How to Customize Calendar Views

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

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In this tutorial we will explore some of the built-in calendar views and examine some strategies for customizing them. By default, you already have quick access to some of the pre-set views in Outlook 2007. They include **Day** view, **Week** view, **Month** view, and a 5-day (**Work Week**) view to allow us to quickly view calendar information.

We will also explore other views such as **Active Appointments**, **Events**, **Annual Events**, **Recurring Appointments**, **By Category**, **Side-by-Side** and **Overlay**.

For quick access to the different view options in Outlook ensure that your Advanced toolbar is active. For instructions on how to use the Advanced toolbar, please see the tutorial “**How to Configure Your Outlook Calendar**”. This toolbar provides quick access to some of the more advanced features of Outlook, including the ability to quickly select and switch between your default and custom views.

**Note**: You can open your calendar in a new window by right-clicking on the calendar name and selecting **Open in New Window** from the drop-down menu.
When you select **Day** view, Outlook displays the current date by default. It also shows regular business hours and non-working hours in different colours to help us quickly distinguish between them.

1. To view other dates, click on a date in the mini-calendar.
2. To view other months, click on the arrows provided.
3. To schedule an appointment or a meeting from this view simply double-click on the desired time. For more information on creating meetings see the “**How to Initiate a Meeting Request**” tutorial.
4. If you’re searching for a date far into the future you may find it simpler to use the **Go To Date** dialog box which can be accessed from the **Go** menu, or by using the CTRL + G shortcut keys.

![Image showing how to use Go To Date dialog box in Outlook 2007]

**Click on the Go menu and select Go to Date.**
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Outlook 2007

Work Week View

When you select **Work Week** view the calendar displays information for Monday to Friday on one screen.

This view is useful when planning a weekly schedule. However, to display five day information, Outlook may truncate meeting details to fit into the display area.

Navigating between work weeks works much the same as in Day view.

By default, the work week view is configured to be Monday to Friday, 8:00am to 5:00pm, but it can be set to display different days and hours if desired.
1. To make changes to the Work Week view, click on the Tools menu and select Options to open the Calendar Options dialog box.

For example, if your work week consists of Monday and Tuesday only, you can set your Work Week view to display only these two days (see next slide).
2. In the *Calendar Options* dialog box, click on *Calendar Options*.

3. Make the necessary changes to your Work Week and then click OK.
The **Week** view displays information for the entire week. Saturday and Sunday are represented with a different background colour and, as with the Work Week view, information is truncated to fit the display area.

1. To change weeks simply click on the arrows provided or click on the corresponding week in the mini calendar.

2. You can also use the scroll bar to move between weeks.
The **Month** view is the view that looks most like traditional calendars. This view enables you to view anything that is on your schedule for the entire month.

1. To increase the viewable area you can minimize the Navigation pane by clicking the << arrow next to the Calendar label.

2. To move between months you can use the arrows on the month label or on the mini-calendar. You can also use the scroll bar.

To go to a specific date use the **Go To Date** dialog box as shown on page 4 of this tutorial, or use the CTRL +G shortcut keys.
The **Active Appointments** view shows your appointments, events and meetings starting with today’s date. This view separates your appointments and meetings by how often they recur.

1. On the Advanced toolbar, select **Active Appointments** by using the drop down arrow provided.

2. To extend or reduce the column width, click and drag the dividers.

3. If you have many recurring meetings, you can expand or collapse the view by clicking on the (+) plus or minus(-) symbols.

**Note:** For details on how to activate your Advanced toolbar see the “*How to Configure your Outlook Calendar*” tutorial.
The **Events** view shows the current year events that are on your schedule. This includes holidays, vacations, business trips, etc., that last a full day or longer.

This view will also include information on events that have already occurred.

As with the Active Appointments view, you can extend and reduce the column widths by clicking and dragging the dividers.

1. On the Advanced toolbar, select **Events** by using the drop down arrow provided.
The **Annual Events** view displays the yearly events that are on your calendar such as Birthdays and other special events.

1. On the Advanced toolbar, select **Annual Events** by using the drop down arrow provided.

**Note:**

To add Birthdays and other special events to your calendar, use the **Contacts Manager**. Adding birthdate and other information about a contact will automatically add events associated with this person to your calendar.

You can also add a meeting on your calendar with a yearly recurrence pattern to remind you of a birthday, however, this may clutter your schedule.
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Recurring Appointments View

The **Recurring Appointments** view displays ongoing appointments that are on a daily, weekly, monthly or yearly schedule.

1. On the Advanced toolbar, select **Recurring Appointments** by using the drop down arrow provided.

You can click on the plus (+) and minus (-) symbols next to the word *Recurrence* to expand or collapse the list.
The **By Category** view shows the items on your calendar broken down by category. You can use categories to organize any item in Outlook.

Using categories makes it easier to view specific types of appointments.

1. On the Advanced toolbar, select **By Category** by using the drop down arrow provided.
The **Side-by-Side** view allows you to view several calendars on a single screen to assist with scheduling. If you have access to someone else’s calendar, you can view their calendar right next to yours.

1. Click to select the calendars you wish to view.

Outlook can allow you to view 32 calendars at one time, however, it would be far too difficult to view this many calendars at once – even with two monitors!

To view one calendar only, deselect all of the other calendars and select the one you wish to view.
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The **Overlay** view is one of Outlook Calendar’s most powerful features. It provides the ability to overlay several calendars on top of each other to help us visually locate free/busy time.

You must have at least 2 calendars, either your own, or calendars for others that you have been granted sharing or delegation permissions. You can overlay up to 32 calendars.

1. Select two or more calendars. This will open the Side-by-Side view.

2. Click on the arrow next to the calendar’s name to move it on top of the calendar that is immediately to the left.

Repeat step 2 until the overlay view is complete.
To view other related tutorials on Outlook Exchange 2007, please visit helpdesk.uvic.ca/ecs.