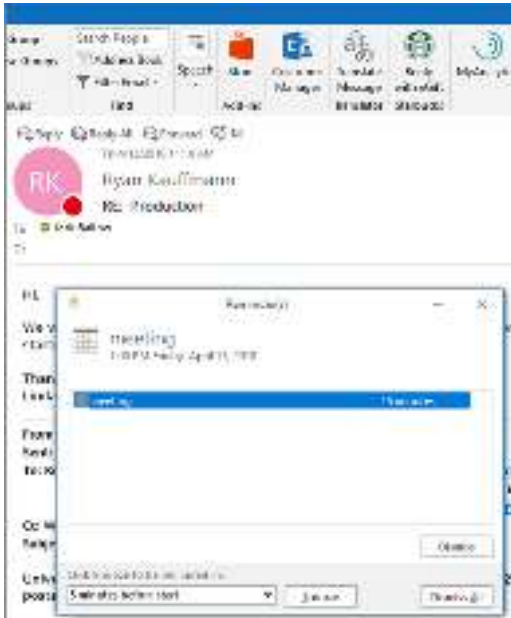




Outlook - Calendar: Manage Appointments

Set or remove reminders

Outlook reminders will pop up over your email or calendar to let you know a scheduled event is about to start.



Show reminders over other programs or apps

You can set up Outlook to display your reminder window on top of other programs you're working in.

1. Select **File > Options > Advanced**.
2. In the **Reminders** section, check the box marked **Show reminders on top of other windows**.



3. Click **OK**.

Add or remove reminders for meetings

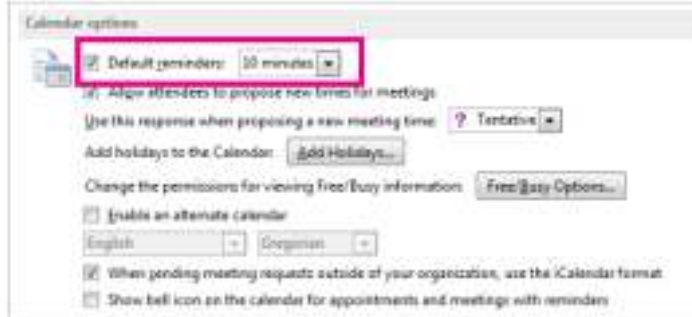
Set reminders for all new meetings

1. Click **File > Options > Calendar**.
2. Under **Calendar options**, select or clear **Default reminders**.



Outlook - Calendar: Manage Appointments

- Set the default amount of time at which you want to receive reminders before new calendar items (for example, 15 minutes, 30 minutes, etc.).

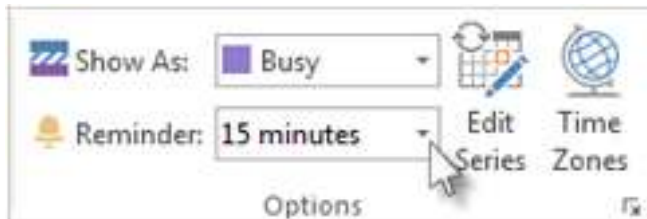


Set a reminder for an existing meeting

- At the bottom of the screen, click **Calendar**.



- Open the meeting. If the **Open Recurring Item** dialog box appears, do one of the following:
 - To set the reminder for just one appointment or meeting in a series, select **Just this one**.
 - To set the reminder for all the appointments or meetings in a series, select **The entire series**.
- On the **Meeting** tab (for a recurring meeting it's the **Meeting Series** tab), click the **Reminder** dropdown and select how long before the appointment or meeting you want to get a reminder. To turn a reminder off, select **None**.



Automatically dismiss reminders for past events

If you don't want to see reminders for events in the past, you can tell Outlook to automatically dismiss reminders for past events. For example, if you're out of the office for three days, you might not want to come back and see reminders for the meetings that took place while you were gone.

- Select **File > Options > Advanced**.
- In the **Reminders** section, select **Automatically dismiss reminders for past events**.

