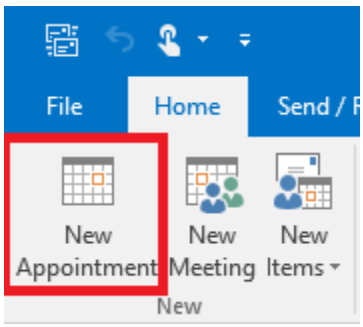
Quick guide to Outlook Calendar (Windows)

1. New appointments



Click on "New Appointment" in the top left corner.

You can then fill out subject, location and time. To finish, click "Save & Close" and the appointment will be in your calendar.

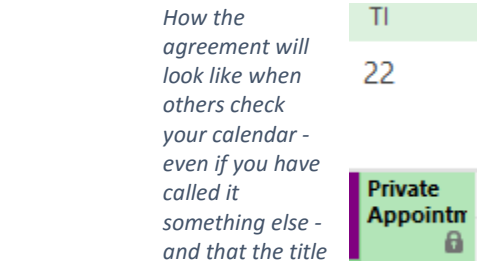
1.1 Who can see what in your calendar?

Everyone at AU is able to see the subject of your appointments, unless you make them private.

To make an appointment private, first mark it, then click "Private" under the tab "Appointment".

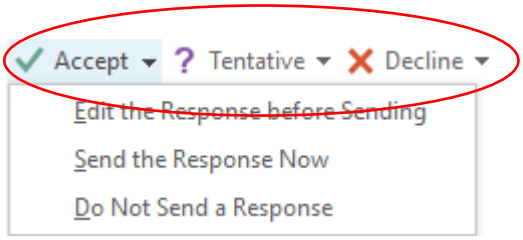
Afterwards a padlock will appear in the bottom right corner of the appointment. Everybody will now see the appointment as a "Private Appointment".

If the appointment has already been created, right click on it and choose "Private".



How the agreement will look like when others check your calendar - even if you have called it something else - and that the title appears in your own calendar.

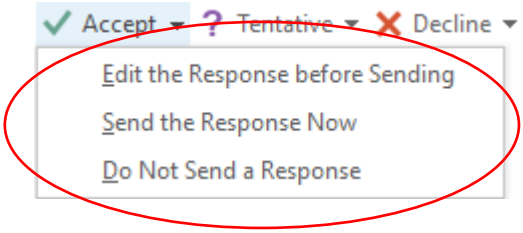
2. When you get invited to a meeting



You receive a meeting request as a mail in Outlook. When you open it, you can select different answers:

- **Accept** → The meeting will be inserted in your calendar.
- **Tentative** → You *might* come, and the meeting will be inserted in your calendar, indicating that you have accepted with reservations.
- **Decline** → You will not participate, and the meeting will not be inserted in your calendar.
- **Propose new time** → You can suggest a new time to the meeting organiser, who can then decide what to do about it.

Under each choice, you can choose three different ways to answer:

