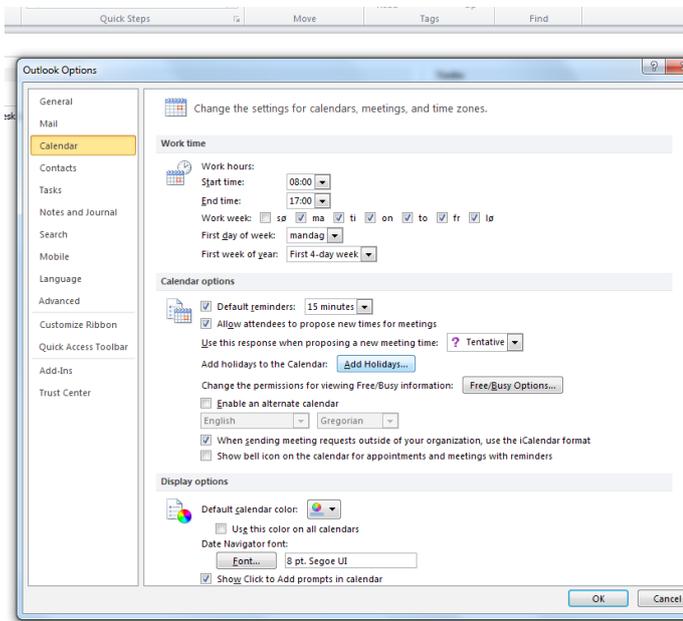


ADD HOLIDAYS OUTLOOK 2010



This guide will demonstrate how to add holidays to the Outlook calendar, how to change the display settings for the holidays, and how to delete holidays from the calendar.

In order to add holidays to the calendar, go to 'File' in the upper left corner in Outlook and select 'Options'.

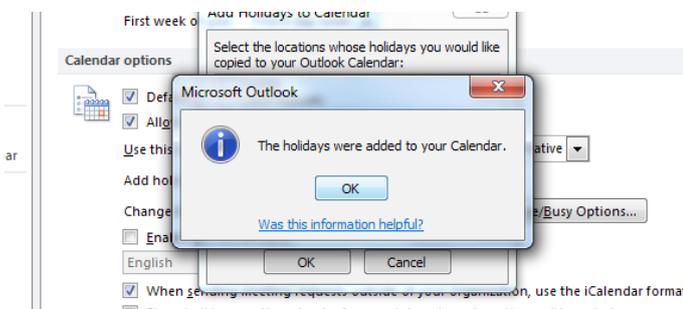
Click 'Calendar' in the menu to the left.

Click 'Add Holidays...' under 'Calendar options'.

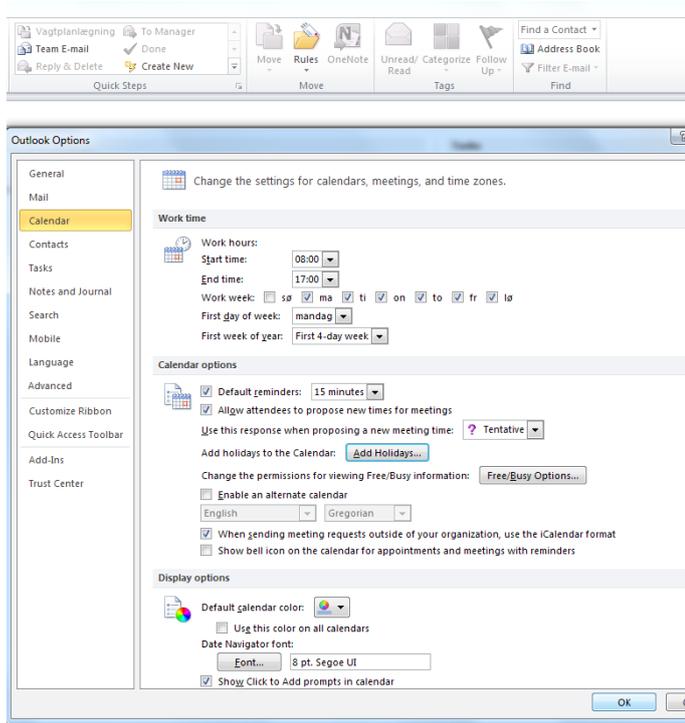


Choose the country for which you wish to import the national holidays. In this example, Danish holidays will be imported.