Set reminders for email messages

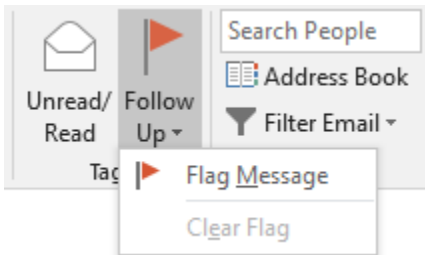
- At the bottom of the screen click **Mail**.



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2. Select an email message.
3. Click **Home > Follow Up > Add Reminder**.



4. In the **Custom** dialog box, check or uncheck **Reminder**.

Set reminders for tasks

1. At the bottom of the screen, click **Tasks**.



2. To view the tasks, click **Home > To-Do List**.



3. Click a task in the list.
4. Do one of the following:
 - To add a task reminder to your Tasks list, select the task and then in the **Follow-up** group, choose a time frame to meet your deadline.
 - To remove a task reminder from your Tasks list/To-Do list, in the **Manage Task** group, click **Remove from List**.

Change an appointment, meeting, or event

You can change an appointment, meeting, or event that you created to update your Outlook calendar and to let other people know about schedule changes.

Important: You can't change the details for meetings or events other people have invited you to.



Outlook - Calendar: Manage Appointments

Change a single appointment, meeting, or event you created

1. Open the appointment, event, or meeting from your calendar.
2. Edit the item details on the **Appointment** or **Meeting** tab. When you're done, click **Save & Close** for an appointment or event or **Send Update** for a meeting you created.

When changing a meeting you've created, you must send an update in order to save the changes. If you're adding additional attendees to the meeting and making no other changes, you can choose whether to send the update to all attendees or just the added attendees.

Change a recurring appointment, meeting, or event you created

When you open a recurring appointment, meeting, or event, Outlook will ask you if you want to open just this one event or the entire series of events.



If you'd like to edit a single instance of a recurring item, select **Just this one**. Otherwise, select **The entire series**. You can make changes to the appointment, event, or meeting details, recurrence patterns, and attendees. When you're done, select **Save & Close** for appointments and events or **Send Update** for meetings.

Some limitations when editing one instance of a recurring item:

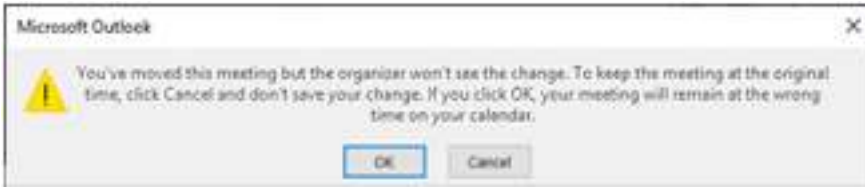
- You cannot change the date and time of a recurring item if doing so skips over an earlier or later instance of the item. For example, if you have a meeting that occurs every Friday and occurs on 4/5/19, 4/12/19, and 4/19/19, you can't change the 4/12/19 instance to 4/4/19 or 4/24/19 because it skips over another instance of the same appointment or meeting.
- If you remove an attendee from one instance of a recurring meeting, that attendee will still be invited to the other instances of the recurring meeting.

Change a meeting you were invited to by others

You cannot change the details of a meeting you were invited to by others. If you try to move the meeting on your calendar, Outlook will warn you that the organizer will not be notified of the change and the meeting on your calendar will be at the wrong time.



Outlook - Calendar: Manage Appointments



Change an event to an appointment or a meeting

Events are all-day items that, by default, appear as free time on your calendar. A conference or a vacation is an example of an event.