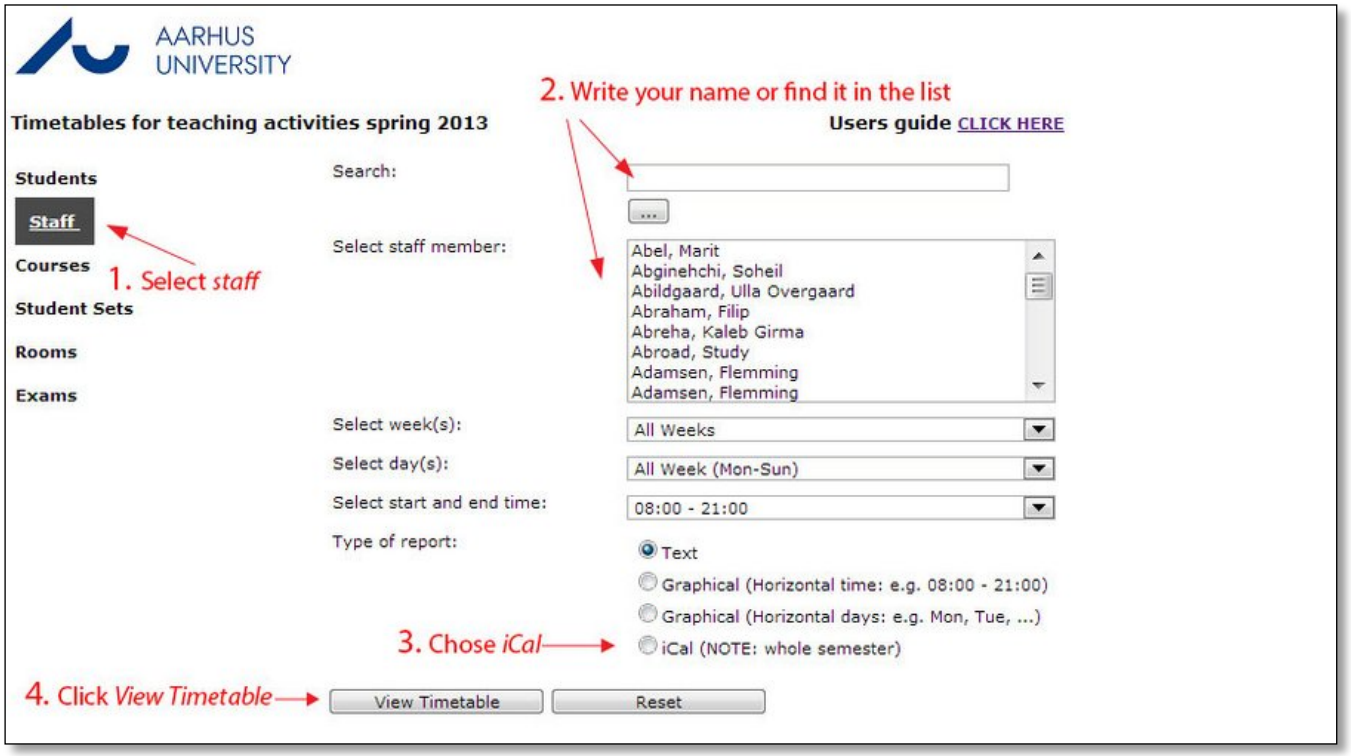


- **Edit the Response before sending** → You can add a text to your reply and send it to the meeting organiser.
- **Send the Response Now** → You send your reply to the meeting organiser without comment. The meeting organiser will get a message accepted / rejected, etc.
- **Do Not Send a Response** → The meeting organiser receives no response, but your potential commitments are recorded as an appointment in your calendar.

3. Put your lectures in your calendar

First find the calendar on the AU time schedule.

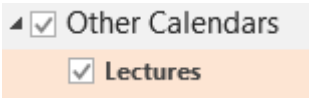
- For spring semester go to: **springschedule.au.dk/en**
- For autumn semester go to: **autumnschedule.au.dk/en**



Then click on "**OUTLOOK sync**" (and possibly also: "Open link," or "Start program" depending on browser settings).

Open your Outlook calendar.

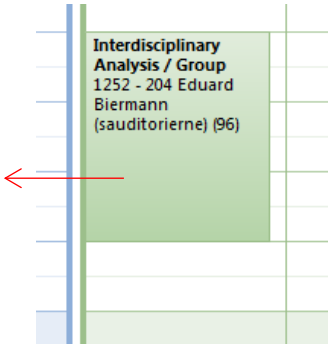
The lecture calendar is now under "Other Calendars" in the list on the left side. Make sure there is a tick both in your own calendar (Calendar) and in your lecture calendar.



You can now view the calendars side by side. **But** meeting organisers can only see your lectures if they have been copied into your personal calendar (Calendar).

3.1 Copy lectures ONE BY ONE

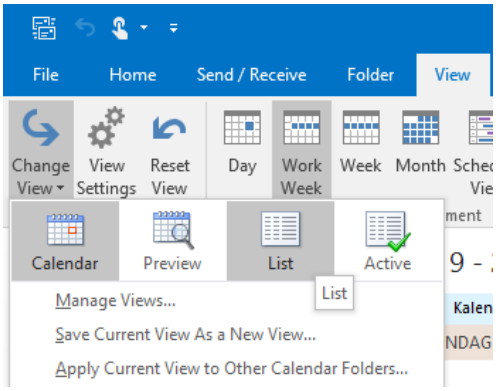
To get a lecture in your calendar, you can "drag and drop" it into your own calendar.



Note: The imported calendar is a static snapshot. You will be responsible for introducing any changes to your lecture plan in your calendar (no synchronisation).

3.2 Copy ALL lectures simultaneously

First press the "View" tab. Then "Change View" and select "List".



You can now see all your lessons. If you can't, click on your teaching calendar in the left menu.

Left-click on a lecture and press "CTRL + A". All lectures will be marked.

