your username and password.

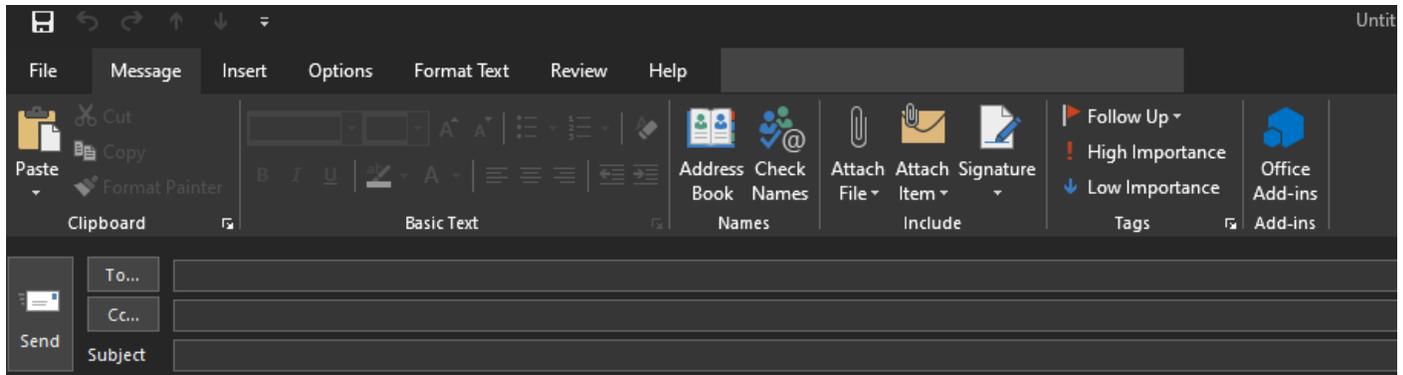
Getting Started with Outlook & Its Uses

1. Open up Outlook. There are several ways to do so:
 - a. Click the Start button in the bottom left-hand corner of your screen and use your mouse to scroll to “O” for “Outlook” and then double click to open the Outlook app.
 - b. Click on the Search bar in the bottom left-hand corner of your screen and type “Outlook” to open it.
 - c. If you have Outlook saved to your toolbar, double click the Outlook icon to open it.
2. Once you have Outlook opened, you will simply type in your email and password to log in to the system.
3. Outlook is a convenient way to check your email and calendar/tasks for the day. Here is what mine looks like:



Compose, address and send messages

1. From the email view, on the **ribbon** (which is the top of the screen with all of the buttons), there are several **tabs** labeled “Home”, “Send/Receive”, “Folder”, “View”, and “Help” which is where most of our ability to use Outlook will come in. The Home tab allows us to do a lot with our email messages. Let’s go up to the upper left-hand corner of the screen to the “New” group, and select “New Email” to start a brand-new email.
2. Your new email message will come up as a blank message. From here, it is quite similar to starting a new email with the web app. The “To...” line is your recipient line. The “Cc...” line is anyone else you’d like to receive the email message in addition to the recipient. (For example, if you are looking to also send a message to the supervisor of an individual.) The Subject line is the title of your email—something short and sweet, but also detailed enough to give the reader an idea as to what you’re talking about.
3. In your email message, we have different tabs on the ribbon as well. Most of our work will come in the form of the Message tab. Here, we can look up individuals to email through the Address Book which is in the Names group. We can also attach documents and other items to emails if we want the recipients to receive a file or something to review. We will go over signatures later on in this lesson. Finally, you can tag emails as High or Low importance.

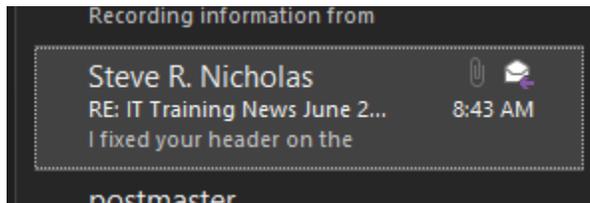


Denis “DJ” McDonald
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Fond du Lac Band of Lake Superior Chippewa

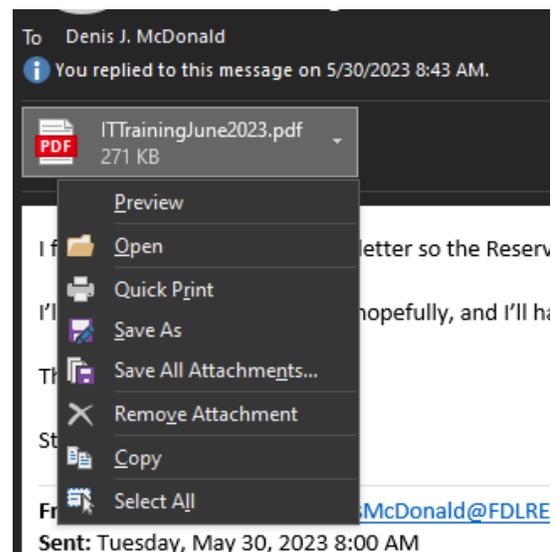
Add, open and save attachments

1. Let's say you want to send a file along with your email. If you click on "Attach File" a drop-down menu will come up. Here you will see a list of files on your computer that you've recently used. You can simply click on one of those files, or hit "Browse This PC" to look elsewhere for your files.
2. If an email has an attachment, there will be a paper clip icon located next to the email in your inbox.

It will look similar to this:

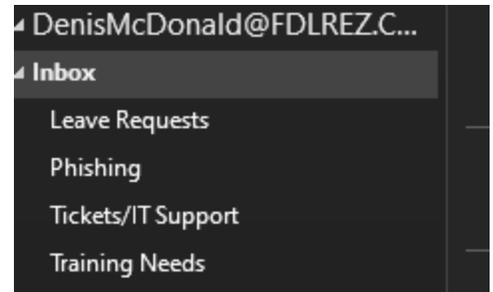


3. BEFORE YOU DOWNLOAD AN ATTACHMENT SOMEONE SENDS YOU, you need to ask yourself some questions:
 - a. Do you know who this person is?
 - b. Do you know what the attachment is?
 - c. Are you expecting the attachment?
 - d. Is the attachment/email important to you?
 - e. This is extremely important because people can easily send you attachments over email that, if downloaded, can compromise the security of the IT systems we have in place. In other words, people could potentially access sensitive information that they should not have access to. They do this by getting you to download malware in the form of attachments that you were not expecting.
 - f. The easiest way to verify that it's a true attachment is to converse with the sender and make sure it was them who sent it. If you do that, you should be fine!
4. To download an attachment, click on the email that had the attachment and the attachment will be in the top of the email. Click on the drop-down arrow next to the attachment file name and click 'Open'.
5. If you'd like to save the attachment to refer to later. You can also Save As the attachment to save it to your computer.



