How to Configure your Outlook Calendar

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.
Once installed, Outlook 2007 is fully configured and ready to begin calendaring with UVic’s Exchange service. However, there are some settings that require a ‘personal touch’. In this tutorial we will look into some of the basic settings for you to change in Outlook 2007.

1. From the **Tools** menu, select **Options** to open the Options dialog box.
2. The **Default Reminder** for all meetings is set for 15 minutes. You can either increase or decrease this time period if necessary.

3. Click on **Calendar Options**. This will open the *Calendar Options* dialog box.
From the *Calendar Options* dialog box you can change your work week information (very important if you work weekends or nights), determine the default handling of meetings you propose, and set up the calendar’s basic appearance settings. You can also add holidays and use other types of calendars such as the Gregorian or Hebrew calendars.

4. Click on *Planner Options* to customize the behaviour of the **Meeting Planner** and **Group Schedule** forms.

**Note:** By default all of the boxes have already been checked.
5. To add holidays to your calendar, click on **Add Holidays**. This will open the **Add a Holiday to your Calendar** dialog box. From here you can add holidays from any country.

6. Click any of the boxes provided to add that country’s holidays and then click **OK**.

**Note:** The UVic specific holiday calendar may be added as well via Download on the Computer Help Desk website (helpdesk@uvic.ca).
From the *Free/Busy Options* dialog box you can specify if you wish to allow the Default user (which is everyone) to see your Free/Busy time or add other users.

7. Click on *Free/Busy Options* to open the *Calendar Properties* dialog box.
On the Permissions tab you can add specific users and grant them elevated permissions for not only reading, but also writing and editing your Calendar.

**Note:**
For more information on Sharing your Calendar and available Permission Levels, see the “How to Share Your Calendar” Tutorial.
The last item for you to configure is the Outlook toolbar. By default only the **Standard** and **Task Pane** toolbars are enabled. However, the most powerful and useful of all toolbars is the **Advanced** toolbar.

9. To add the **Advanced Toolbar**, right-click on an empty section of the toolbars area. The context-sensitive menu will open. Click on **Advanced**.

The Advanced tool bar allows us quick access to **Views**, **Auto Preview**, **Field Chooser**, **Group by box**, **Print Preview**, **Reading Pane placement**, and an **Outlook Today** home button to take us directly to the Outlook home page.

**Note**: You can also add the **Advanced Toolbar** through the view menu by selecting **Toolbars ➔ Advanced**.
You can further customize any of the toolbars to display any menu item. This can be especially useful when you tend to perform the same task over and over again and don’t always want to click through the menu trees.

10. Right click on any toolbar and select **Customize** from the drop down menu. The **Customize** dialog box will open.
For example, if you routinely schedule repeating meetings, you should consider adding the **New Recurring Meeting** button to your toolbar.

11. Click on the **Commands** tab in the **Customize** dialog box and scroll to select the **Actions** category.

12. Scroll through the list of available commands to locate **New Recurring Meeting**. Click to select it and drag it to your toolbar. Let go once it is in the correct placement.
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