1. Double-click the event to open it.
2. Uncheck the **All day event** checkbox next to the **Start time**.

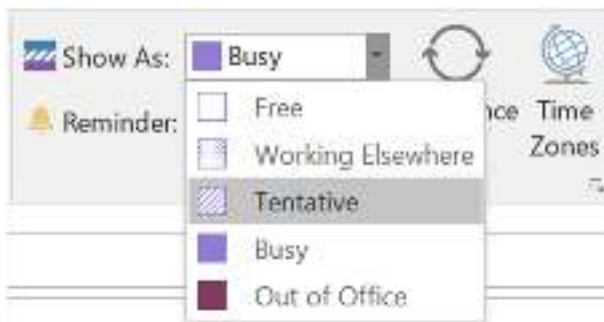


3. Now that the event is an appointment, the **Show As** changes to **Busy**.
4. If you add attendees, the appointment turns into a meeting.
5. After you finish making changes, click **Save & Close** for an appointment or **Send Update** for a meeting.

Change how an appointment, meeting, or event shows on your calendar

New all day events automatically show as free on your calendar. Meetings and appointments automatically show as busy on your calendar. You can change how any of these items display on your calendar by updating the **Show As** field.

1. Open the appointment, meeting, or event.
2. On the Ribbon, use the **Show As** drop-down to select **Busy**, **Working Elsewhere**, **Tentative**, or **Out of Office**.



3. Click **Save & Close** for an event or **Send Update** for a meeting.

Create an all-day event

An event is an activity that lasts 24 hours or longer. Examples of a events include trade shows, seminars, and vacations.



Outlook - Calendar: Manage Appointments

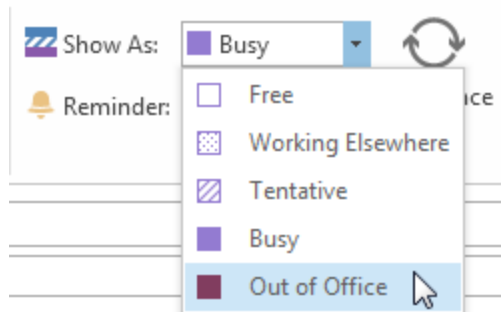
By default, events and annual events don't block your calendar and show your time as busy when viewed by other people. The block of time for an all day event is typically shown as free.

Create an event

1. In the Calendar, select **New Appointment**.
You can also select **New Items > All Day Event**.
2. Enter a description in the Subject box and optionally, add a **Location**.
3. Use the calendar drop-down boxes next to **Start time** and **End time** to select the date of your event. To turn your appointment into an all day event, check the **All day event** box.

Note: You can create an all day event that spans multiple days.

4. To indicate to people who are viewing your calendar that you are out of office instead of free, in the **Options** section of the ribbon, click **Out of Office** in the **Show As** list.



5. By default, all day events are created with a reminder set to occur 0.5 days before the event. This means that an event that is set for April 15 will generate a reminder on April 14 at noon. If you don't want to set a reminder, select **None** in the **Reminder** drop-down.
6. Click **Save and Close**.

Set an event to recur

1. Open the event that you want to set to recur.
2. In the **Options** section of the ribbon, click **Recurrence**.
3. Click the recurrence frequency — **Daily, Weekly, Monthly, Yearly** — that you want, and then select the options for the frequency.
4. Click **OK**, and then click **Save and Close**.

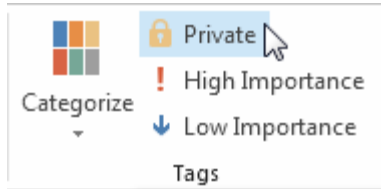
Make an event private

In a Microsoft 365 organization or an Exchange organization, others within your organization can see your calendar details. Marking an event private hides those details from everyone other than you and any others in your organization to whom you've granted read permissions to your calendar or to your mailbox. For example, marking an event private will not hide its details from anyone with delegate access to your calendar or who has Send As permissions for your mailbox.



Outlook - Calendar: Manage Appointments

1. Create or open the event that you want to make private.
2. In the **Tags** section of the ribbon, click **Private**.



Important: You should not rely on the Private feature to prevent other people from accessing the details of an event, contact, or task. To make sure that other people can't read the item that you mark as private, don't grant them read permission to your Calendar, Contacts, and Tasks folders. A person who is granted read permission to access your folders can use programmatic methods or other email applications to view the details of a private item. Use the Private feature only when you share folders with people whom you trust.

For more information, please refer to the Microsoft training resource page [HERE](#)