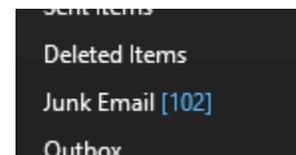
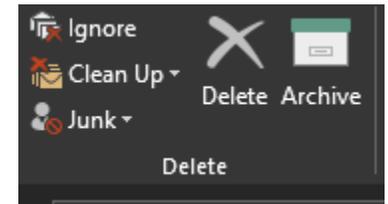
Manage folders

1. To start a new folder, simply right-click on your Inbox and click “Create New Folder” then type in whatever name you want to give your new folder.
2. Your folders will appear underneath your Inbox file.
3. To manage your folders, simply right-click on the folder and you can rearrange, rename, delete, or copy folders.



Manage junk email & Archive Email

1. Undoubtedly, you will at some point receive an email that is junk mail. There are a number of things you can do with this email:
 - a. You can simply delete the email, located at the top of your ribbon – Home tab – Delete group. You can Delete the message which will move it to your Deleted Items. Deleted Items are automatically cleared every 30 days.
 - b. You can mark the email as Junk, which will block the sender from sending you additional emails.
 - c. You can Archive the email, if it’s an older email that you want to keep but don’t want it in your current inbox right now.
 - d. Finally, you can report the email as Phishing. The Phish Alert Report button on the Outlook app will allow you to report the message as phishing. Phishing is an attempt by a hacker or someone with malicious intent to try and secure private information from us users about our employer. Reporting an email as Phishing will send it to the IT Department for review.
2. If you want to refer back to an email you previously recorded as junk, you can go into your Deleted Items on the left-hand side (the navigation pane) and/or Junk Email.
3. You can clean up your email inbox by clicking on Clean Up. This will delete redundant emails from your inbox.



To select multiple emails in Outlook, you can:

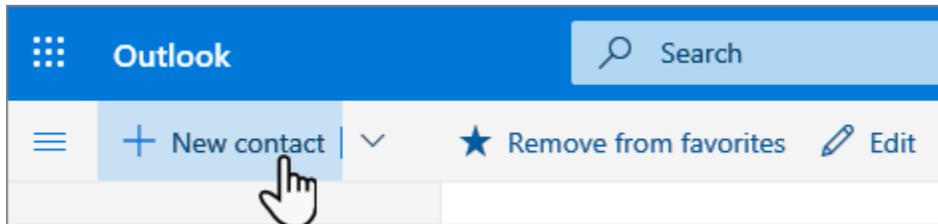
- Use the “Select All” checkbox at the top left of the emails list to select all emails at once.
- Use the checkbox next to each email to select individual emails.
- Long press or tap the circle icon of any email to select one or more messages.
- Press Ctrl+A to select all of the emails in the folder.
- Press and hold down the Shift key and highlight the first and last message in the list of emails to select a range of emails.

Manage contacts

Use the People page to create, view, and edit contacts, contact lists, and groups. Create new contacts from scratch, or add someone as a contact from their profile card. You can create a simple contact list for sending email to a group of people, or create groups for group-based collaboration.

Add a New Contact

1. Select the **People** icon  at the bottom of the navigation pane.
2. On the People page, on the toolbar, select **New contact**.



3. Enter details for the contact. Select **Add more** to add more information, such as the contact's address and birthday.
4. Select **Create**.

View and edit contact information

1. On the People page, select a contact in the middle pane to see or edit information about them. What you see is a version of the profile card. What tabs and sections you see may vary.
 - a. Files: Recent files that the contact has shared with you.
 - b. Email: Recent email messages and email attachments between you and the contact.
 - c. LinkedIn: If the contact has a public LinkedIn profile with the same email that you've saved for that contact, you'll see LinkedIn information here.
2. To edit a contact, select Edit contact next to Contact Information, or select Edit on the toolbar.

Delete a contact

1. Select one or more contacts, and then select Delete.
2. Select Delete to confirm.

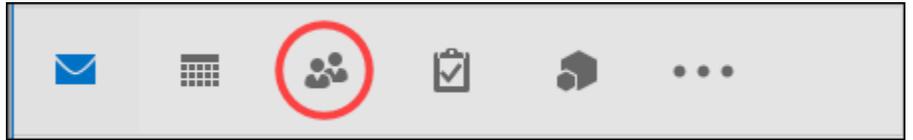
Change how contacts are displayed and sorted

1. To change how contact names are displayed, select Settings and then Display contacts by > First name or Last name.
2. To select sorting, use the sort menu at the top of the list. For example, select Sort by > Last name.

Create contact groups (distribution lists)

On the Navigation bar, click **People**. **Note:** You can find **People** in one of two places on the Navigation bar.

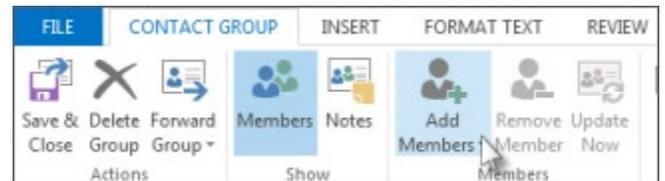
If you're using the compact Navigation bar, click the People icon.



If you're using the expanded Navigation bar, click the word **People**.

Mail Calendar People Tasks Add-ins ...

1. Under **My Contacts**, select the folder where you want to save the contact group. Usually, you'll select **Contacts**.
2. On the Ribbon, select **New Contact Group**.
3. Give your contact group a name.
4. Click **Add Members**, and then add people from your address book or contacts list.

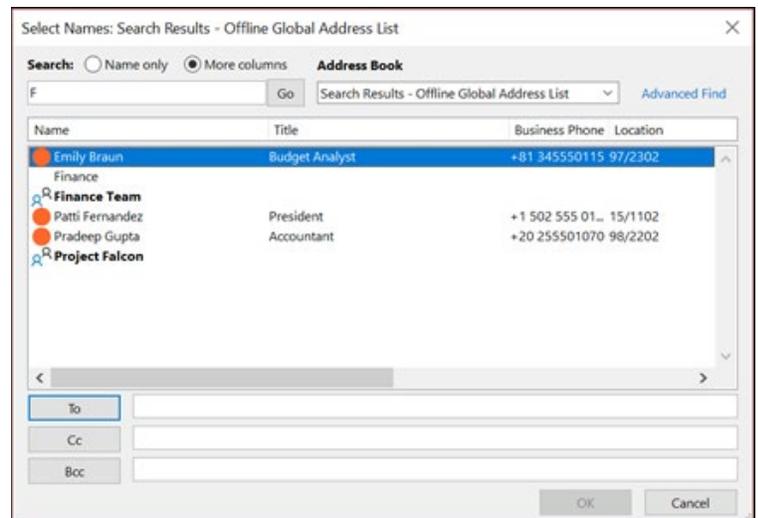


Note: To add someone who is not in your **address book** or **contacts**, select **New E-mail Contact**.

