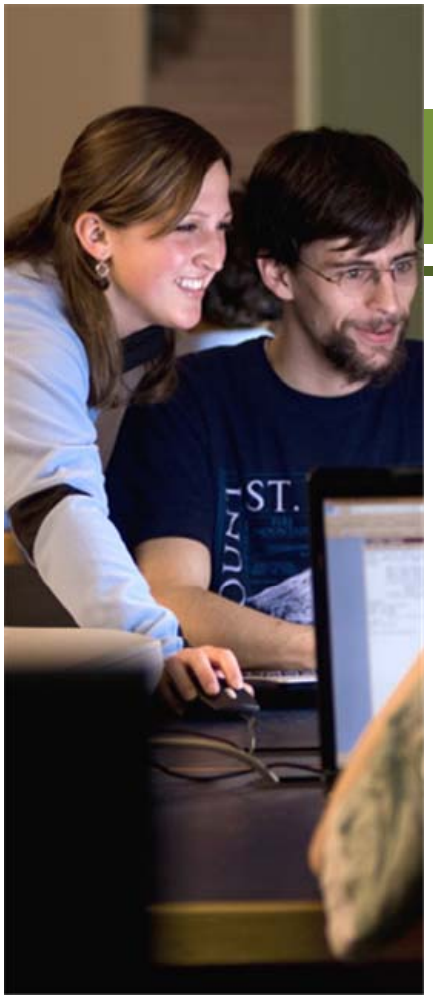
ECS

Enterprise Collaboration Services



Outlook 2007

Using UVic's Exchange Service

How to Create an All Day Event

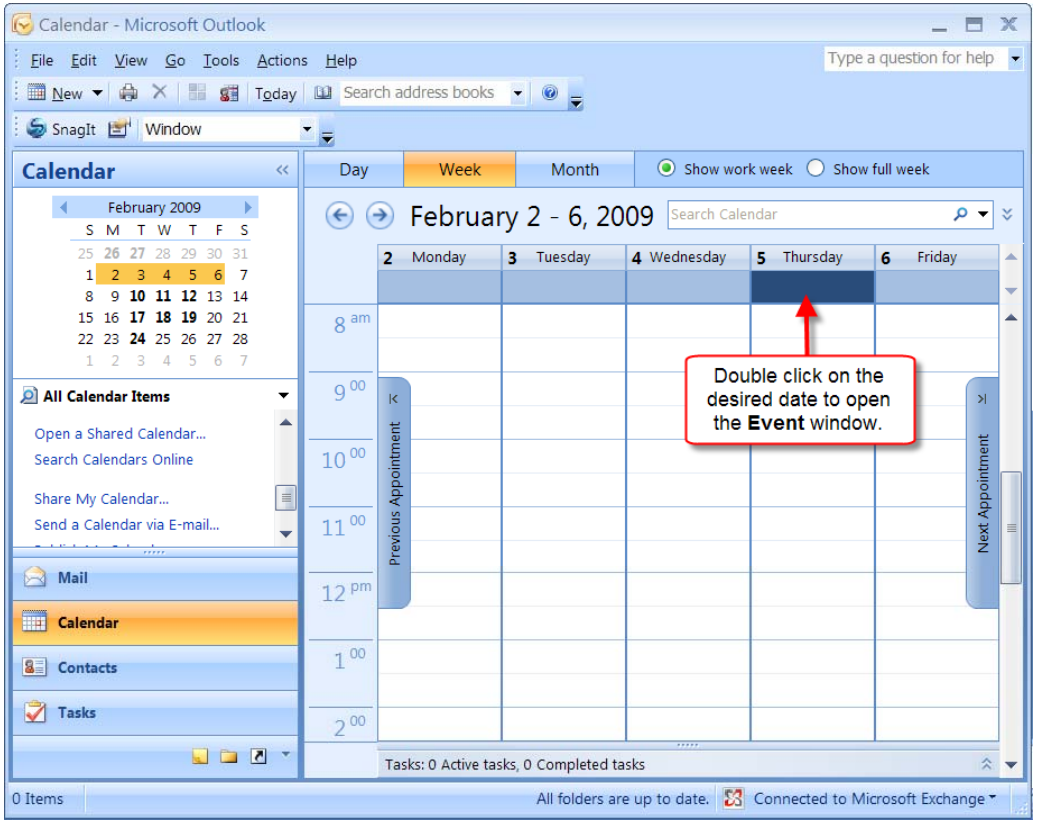
You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.

