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.
With Entourage you can customize views to display your calendar in a manner that is best suited for you. In this tutorial you will learn how to create a custom view that will display all calendar appointments the word “ECS” in the subject line. This is a useful view when having a cluttered calendar and you are attempting to see specific appointments that occur on a regular basis such as committees and board meetings.

1. While in your Calendar folder, click on Calendar Views in the Navigation pane.
Here you can see that there are already several default Calendar Views that are available by category.

2. Click on New.
3. Click on the up/down arrows beside **Item Contains** to view the available options.
4. Select **Subject** from the options provided.
5. Type **ECS** in the field provided.
6. You will see that a list of meetings containing ECS in the subject is automatically retrieved.

7. Click Save Search to save the search for later use.
8. Type a name for your search and then click **Save**.
9. You will see that the custom calendar view (search) you created has been added to your list of available views.
To view other related tutorials on Entourage 2004 & 2008, please visit helpdesk.uvic.ca/ecs