5. Click **Save & Close**.

Send a message or a meeting invite to a contact group

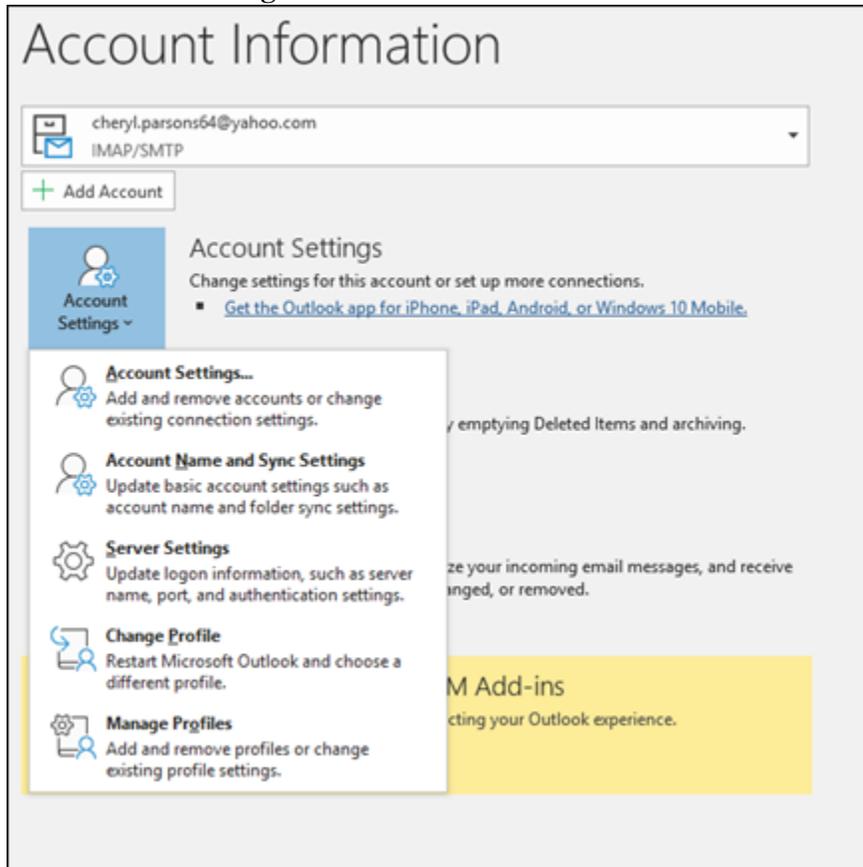
1. Open Outlook and create a new email message or meeting request.
2. If you know the name of your contact group, you can type it in the **To** field directly. Outlook will show you potential matches from the address book. You can also click the **To** button to display the Select Names dialog. Type a few characters of the contact group name and click **Go**. Contact groups are shown in bold font.



3. Enter a message or meeting subject, fill out any other necessary information, such as start and end times for a meeting, then click **Send**.

Update or change your email settings in Outlook for Windows

1. Open Outlook and select **File**.
2. Use the dropdown under **Account Information** to select the account you want to change.
3. Select **Account Settings**.



4. Select the type of information you want to change.
 - **Account Settings** allows you to add or remove accounts, change server settings, and more.
 - **Account Name and Sync Settings** lets you update the friendly name for the account and decide how many days' worth of email you'd like to synchronize.
 - **Server Settings** lets you change the login information, including the password, server name, port, and authentication settings.
 - **Change Profile** lets you switch to a new profile.
 - **Manage Profiles** lets you add or remove profiles or change profile settings.

- The most common settings you'll change are **Server Settings**.

IMAP Account Settings
CherylParsons2019@gmail.com

Incoming mail ▾

User name CherylParsons2019@gmail.com

Password

Remember password

Server imap.gmail.com Port 993

Encryption method SSL/TLS ▾

Require logon using Secure Password Authentication (SPA)

Outgoing mail ▾

Next

- Select either **Incoming mail** or **Outgoing mail** to change a variety of server settings. This is also where you can update your email password.
- When you're done updating your settings, select **Next > Done**.

Change Outlook Options

- Select **File**.
- Go to **Options**.
- The Outlook Options dialog box will open up. Here, you can customize the look and feel of Outlook, change your username, etc.

Outlook Options

General options for working with Outlook.

User Interface options

When using multiple displays:

- Optimize for best appearance
- Optimize for compatibility (application restart required)

Show Mini Toolbar on selection

Enable Live Preview

ScreenTip style: Show feature descriptions in ScreenTips ▾

Personalize your copy of Microsoft Office

User name: Denis J. McDonald

Initials: DJM

Always use these values regardless of sign in to Office.

Office Background: School Supplies ▾

Office Theme: Black ▾

Office intelligent services

Intelligent services bring the power of the cloud to the Office apps to help save you time and produce better results. To provide these services, Microsoft needs to be able to collect your search terms and document content.

Enable services

[About intelligent services](#) [Privacy statement](#)

Start up options

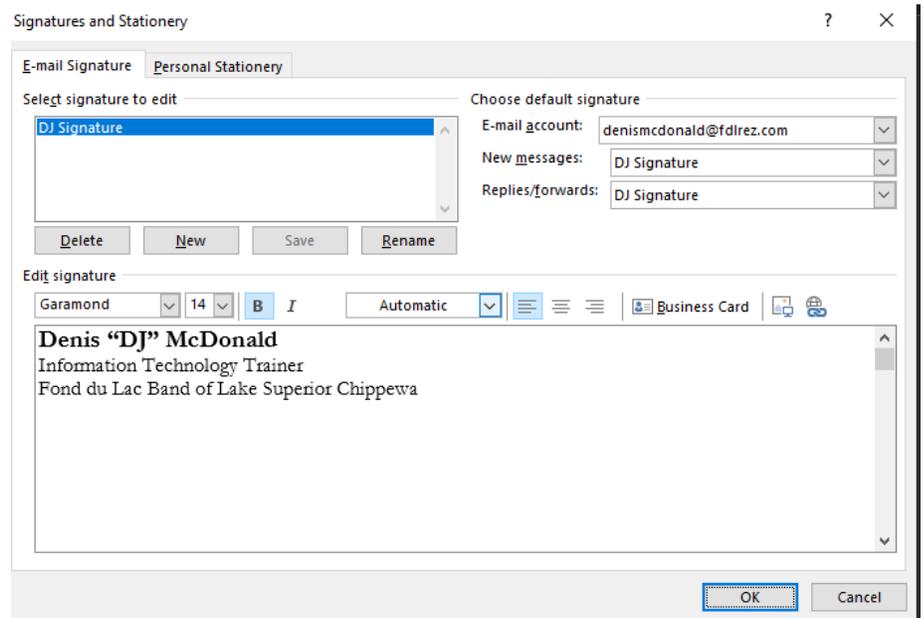
Make Outlook the default program for Email, Contacts, and Calendar

