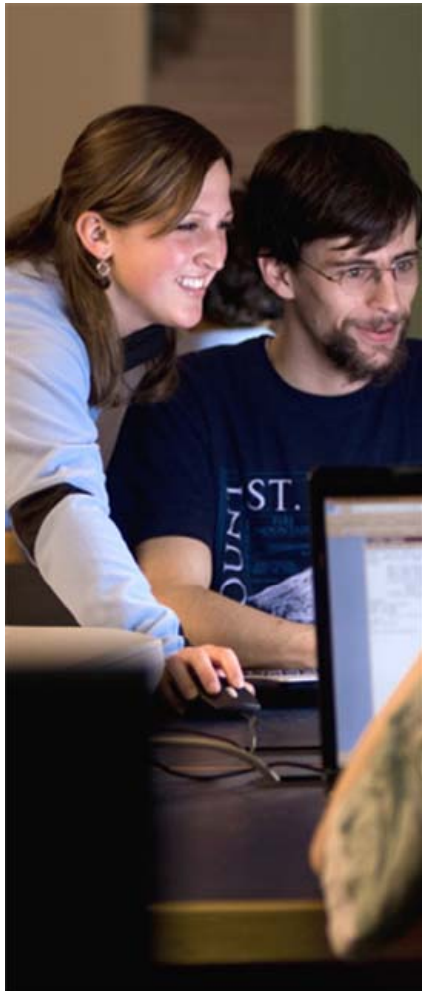




### Outlook 2007

*Using UVic's Exchange Service*



## How to Create a Custom Calendar View

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

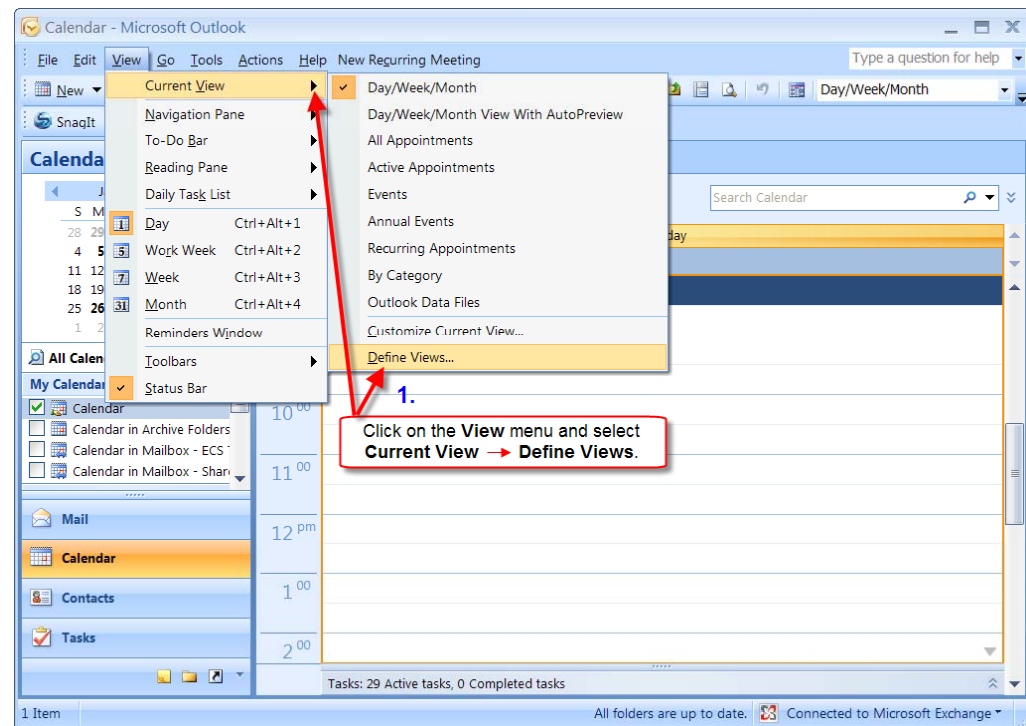
For more information about the ECS project and to provide your feedback, please contact [ecstrain@uvic.ca](mailto:ecstrain@uvic.ca).



