

# OUTLOOK OVERVIEW

## OUTLOOK 2016:

### SCHEDULING ASSISTANT

- Microsoft Outlook's **Scheduling Assistant** is a tool that allows you to invite groups of people to meetings or events without having to email them individually.
- You may complete a new meeting request, which Outlook emails to the desired recipients in the form of an invitation.
- When the invitation is sent, a tentative appointment will appear on the invitees' calendars.
- Potential attendees can then accept or reject the invitation. If an individual accepts, Outlook will automatically mark the time as busy on his or her **Calendar**.

### RESERVE A CONFERENCE ROOM / MEETING ROOM

- When you create a meeting request, it is typical and convenient to include the meeting location for the meeting or event.
- On UTHSC campus, some rooms are available for reservation, and therefore have their own calendars that allow one to reserve the rooms.
- Once the desired room is select as well as invitation/request sent, a meeting request will appear on the room calendar.
- The room overseer can then accept or reject the room request. If accepted, Outlook will automatically mark the time as busy on room **Calendar**.

### CAN OTHERS SEE YOUR CALENDAR ITEMS?

- You can view another UTHSC employee's availability, but not the detail on their calendar. For example, you can see they are Out of the Office next Tuesday, but not that it is an Annual Leave day or a conference.

### SHARE YOUR CALENDAR

- You can share your Outlook calendar with people.
- They will be able to add calendar items directly to the shared calendar.
- They will be able to view the calendar in Outlook.
- Depending on the permission level that one gives a person, they will be able to view or edit the calendar.

- You can change the permissions you have set for a calendar, or stop sharing the calendar completely.
- If you would not like to share, your personal calendar one can request a department calendar to share departmental events or activities.

### CREATE A CALENDAR ITEM FROM EMAIL

- Microsoft Outlook gives you the ability to create an appointment (calendar entry) from an email (this not creating an appointment/meeting from an appointment /meeting request email, these are two separate scenarios).
- This feature automatically copies the message you are creating an appointment for in the comments sections of that calendar entry so, all you have to do is enter Date/Time, etc., and add appointments.
- The process of creating a calendar entry from an email is merely a drag and point operation.
- This is a great way to address and organize your email task by adding to your calendar.

### THE BENEFITS OF OUTLOOK VS DOODLE

- Outlook is simpler to use, provides better information and is less work for the meeting organizer
- Outlook request is automatically added to your calendar, and blocks your time as "busy" for you.
- Doodle requires participants to:
  - View their own calendar
  - Respond with their availability
  - Does not block their calendar, so other events may be scheduled before the actual meeting request is sent.
- Doodle shows availability at a point in time, so it is out of date the next time a meeting is scheduled.
- Outlook shows availability real time, so if participants appear to be available, the calendar will block them from future scheduling.
- Doodle is only as good as the responders. If someone does not respond or does not respond immediately, you do not have their calendar availability.

### CREATE CALENDAR LINK IN AN EMAIL MESSAGE

- **What is iCalendar?** An Internet calendar (iCalendar) attachment or a link that contains details of an event, which includes the date, time and location.
- **How does it work?** The sender will send an email with the (iCalendar) attachment or a link in the body of the message. Once the recipient opens the attachment or clicks the link, the event is added to his or her calendar program. When using iCalendar attachments and links you do not receive confirmations when people accept or decline.

### CREATE A CONTACT GROUP IN OUTLOOK

- In Outlook, using a contact group (formerly called a "distribution list") to send an email to
  - Multiple people
  - A project team
  - A committee
  - A group of friendswithout having to add each name each time you want to write them.

## CONTACT US:

### OUTLOOK TRAINING AND SUPPORT

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Search [uthsc.edu](http://uthsc.edu) for FileMaker Pro

### CUSTOMER TECHNOLOGY SUPPORT

HelpDesk

901.448.2222 | [helpdesk@uthsc.edu](mailto:helpdesk@uthsc.edu)

For detail Outlook instructions, please complete an online [Request Form](#).

Contact your Application Support team at 901.448.5902 or email [appsupport@uthsc.edu](mailto:appsupport@uthsc.edu) to request and schedule training.