Attachment options

OK Cancel

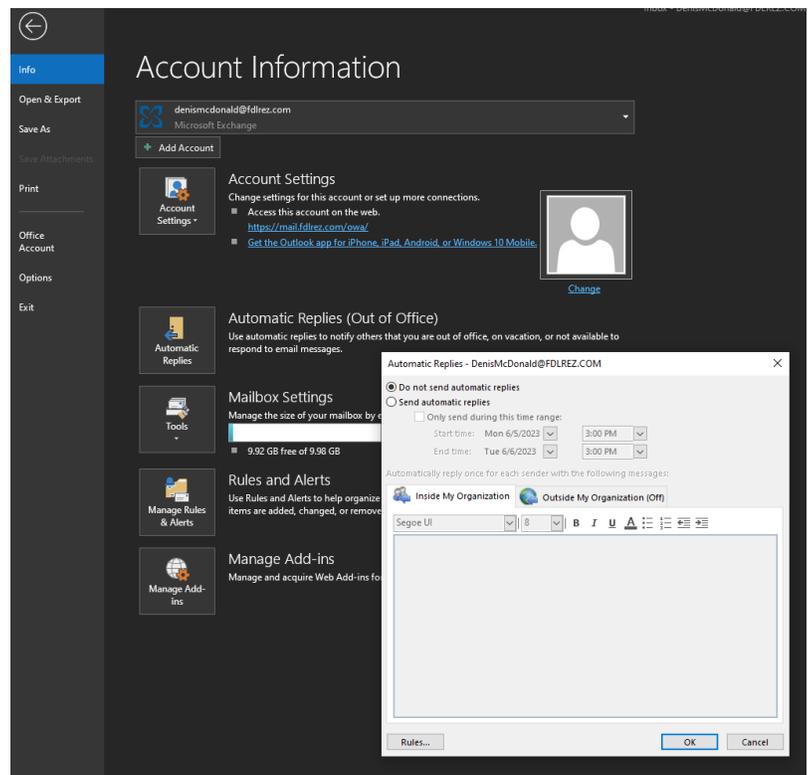
Create a signature

1. Go to Outlook Options.
2. Under “Mail” go to “Signatures”
3. Here you can type in your signature exactly how you want it to look at the end of each email. You can set up different signatures if you want, rename signatures, or edit your business card.



Set up Automatic Replies

1. Click **File** and then **Automatic Replies**.
2. Set up your automatic replies how you'd like.



Rules allow you to move, flag, and respond to email messages automatically.

Create a rule on a message

1. Right-click an existing message and select **Rules > Create Rule**.
2. Select a condition, and what to do with the message based on the condition.

For example, to move messages with a certain title to a specific folder, select the **Subject contains** condition, select **Move the item to folder**, select or create a **New** folder, and then select **OK**.

3. When you're done creating the rule, select **OK**.
4. To use the rule right away, select the **Run this new rule now on messages already in the current folder** checkbox, and then select **OK**.

The message now appears in that folder.

Create a rule from a template

1. Select **File > Manage Rules & Alerts > New Rule**.
2. Select a template.

For example, to flag a message:

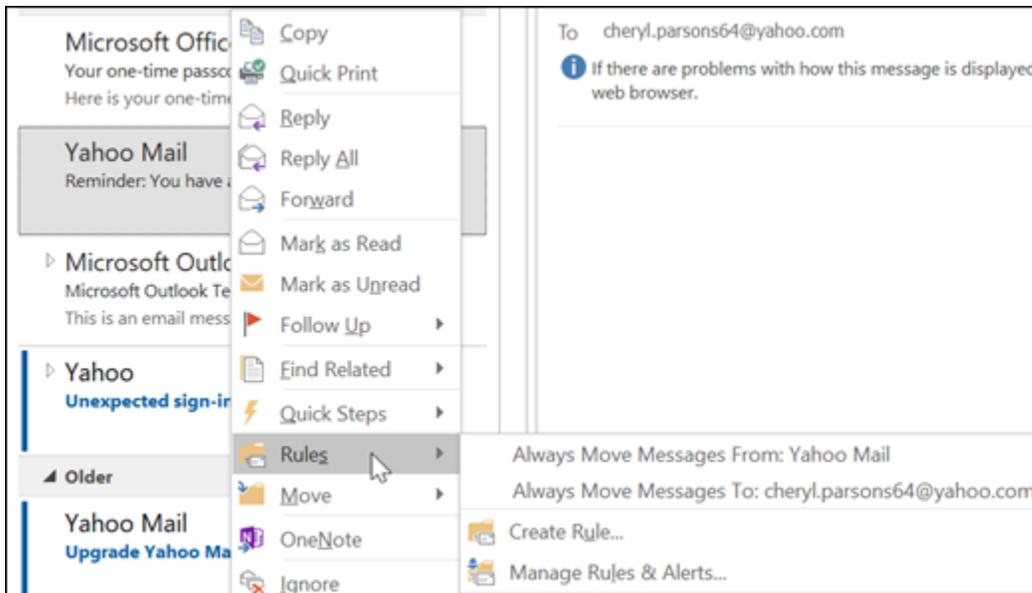
- Select **Flag messages from someone for follow-up**.
3. Edit the rule description.
 - Select an underlined value, choose the options you want, and then select **OK**.
4. Select **Next**.
5. Select the conditions, add the relevant information, and then select **OK**.
6. Select **Next**.
7. Finish the rule setup.
 - Name the rule, setup rule options, and review the rule description. Click an underlined value to edit.
8. Select **Finish**.

Certain rules will only run when Outlook is on. If you get this warning, select **OK**.

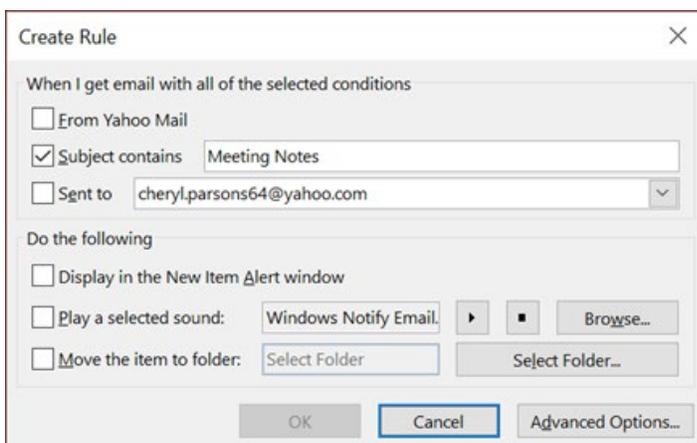
Rules allow you to move, flag, and respond to email messages automatically. You can also use rules to play sounds, move messages to folders, or display new item alerts.

The easiest and most common rule to create is one that allows you to move an item from a certain sender or with certain words in the subject line to another folder. You can create this rule directly from a message you've already received.

