

Outlook 2010 Tips and Tricks

Computer Training Source
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Create a calendar group

- Pick members from an Address Book (Address Book: The collection of address books that you can use to store names, e-mail addresses, fax numbers, and distribution lists. The Address Book may contain a Global Address List, an Outlook Address Book, and a Personal Address Book.) or Contacts list
- Create a calendar group based on the calendars that you are viewing

Pick members from an Address Book or Contacts list

1. In Calendar, on the Home tab, in the Manage Calendars group, click Calendar Groups, and then click Create New Calendar Group.
2. Type a name for the new calendar group, and then click OK.
3. Under Address Book, choose the Address Book (Address Book: The collection of address books that you can use to store names, e-mail addresses, fax numbers, and distribution lists. The Address Book may contain a Global Address List, an Outlook Address Book, and a Personal Address Book.) or Contact list from which you want to pick members of your group.
4. Browse for names or type them in the Search box, click the name that you want and then click Group Members. Repeat this step for each calendar that you want to include in the group, and then click OK.

Create a calendar group based on the calendars that you are viewing

1. In Calendar, on the Home tab, in the Manage Calendars group, click Calendar Groups, and then click Save as New Calendar Group.
2. Type a name for the new calendar group, and then click OK.

Notes

- The new calendar group opens beside any calendars or groups that were already open.
- To add other calendars to the view, select the check boxes of the calendars that you want in the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes buttons for the Mail, Calendar, and Tasks views and the folders within each view. Click a folder to show the items in the folder.).

Add calendars to a calendar group

To add a calendar to an existing calendar group, in the Navigation Pane, drag it to the calendar group that you want.

If the calendar that you want to add is not in your Navigation Pane, do the following:

1. In Calendar, on the Home tab, in the Manage Calendars group, click Open Calendar, and then click the type of calendar that you want.
2. Browse for names or type them in the Search box, click the name that you want and then click Calendar. Repeat this step for each calendar that you want to include in the group, and then click OK. The added calendars appear in the Shared Calendars folder in the Navigation Pane.

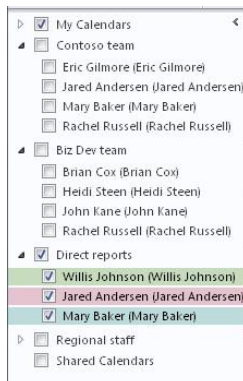
Note In Schedule View, you can click the Add a Calendar box at the bottom of the view and then enter the name that you want. The calendar is added to the Shared Calendars folder in the Navigation Pane.

3. In the Navigation Pane, drag the calendar from Shared Calendars to the calendar group that you want.

Note You can move a member of any calendar group to a different group. In the Navigation Pane, drag the calendar to the calendar group that you want.

View a calendar group

- In the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes buttons for the Mail, Calendar, and Tasks views and the folders within each view. Click a folder to show the items in the folder.), select the calendar check box.



Group calendars appear side by side or in horizontal Schedule View. To see the calendars in overlay mode, do the following:

1. On the Home tab, in the Arrange group, click Day, Work Week, Week or Month.

The calendars are arranged side-by-side.

2. Click the View in Overlay Mode arrow on the tab on each calendar that you want to overlay.

Notes

- Any calendar in the Navigation Pane can be viewed together with any group, even if it is not a member of that group. You can also view multiple calendar groups together. Select the check box of any calendar or calendar group that you want to view.
- You can hide any calendar from the view by clearing its check box in the Navigation Pane, or by clicking Close Calendar on the calendar's tab. This only changes the calendars in the current view. It does not remove any calendar from a calendar group.

Delete a calendar group

- In the Navigation Pane, right-click the calendar group that you want to delete, and then click Delete Group.