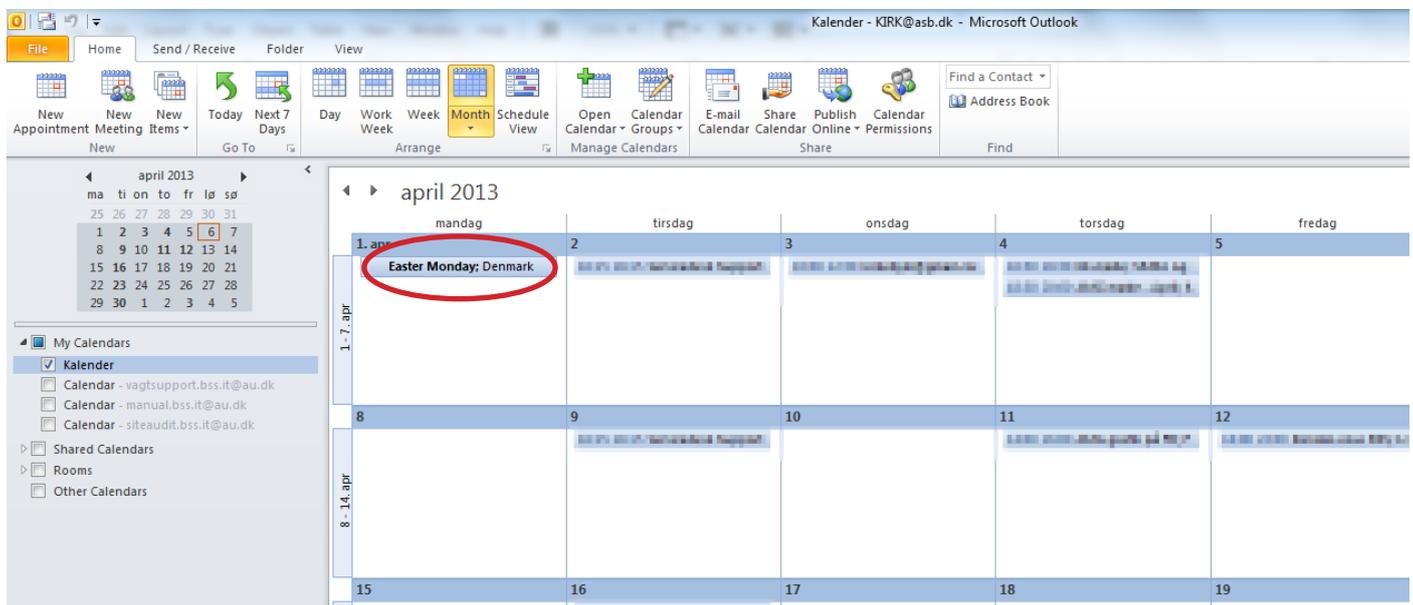
Check the box next to the country in question and click 'OK'.



Click 'OK' when you see this message.



Click 'OK' to close the Outlook Options window.



The holidays have now been added to your calendar. Select 'Calendar' in the menu to the left in Outlook and go to the next holiday to see an example. Easter Monday is shown as an example in the picture above.

If your calendar is not displayed, please make sure that your calendar is checked under 'My Calendars' in the menu to the left.