1. Right-click a message in your inbox or another email folder and select **Rules**.



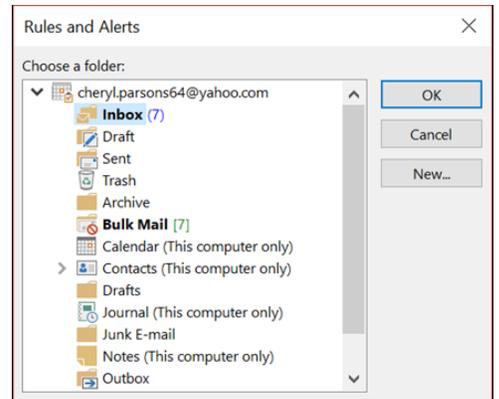
2. Select one of the options. Outlook automatically suggests creating a rule based on the sender and the recipients. To view more options, select **Create Rule**.
3. In the **Create Rule** dialog box, select one or more of the first three checkboxes.



4. In the **Do the following** section, if you want the rule to move a message to a folder, check the **Move item to folder** box, then select the folder from the **Select Folder** dialog that pops up, and then click **OK**.

5. Click **OK** to save your rule.

Note: If you want to run the rule on messages you've already received, check the box on the confirmation dialog that pops up and then click **OK**.



Delete a rule

You can delete a rule when it's no longer necessary.

1. On the **File** tab, choose **Manage Rules & Alerts**.
2. In the **Rules and Alerts** dialog box, on the **E-mail Rules** tab, choose the rule you want to delete.
3. Choose **Delete**  > **OK**.

Run rules manually

You can manually run one or more rules.

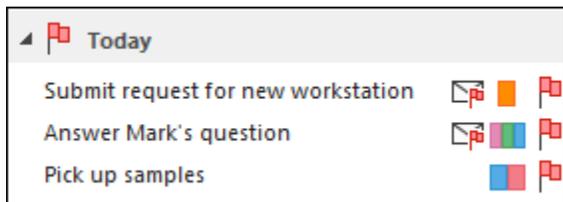
1. On the **File** tab, choose **Manage Rules & Alerts**, and on the **E-mail Rules** tab, choose **Run Rules Now**.
2. In the **Run Rules Now** box, under **Select rules to run**, select the check box for each rule that you want to run.
3. In the **Run in Folder** box, to select a different folder, choose **Browse**, choose the folder, and then choose **OK**.

Select the **Include subfolders** check box to include all folders under the folder you chose in step 3.

4. In the **Apply rules to** list, accept the default setting of all messages, or change to read or unread messages.
5. Choose **Run Now**.

Create a category

Color categories allow you to easily identify and group associated items in Microsoft Outlook. Assign a color category to a group of interrelated items—such as notes, contacts, appointments, and email messages—so that you can quickly track and organize them. You can also assign more than one color category to items.



You can choose from a set of default categories or create your own, and then assign the categories to your Outlook items. The category colors are displayed in table views, such as your Inbox, and within the open items themselves. You can rename the categories to something more meaningful to you or choose different colors for the categories. This flexibility enables you to design a color category system that fits your personal work style.

Assign a color category to an email message

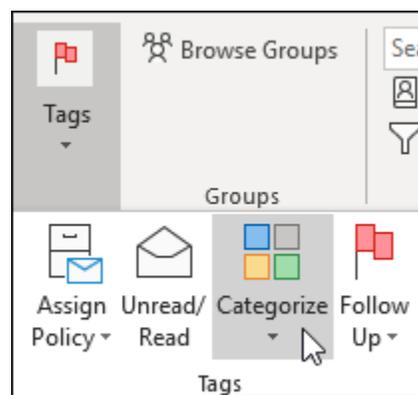
To assign a color category to a message from the message list, right-click the message. Select **Categorize**, then select a category from the list.

Tip: If you right-click the message and you only see options to flag the message, try right-clicking in the blank space to the right of the sender's name.

Note: If you want to assign a second or third color category, you can perform this action multiple times.

To assign a color category from the reading pane or an open message, select **Categorize** from the **Tags** group on the ribbon and then select a category from the list.

If you don't see **Categorize** on the Ribbon, select the drop-down under **Tags**.



Note: The **Categorize** drop-down displays the ten most recently used categories. If you have additional categories, you'll need to select **All Categories** to see the rest of the list.

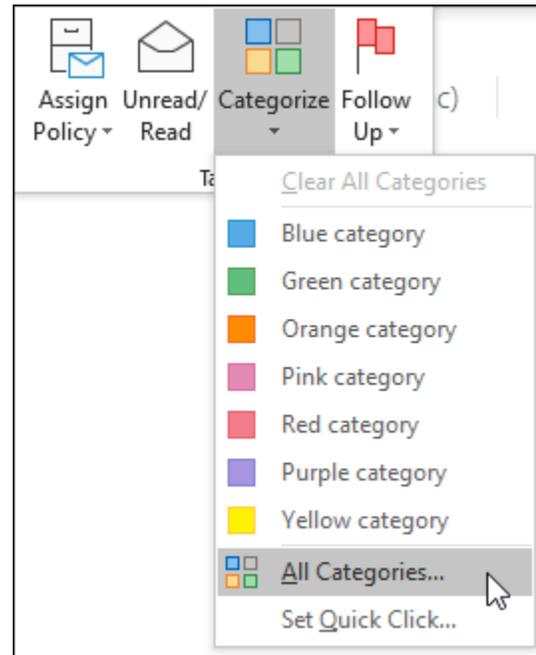
Rename a color category

The default color categories have generic names, such as Red Category and Blue Category. To easily identify and organize your categorized items, you can rename the color categories by using names that are meaningful to you.

Notes:

- The first time that you assign an existing color category to an item, you will be prompted to rename the color category.
- If you change a color category that is already assigned to items, all of the items that have that category assigned are updated to the new name.

1. On the toolbar, select **Categorize** .
2. Select **All Categories**.
3. In the **Name** list, select the name of a color category, and then select **Rename**.
4. In the **Name** list, type the new name for the color category.



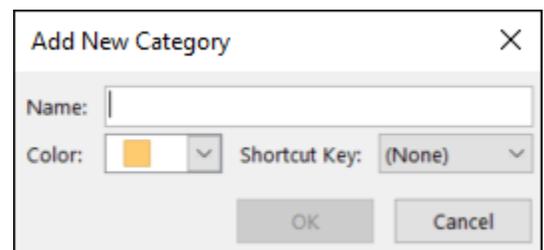
To automatically assign the color category that you are renaming to items that are selected in the main Outlook window, select the check box next to the color category in the **Name** list, and then select **OK**.

Create a color category

1. In any message folder, in the **Tags** group on the Ribbon, select **Categorize > All Categories**.

Note: For calendar items, the Tags group appears on the Appointment or Meeting tab. For an open contact or task, the Tags group appears on the Home tab.

2. In the **Color Categories** dialog box, select **New**.
3. Type a name for the category and select a color and optionally, a shortcut key. Then select **OK**.



Use tasks

To view and manage your tasks, select  **To Do** at the bottom of the navigation pane.



The To Do page includes four default tasks lists, plus optional tasks lists and any tasks lists that you create.

