How to use your Default 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.

For more information about the ECS project and to provide your feedback, please contact ecstrn@uvic.ca.
The Calendar in Entourage provides four default views: Day view, Work Week view (5 day), Week view and Month view to allow us to quickly view calendar information. You also have access to other calendar views “by category” such as: All Events, Family, Personal, etc., however, they will not be covered in this tutorial.

When you select Day view, the current date is displayed by default. It also shows regular business and non-working hours in different colours to easily 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 create a meeting, double-click on an available time in your calendar. For more information on creating meetings see the “How to Initiate a Meeting Request” tutorial.
If you’re searching for a date far into the future, you may find it simpler to use the View Date dialog box.

4. Click on the Calendar menu and select View Date.

5. Then click on the Calendar provided and select the appropriate date. When you are finished, click OK.

Note:
You can also access the View Date dialog box by using the SHIFT+Apple+T shortcut combination on your keyboard.
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, Entourage 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.
6. To make changes to the Work Week view, click on the *Entourage* menu and select *Preferences* to open the *Preferences* 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).
7. Click on Calendar and select the desired days of the week. You can also change your working hours if necessary.

8. When you are finished, click OK.

Note:

From the Preferences dialog box, you can also adjust your default reminder for events in your Calendar, however, it does not apply to meetings that you have been invited to by someone else. In this case, the reminder is set at whatever the organizer indicated when arranging the meeting.
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.

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

10. To decrease the size of the Navigation pane and increase the viewable area, you can drag the divider.

11. To move between months you can use the **arrows** on the month label or on the mini calendar.

To go to a specific date, use the **View Date** dialog box by using the **SHIFT+Apple+T** shortcut combination on your keyboard (see page 3).
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