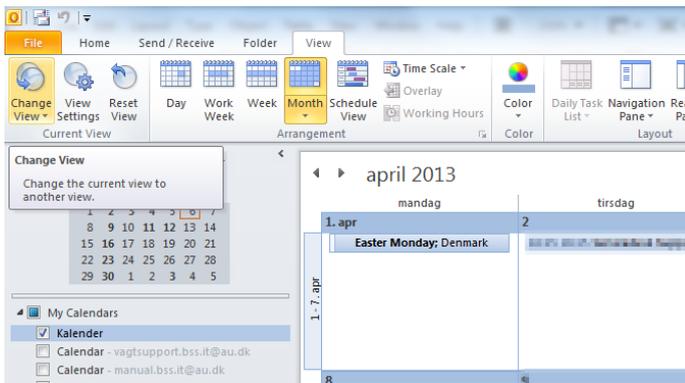
The calendar display depends on your local settings in Outlook. The display settings can be changed in the ribbon in the group 'Arrange'.

The display of the holidays follow the default settings in Outlook. If you wish to mark the holidays by assigning them a different colour, you can do so by following the instructions below.

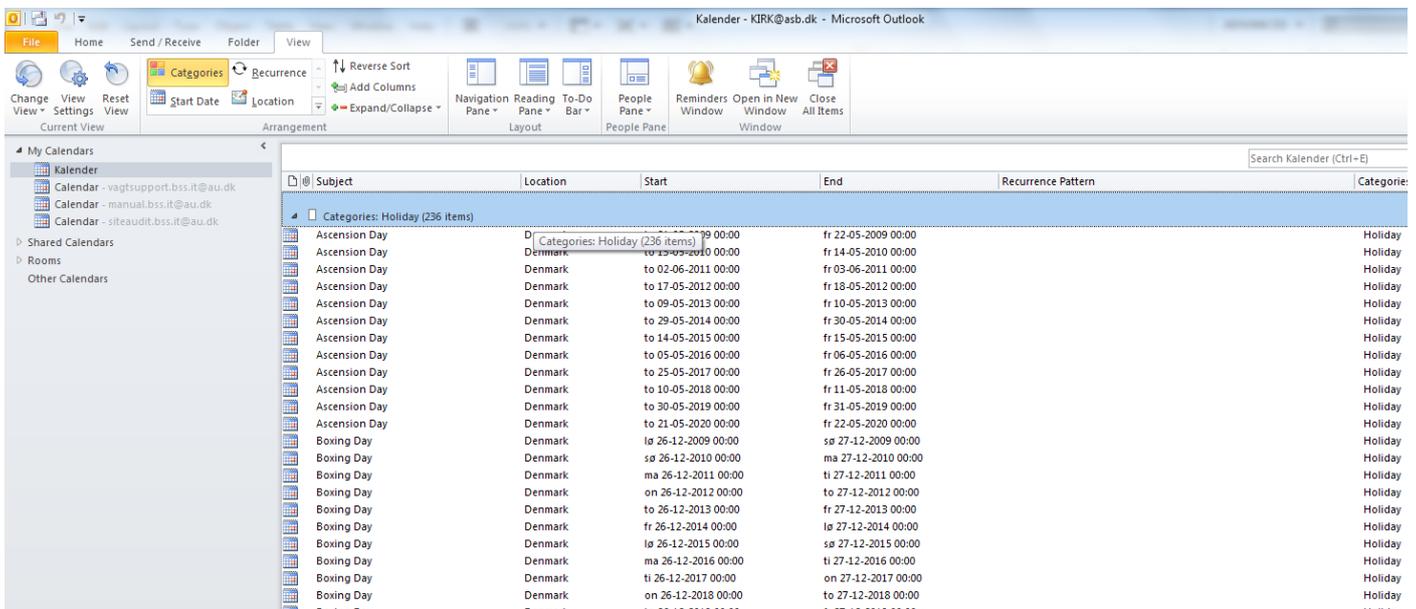
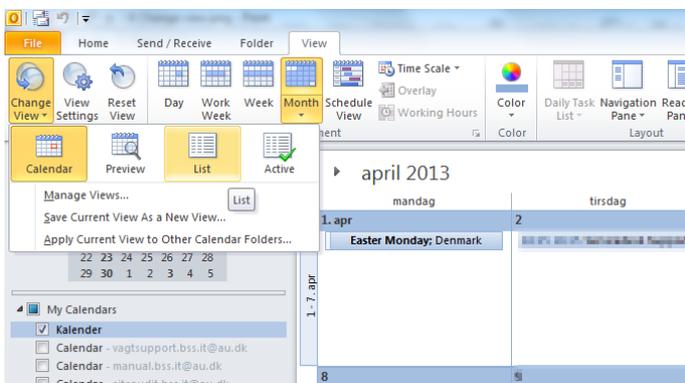
CHANGE DISPLAY OF HOLIDAYS

You can assign specific colours to holidays in the Outlook calendar.