- **My Day** is a Smart List that can help you track the tasks that you want to get done today. It's empty at the start of each day by default, so that you can organize your day by adding tasks to it. You add existing tasks to My Day by right-clicking a task and choosing **Add to My Day**, or by dragging a task from any other tasks list to My Day. Tasks that appear in My Day are kept in their original list.

Note: My Day is cleared at midnight every night. Tasks that appear in My Day are stored in other tasks lists, so they aren't deleted when My Day is cleared.

- **Suggestions** are tasks that aren't completed that you might want to add to My Day. To see suggested tasks, go to **My Day**, then select  **Suggestions** at the top of the page. Select the plus sign (+) next to a task to add it to My Day. Select **Done** to close Suggestions and return to My Day. Suggestions includes tasks that are due today or in the future, are overdue, were previously moved to My Day but not completed, or that might be relevant to start working on.
- **Important** is a Smart List that includes tasks that you've marked as important. You can mark a task as important by right-clicking it and selecting **Mark as important**, or by selecting the star icon next to it.
- **Planned** is a Smart List that includes tasks that have a reminder or due date and have not been marked as complete. Tasks that you create with a reminder or due date will automatically appear in this list. The only way to add tasks to this list is to assign a reminder or due date to an existing task.
- **Tasks** is the list where new tasks are stored by default.
- **Flagged Email** is an optional list. When on, messages that you've flagged in Mail are copied to the Flagged Email list as tasks. You can turn the Flagged Email list on or off by going to Tasks, then selecting  **Settings** at the top of the page, going to **Connections** and using the slider to turn the Flagged Email list on or off.

Note: The Flagged Email list is available only on accounts that are hosted by Microsoft, such as accounts that end in Outlook.com, Hotmail.com, or Live.com. Also accounts from private domains that are hosted by Microsoft.

You can add new tasks by selecting a tasks list, then choosing the plus sign next to **Add a task** and entering a description of your task. If you add a task to a Smart List, the task will be saved in Tasks and linked to the Smart List you were in when you created it.

Note: You can't create new tasks in Planned. To add a task to Planned, add a reminder or due date to an existing or new task.

Select a task in any list to see all of the available options for that task. You can do things like add additional steps, add them to My Day, make them repeating, add a due date or reminder, and add a note.

Introduction to Outlook Calendar

Calendar is the calendar and scheduling component of Outlook that is fully integrated with email, contacts, and other features.

Just as you write in a notebook, you can click any time slot in the Outlook Calendar and start typing. By using the Calendar, you can create appointments and events, organize meetings, view group schedules, and much more.

- **Create appointments and events**

Click any time slot in the Outlook Calendar and start to type to create your appointment or event. You can opt to have a sound or message remind you of appointments, meetings, and events, and you can color items for quick identification.

- **Organize meetings**

Select a time on the Calendar, create a meeting request, and select the people to invite. Outlook helps you find the earliest time when all the invitees are free. When you send the meeting request by email, the invitees receive the request in their Inbox. When the invitees open the request, they can accept, tentatively accept, or decline your meeting by clicking a single button. If your request conflicts with an item on the invitees'

Calendar, Outlook displays a notification. If you, as the meeting organizer, allow this, invitees can propose an alternative meeting time. As the organizer, you can track who accepts or declines the request or who proposes another time for the meeting by opening the request.

- **View group schedules**

You can create calendars that show the schedules of a group of people or resources. For example, you can view the schedules of all the people in your department or all the resources, such as conference rooms, in your building. This helps you schedule meetings quickly.

- **View calendars side-by-side**

You can view side-by-side multiple calendars that you created and also calendars shared by other Outlook users. For example, you can create a separate calendar for your personal appointments and view both your work and personal calendars side-by-side.

You can also copy or move appointments between the displayed calendars. Use the Navigation Pane to quickly share your own calendar and open other shared calendars. Depending on the permissions granted by the owner of a calendar, you can create or appointments on shared calendars.

- **View calendars on top of one another in overlay view**

You can use overlay view to display multiple calendars that you created and also calendars shared by other Outlook users. For example, you can create a separate calendar for your personal appointments and overlay your work and personal calendars to quickly see where you have conflicts or free time.

- **Link to calendars on Microsoft SharePoint sites**

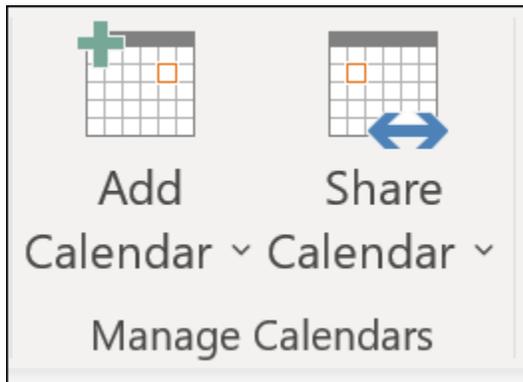
If you have access to a SharePoint site, you can view the lists of events from that site in your Outlook Calendar. You can change the list in Outlook, even when you are working offline. The changes are automatically synchronized when you connect to the Internet again. Also, you can view the SharePoint calendars side-by-side with other personal or shared calendars.

- **Send calendars to anyone through email**

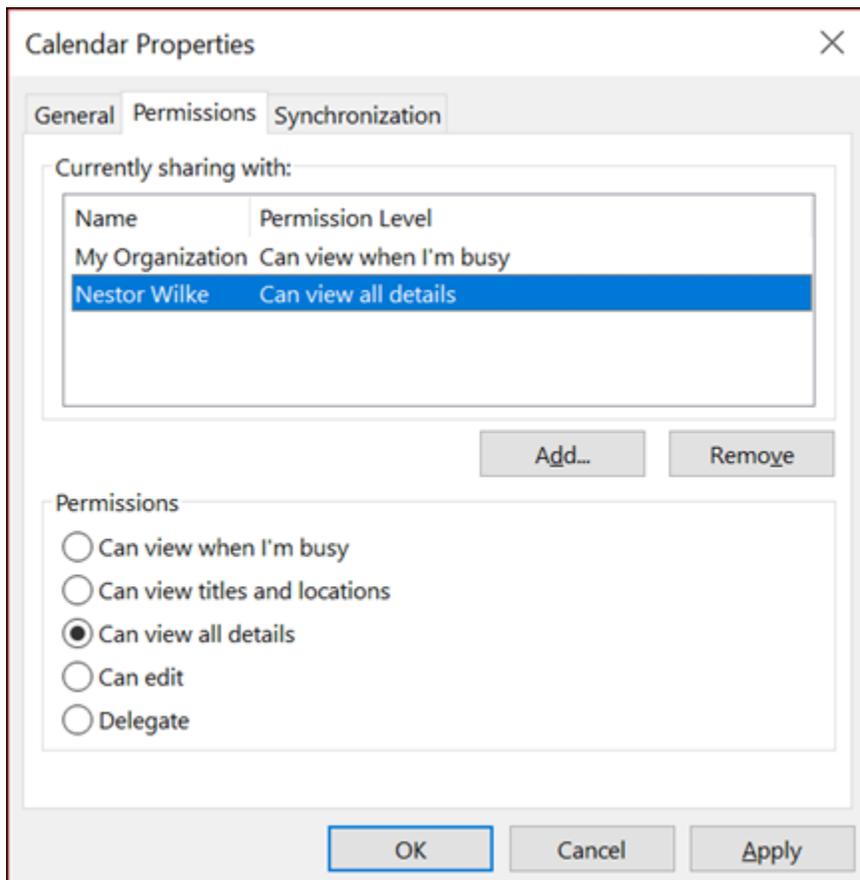
You can send your calendar to a mail recipient as an Internet Calendar, but keep control over how much information is shared. Your calendar information appears in the body of the email message as an Internet Calendar attachment that the recipient can open in Outlook.