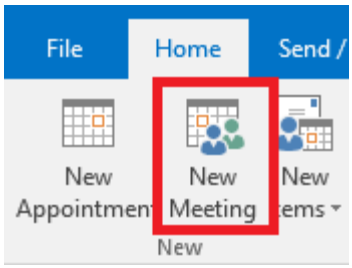
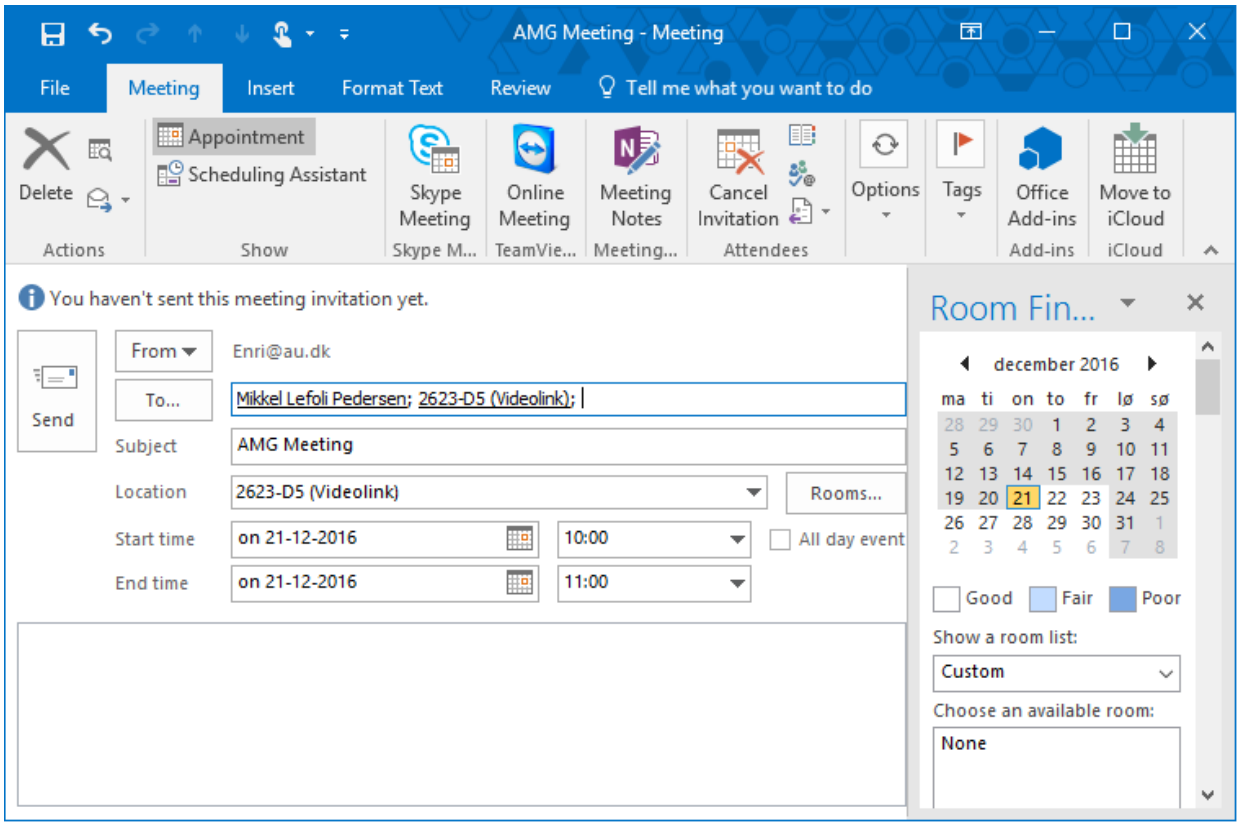
You can now drag them together into your own calendar (Calendar) in the left menu.

Change the view back to "Calendar" (View tab) and select your own calendar in the left menu.

Note: The imported calendar is a static snapshot. You will be responsible for introducing any changes to your lecture plan in your calendar (no synchronisation).

4. To create a new meeting

If you want to convene a meeting, you must first press the "New Meeting" (under the Home tab). You will then see the window below.



- Press "To ..." to search for the attendees in the address book and add them.
- Fill in the subject field and start and end time.
- At "Location" you can either enter an optional place or search for meeting rooms at AU. In order to search for meeting rooms click on "Rooms" and select the room you want to use from the list.
- "Room Finder" on the right side of the window will help you find a date when both room and meeting participants are available.
- Press "Send", and a meeting invitation will be sent out to the participants that you have added.