

Microsoft Outlook Web Access 2003 Calendar Features

The Outlook Web Access (OWA) allows you to check your schedule and plan meetings from any web browser in the world. This help sheet covers the basics for you to start using the Calendar feature in OWA. For details on accessing your mailbox via OWA, please see the help sheet Microsoft Outlook Web Access 2003: [Email Basics](#).

APPOINTMENTS

You may create or view appointments in your calendar from OWA.

1. Click on the **Calendar** bar on the left pane. This will display your calendar.



Calendar

2. Click the **Switch to Monthly View** icon (31) to display your calendar in a monthly format.



3. Click the **Switch to Daily View** icon (1) to display a one-day view.

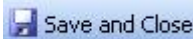


4. To create a new appointment click on the **New** button on the toolbar. The New Appointment window opens.



5. Fill-in the **Subject** and **Location** fields accordingly. Modify the **Start** and **End** times as needed. Fill-in the notes box with your agenda.

6. When you are done click on the **Save and Close** button.



You may drag and drop your appointment to a different time in the one-day view. Position your mouse over the (blue) bar of your appointment until a four headed arrow appears, then drag and drop the appointment on another time slot.

PLAN A MEETING

You may plan meetings with other people and check their schedules in the calendar using OWA. At the same time you may also book a meeting room in your office building just like you would in Outlook 2000/XP.

1. Be sure that you are currently viewing your calendar. Create a new appointment as in step 4 and 5 above.
2. Click **Invite Attendees**. In the **Required** or **Optional** box, select or type the address of your meeting attendees.



3. Click on the **Availability** tab to view the free and busy times of your recipients. Blue bars indicate that your attendees are busy. Position your mouse over the time slot, click and drag the time-lines to a period suitable for everyone.
4. Click on the Send button to send the meeting request to your recipients.



CALENDAR OPTIONS

OWA allows you to set the Time Zone you are currently in so that you can plan your schedule when you are overseas. You may also configure the OWA calendar to your preference.

1. Click on the **Options** bar on the left pane.



2. In the **Date and Time Formats** section, you may choose the date and time display style. In the **Current Time Zone** box select the time zone you are in.



3. In the **Calendar Options** section, select the appropriate settings as required.
4. Click **Save** when done. Your settings will be reflected in the calendar.