University of Victoria | Systems

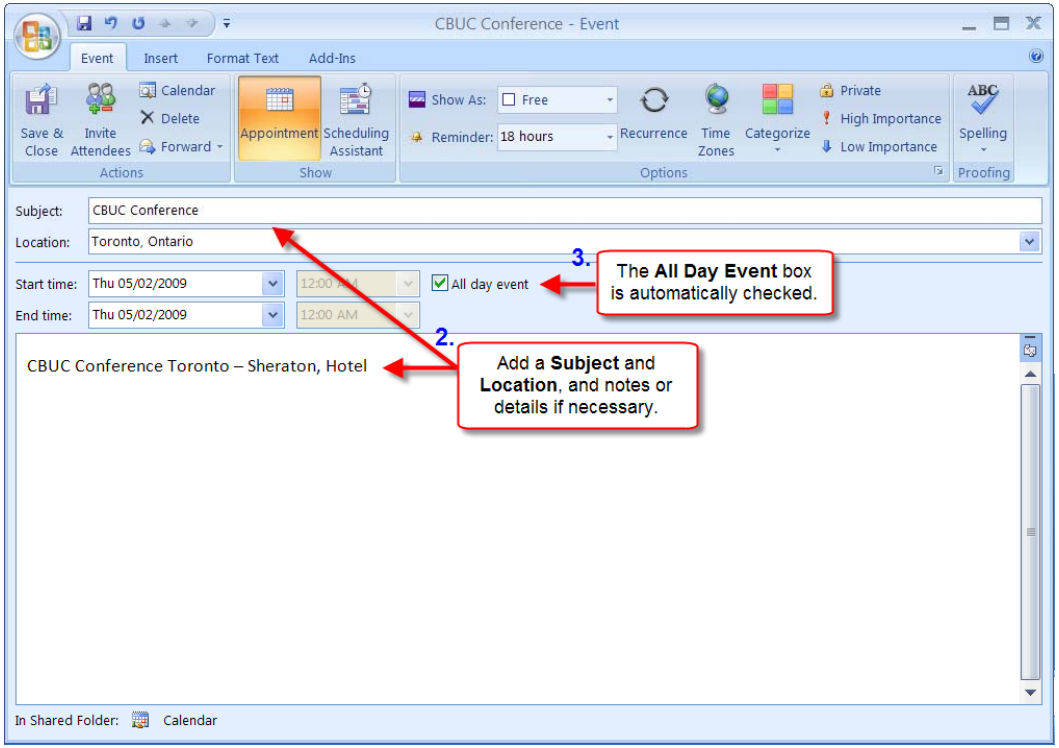
An Event is an activity that lasts 24 hours or longer. Examples of an Event could include a conference, seminar or vacation. Usually an Event occurs once and can last for one day or several days. Events do not occupy blocks of time in your calendar; instead they appear as banners. An all-day appointment displays your time as busy when viewed by other people, but an all day event displays your time as free.