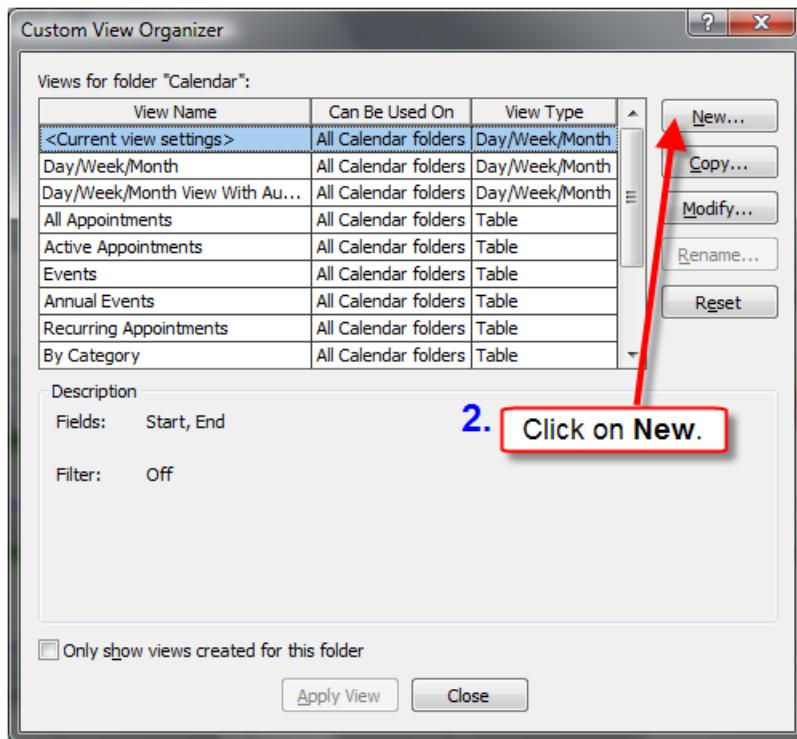
With Outlook 2007 you can customize views to display your calendar in a manner that is best suited for you. A view is composed of a *view type, fields, colors, fonts* and many other settings, and allows you to view items in a folder in a variety of ways. You may choose to create and customize a single calendar view or modify an existing one.

In this tutorial you will learn how to create a custom view that will display all calendar appointments with the word **ECS** in the subject line. This is a useful view when having a cluttered calendar and attempting to see specific appointments that occur on a regular basis such as committees and board meetings.

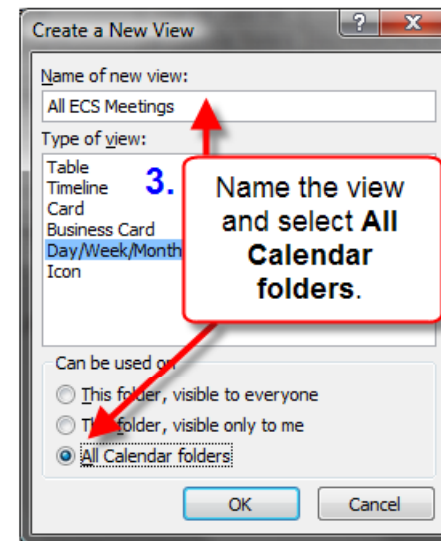
1. From the **View** menu, select **Current View** → **Define Views** to open the *Custom View Organizer* dialog box.



- Click on **New** to open the *Create a New View* dialog box.



- Name the view **All ECS Meetings** and select **All Calendar folders**.

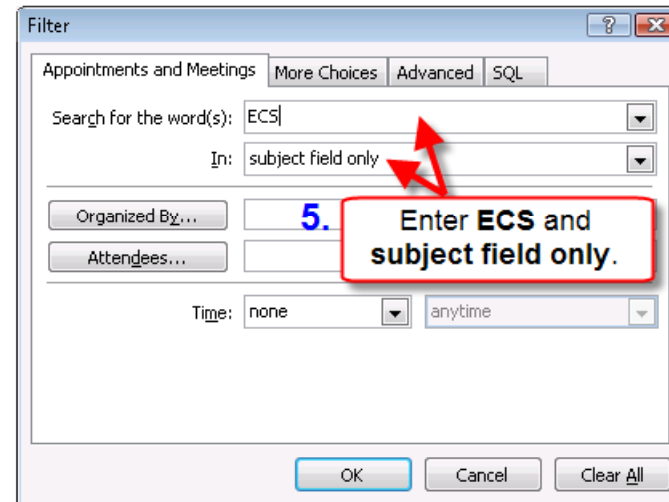
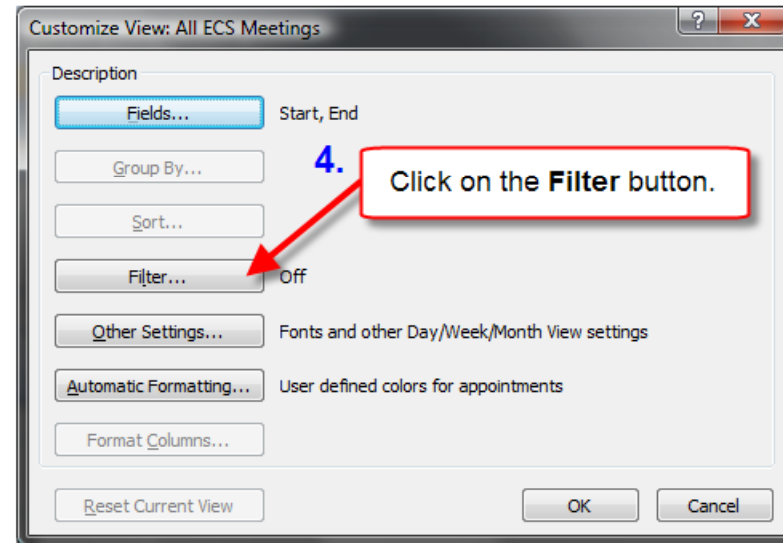