Share your Outlook Calendar

1. From your **Calendar** folder, on the **Home** menu, select **Share Calendar**.



2. Choose the calendar you want to share from the drop-down menu.
3. In the **Calendar Properties** dialog box, click **Add**.
4. You can search for people from your address book or type in their email addresses in the Add box. When you're done adding names in the **Add Users** dialog box, click **OK**.
5. Back in the Calendar Properties dialog box, select the person's name or email address, then choose the level of details that you want to share with the person, then click **OK**.



6. The person you've shared your calendar with will receive a sharing invitation by email.
7. Once the recipient clicks **Accept**, they'll see your shared calendar in their calendar list.

I see a "This calendar can't be shared" error

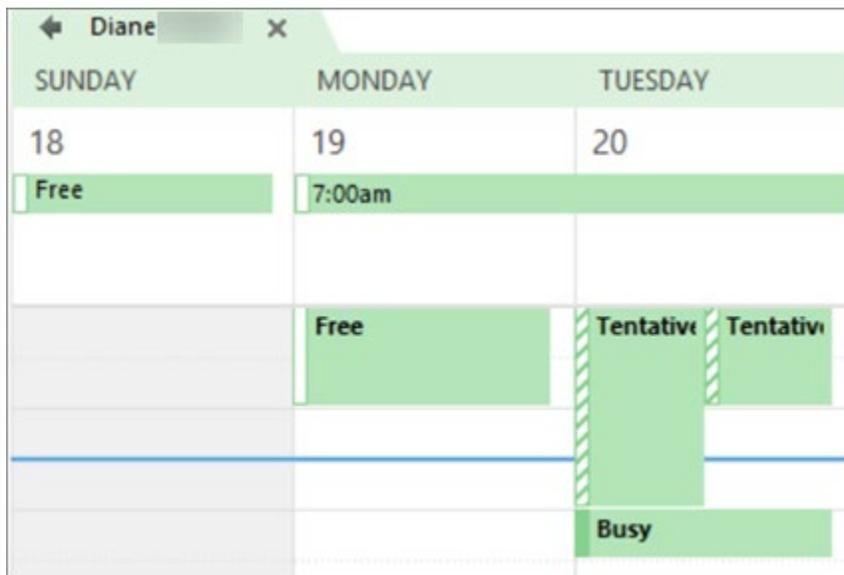
If you see a message that says **This calendar can't be shared**, there are three possible reasons.

- The email address is invalid.
- The email address is a Microsoft 365 Group
- The email belongs to an external user who isn't part of your organization.

What permissions people have to your calendar

You can choose from several different permission levels when sharing your calendar.

- **Can view when I'm busy.** Those sharing your calendar with this permission level can only see which times you're available, like this:



SUNDAY	MONDAY	TUESDAY
18	19	20
Free	7:00am	
	Free	Tentative Tentative
		Busy

- **Can view titles and locations.** Those sharing your calendar with this permission level will see availability and the subject and meeting location, like this:

TUESDAY	WEDNESDAY	THURSDAY
20	21	22
Office Hours at the Microsoft	Brown B Skype m Jim Mart	BP Tech Online Meeting Ignacio
Microsoft Tom V		Keeping Skype Meeting Andre
Help with StaffHub;		weekly revi Skype Meeting; TBD Diane
		Job Role discussion Skype Meeting; Con Diane

- **Can view all details.** Those sharing your calendar with this permission level will see all details of your appointments, just like what you see.

Stop sharing your calendar

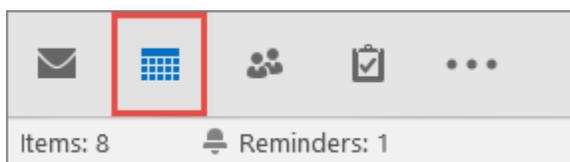
At any time, you can revoke access to your calendar. Note that it may take a while for Microsoft 365 and the user's Outlook to sync and remove the view to your calendar.

1. Click **Calendar**.
2. Click **Home > Calendar Permissions**.
3. On the **Permissions** tab, click the user's name and then choose **Remove**.
4. Click **OK**.

Share a calendar by publishing it to a web page

If you have access to a web server that supports the World Wide Web Distributed Authoring and Versioning (WebDAV) protocol, you can publish your calendar there.

1. Click **Calendar**.



2. Click **Home > Publish Online > Publish to WebDAV Server**.

Notes:

- If you're using Microsoft 365, you can still publish your calendar to a WebDAV server, but you must first remove {Anonymous:CalendarSharingFreeBusySimple} from the sharing

policy. This will prevent you from publishing your calendar to Exchange in the future, however.

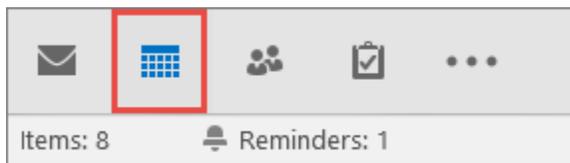
3. In the **Location** box, enter the location of the WebDAV server, select any other publishing options you want, and then click **OK**.

Share your calendar in an email

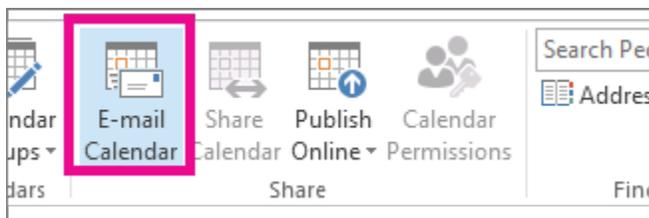
If you don't want to give someone permissions to share your calendar and see updates, you can email a static copy of your calendar for a specific date range. The recipient will be able to see the events on your calendar at the time you sent the email, but not any updates you make after you send the email.

Note: This feature is no longer available with Outlook for Microsoft 365.