1. From the monthly or weekly view in your Calendar, double click on the desired day of the Event.

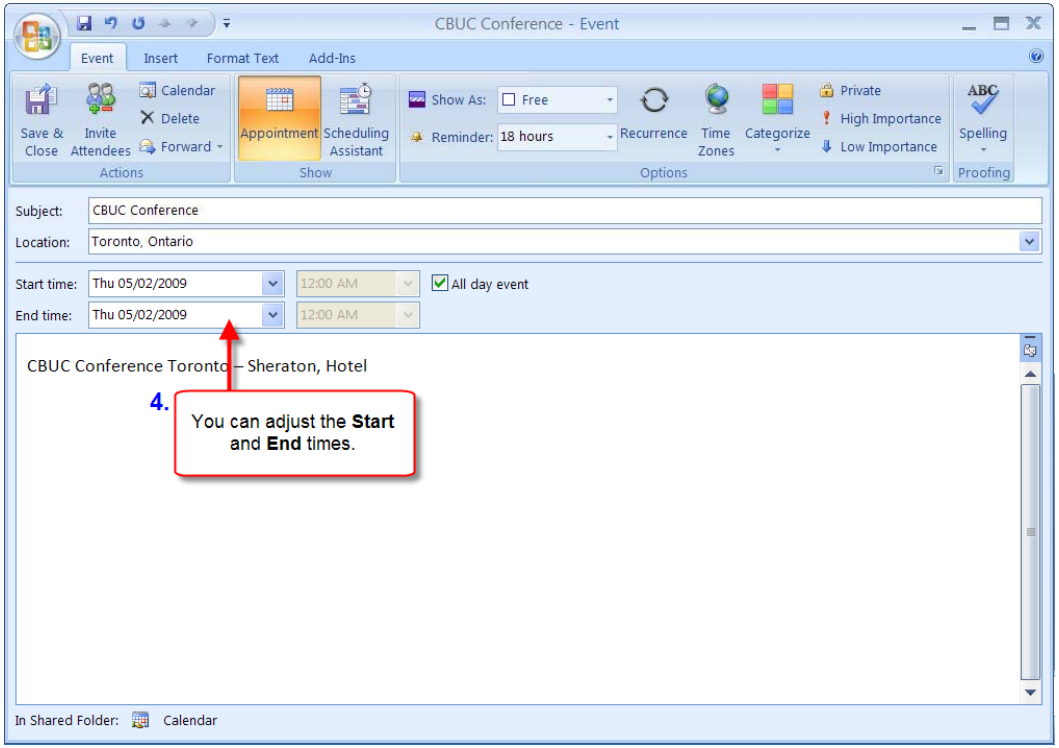


2. A new appointment window will open, where you can add a **Subject** and **Location** for the Event. You can also add necessary notes or details in the text box provided.

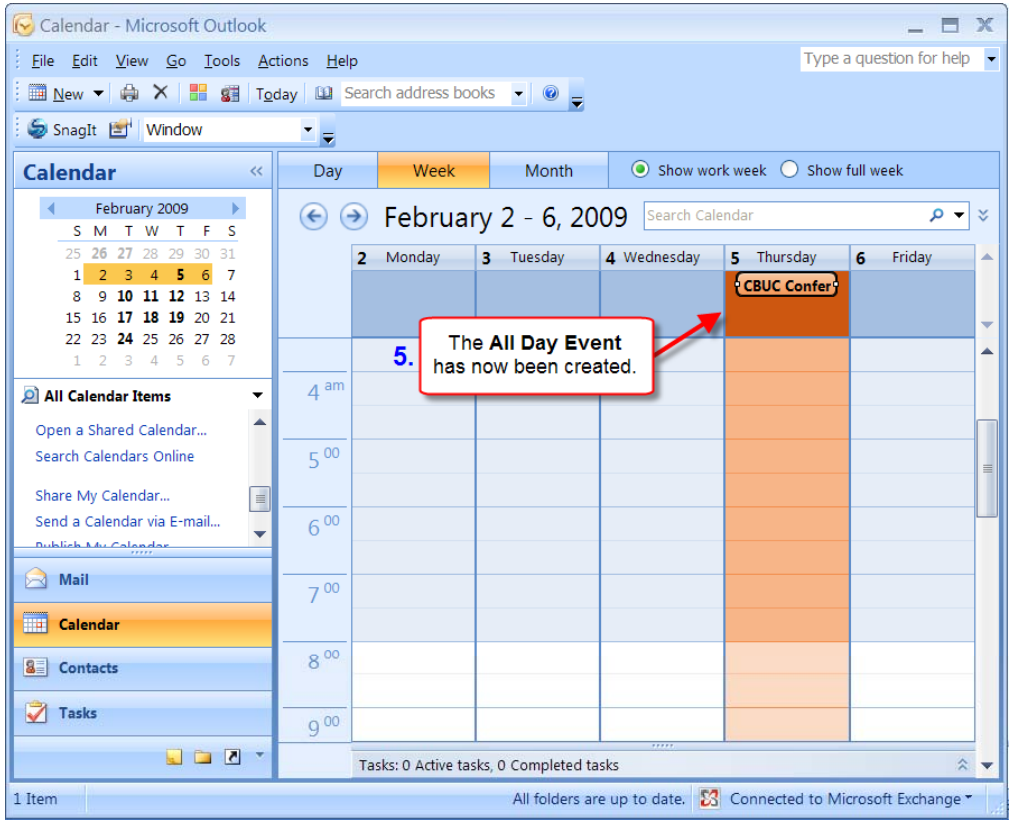
3. The **All Day Event** box will automatically be checked.



4. You can adjust the **Start** and **End** times if necessary to reflect an Event that is longer than 24 hours.



5. The All Day Event has now been created. Here is how it will appear in your calendar.



To view other related tutorials on Outlook Exchange 2007, please visit helpdesk.uvic.ca/ecs.