How to Organize your Calendar

Using Condition Based Formatting

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.
One of the most difficult tasks to achieve with a unorganized calendar is locating crucial meeting information at a glance. If your calendar is filled with accepted, tentatively accepted and unanswered meeting invitations, as well as meetings that you organize yourself, finding the information you need will not be easy.

Outlook allows us to use **Automatic Formatting** to create views that enable us to quickly view a meeting’s status by color coding meetings in a manner that best suits your needs.

1. Using the **Day/Week/Month** view, right click anywhere on your Calendar and select **Automatic Formatting**. This will open the **Automatic Formatting** dialog box.
2. Click on **Add** to create a new rule for the **Day/Week/Month** view.

3. Type a **Name** in the field provided (i.e., **Accepted** for a condition that colours a meeting in a specific colour if it has been accepted) and select a corresponding **Color** by clicking on the drop down arrow provided.

4. Click on **Condition** to open the **Filter** dialog box.
5. Click on the Field down arrow and select **Frequently-used fields → Meeting Status.**
6. Select equals as the **Condition** and in the **Value** field select the meeting status you wish to colorize.
7. When you are finished, click **Add to List** and **OK** to return to the *Filter* dialog box.
8. The **Condition** has now been added to the list.

9. Click on **Field** and repeat steps 5 to 7 to create additional conditions or click **OK** if you are finished.
To view other related tutorials on Outlook Exchange 2003 and 2007, please visit helpdesk.uvic.ca/ecs.