How to Modify an Existing 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.
There are several built-in views available in Outlook 2007, however, you may find that that they require some modification to make them more useful. For example, the **Active Appointments** view includes all of the holidays in your calendar. This can take up a significant portion of the viewable area and has no useful information to add.

In this tutorial you will learn how to remove all holidays from an existing view.

1. From the **View** menu, select **Current View → Define Views** to open the **Custom View Organizer** dialog box.
2. Click to select **Active Appointments** and then click on the **Modify** button to open the **Active Appointments** dialog box.
3. Click on the **Filter** button to open the *Filter* dialog box.
4. Click on the **Advanced** tab and then click on the **Field** button to select **Frequently-used tools → Categories** from the drop down list provided.
5. Select *doesn’t contain* from the *Condition* drop down list and enter the *Value Holiday*. Click *Add to List* when you are finished.

6. The criteria has now been added. Repeat Step 5 to add any additional criteria if necessary and then click *OK*. You will be returned to the *Active Appointments* dialog box.
7. Click **OK** to return to the *Custom View Organizer* dialog box.

8. Then click on **Apply View** when you are finished.
9. The **Active Appointments** view now shows only active appointments that are not listed in the Holiday category.
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