By selecting **All Calendar folders** you can apply this view to any calendar you have sharing or delegation permissions on. Click **OK** to continue and open the *All ECS Meetings* dialog box.

From this dialog box you can select to add fields, filter for key words, control font and other view settings, as well as enable **Automatic Formatting** for unread items.

Some items are greyed-out as they can't be used with this type of view. They will become enabled when choosing a Table type view.

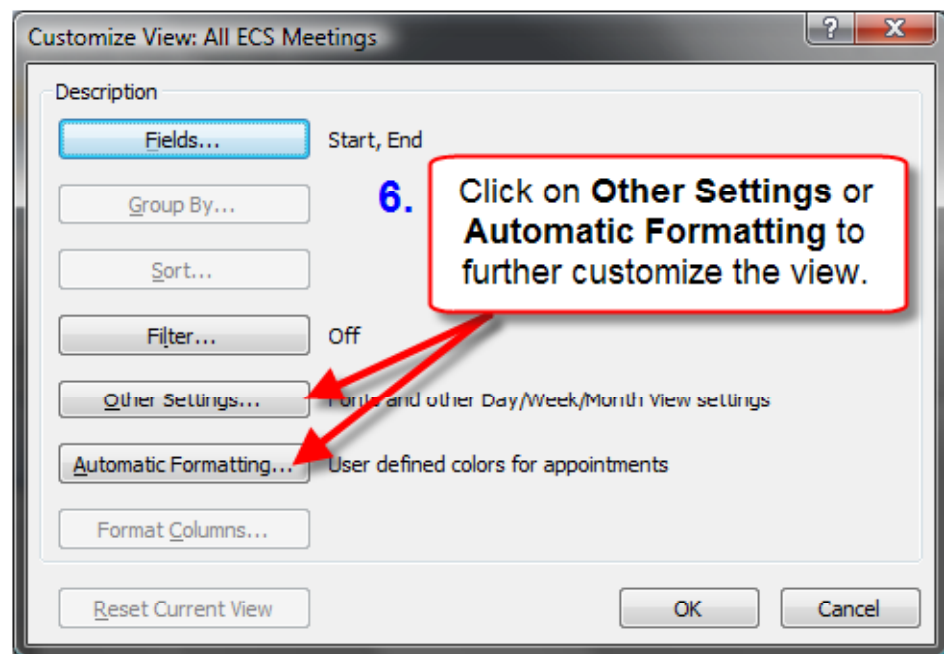
4. To enable the ECS filter to display only items that are ECS related, click on the **Filter** button. This will open the *Filter* dialog box.
5. Type **ECS** in the **Search for Words** drop down box and select **subject field only** in the **In** field. Click **OK** to finish and return to the *All ECS Meetings* dialog box.



- At this point you may wish to add other options such as font sizes and table formatting which are available under the *Other Settings* dialog box.