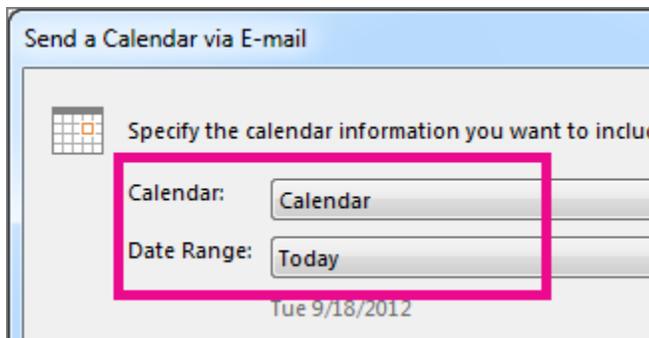
1. Click **Calendar**.



2. Click **Home > E-mail Calendar**.

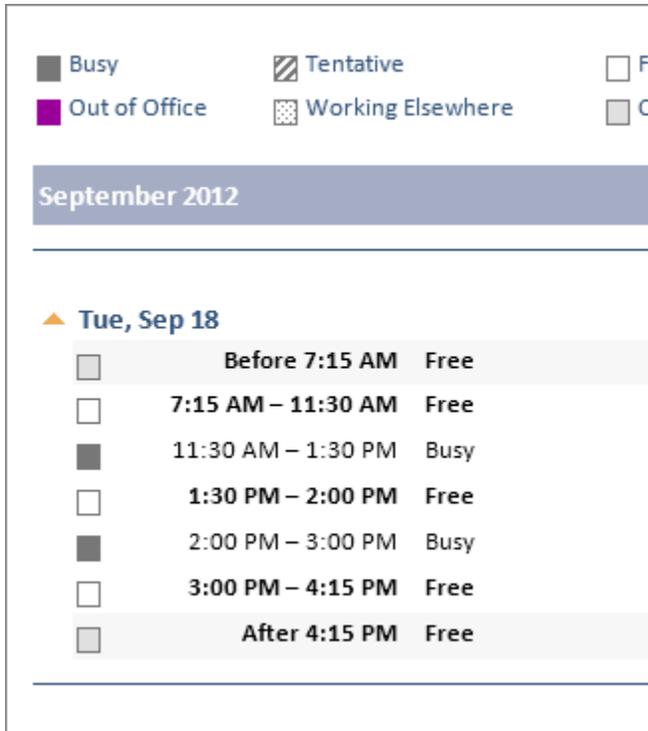


3. In the **Calendar** and **Date Range** boxes, pick the calendar and time period you want to share. For example, choose **Today** only or for the **Next 7 days**.



4. Set any other options you want, and then click **OK**.
5. In the new email that opens, add who you want the message to go to in the **To** field, add a message if you want, and click **Send**.

The person you sent your calendar to will see a snapshot of your calendar in the message.

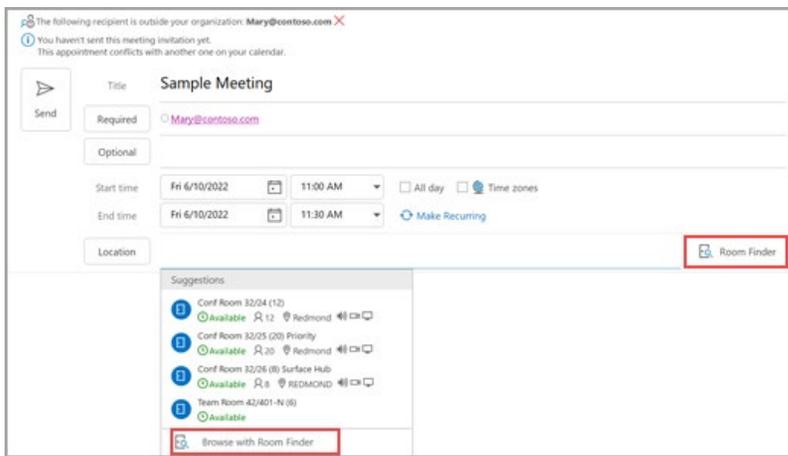


The message also includes an attached iCalendar (.ics) file that they can open in Outlook or another calendar program. When the recipient clicks the iCalendar file, Outlook displays the file as a new calendar that they can view side-by-side with their calendar. They can drag appointments or meetings between the two calendars and find a time that works for both of you.

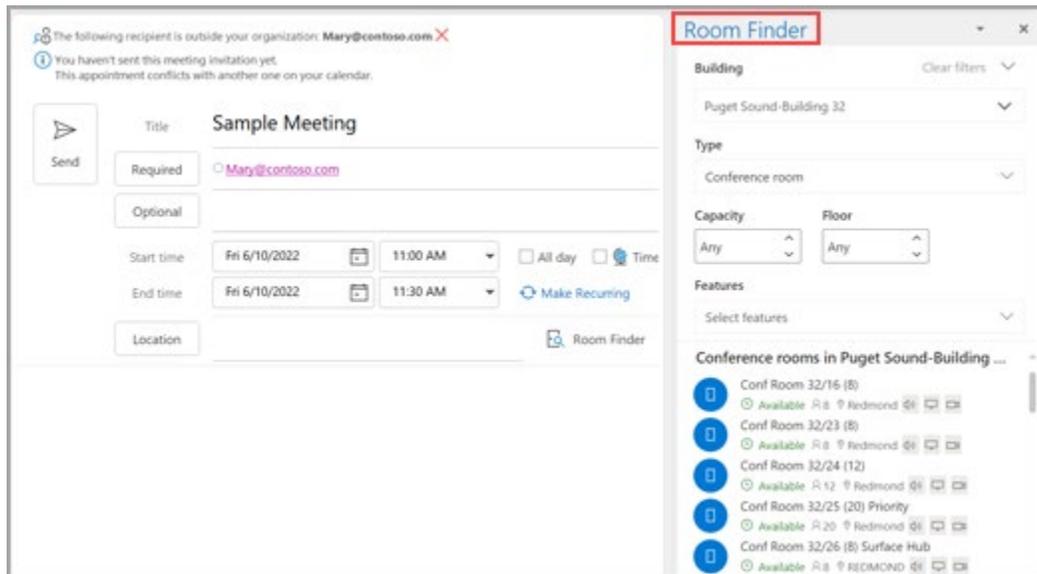
Check Conference Room Availability & Use Room Finder

1. In a new meeting, add the **Required** attendees, the **Start time** and the **End time**, then click the **Room Finder** button at the end of the **Location** field.

Alternatively, you can click in the **Location** field and select **Browse with Room Finder** at the bottom in the list of suggested locations.



2. Choose the room specifics on the **Room Finder**. These conference rooms are set up by your Microsoft Exchange or Microsoft 365 administrator.



3. If the meeting has multiple attendees and busy conference rooms, it can be difficult to find a time that works for everyone. To find availability for people and rooms, select the **Scheduling Assistant** button on the ribbon, then select **AutoPick** and choose the appropriate criteria.

Note: This feature replaces the **Suggested Times** feature from earlier versions of Outlook.

4. After you find an appropriate time slot and add a conference room to the meeting, select **Meeting** on the ribbon. You can then close the Room Finder. When you're done setting up your meeting, select **Send**.