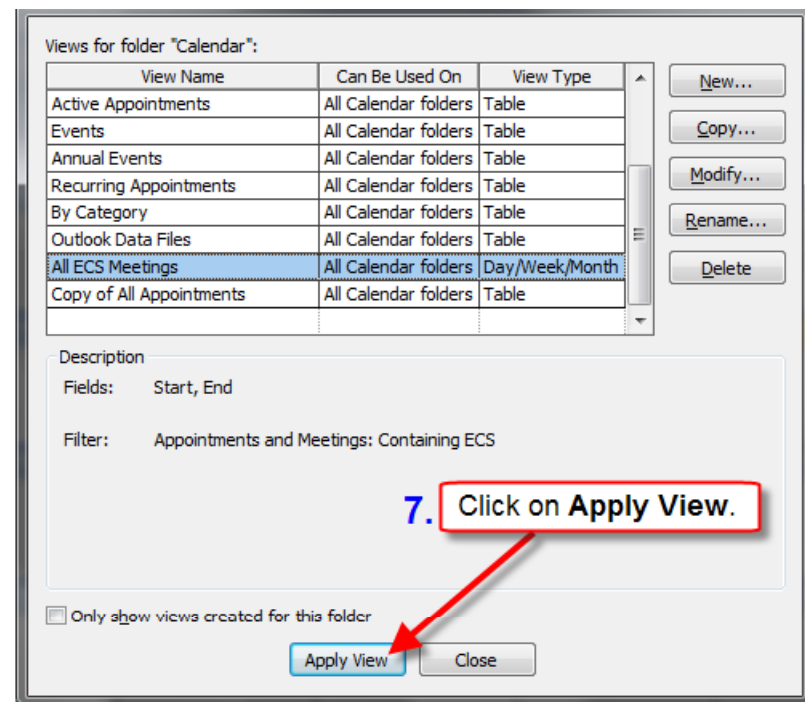
**Automatic Formatting** allows you to control the appearance of unread and overdue items, as well as add formatting to the other items you create.

Click **OK** to return to the *Custom View Organizer* dialog box.



The view you created now appears in the *Custom View Organizer* dialog box.

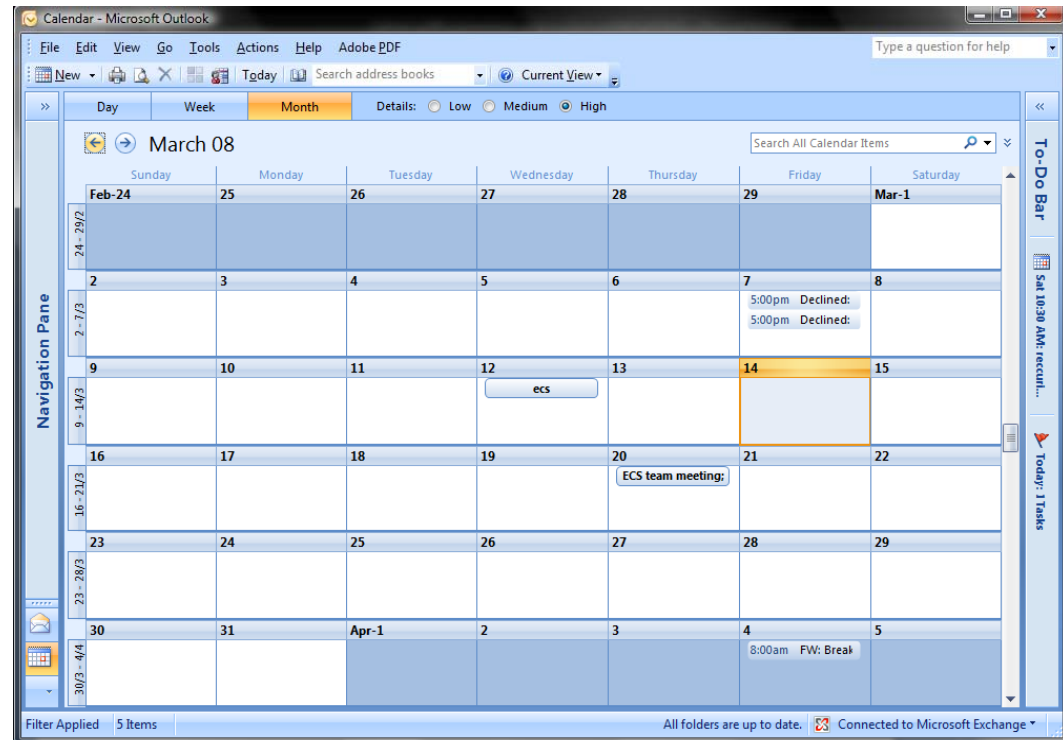
7. To apply this view immediately, click on **Apply View**.



Your calendar's view will automatically display the custom view you have just created.

You can now quickly scroll through the calendar to easily locate all ECS related meetings.

**Note:** This new view will also appear in your list of available views on your **Advanced** toolbar.



To view other related tutorials on Outlook Exchange 2007,  
please visit [helpdesk.uvic.ca/ecs](http://helpdesk.uvic.ca/ecs).

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