Select the **'View'** tab in the upper ribbon and click **'Change View'** in the group **'Current View'**.



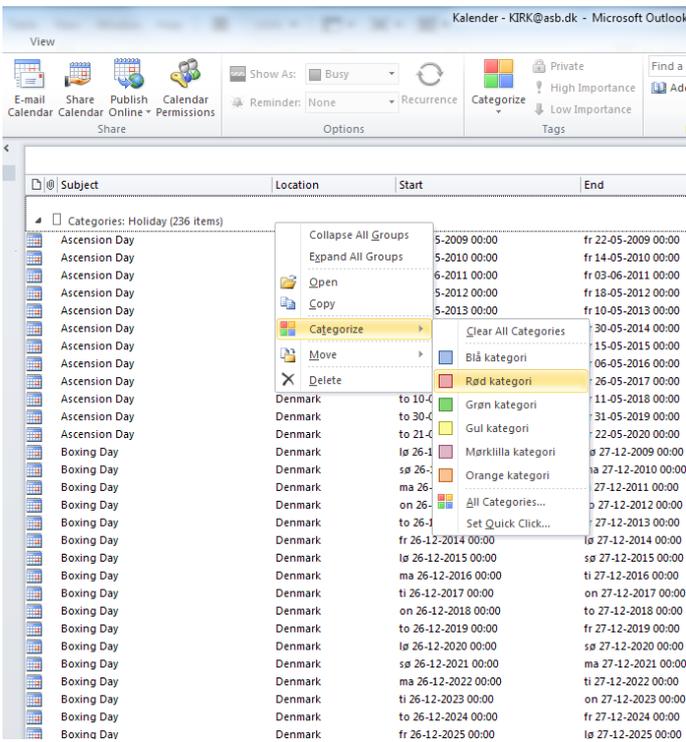
Click **'List'** in the menu.



You will now see a list of all the event categories in your Outlook calendar.

Locate the category **'Holiday'**. The category is displayed as shown in the picture.

You can use the search option in Outlook which is located in the upper right corner. Enter 'Holiday' in the search field and verify that the result is named 'Categories: Holiday (236 items)'. This will naturally depend on the national holidays that you have imported into Outlook.



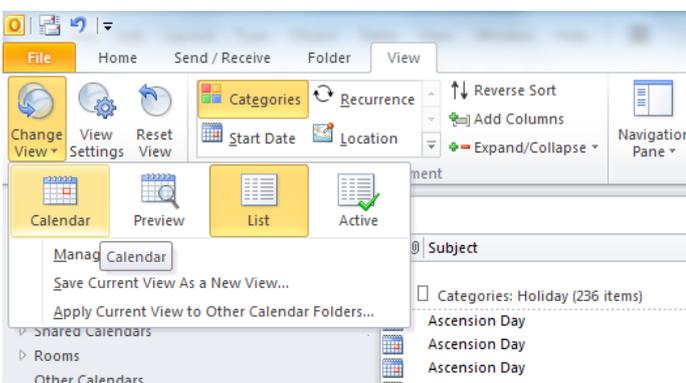
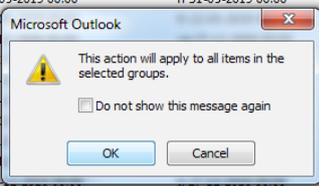
Right-click the category, select '**Categorize**', and choose the colour that you wish to assign to the holidays in your calendar.

You can also categorize specific holidays by assigning them specific colours. To do so, highlight the holidays in the list, right-click the holidays, and choose their individual colour. You can highlight multiple holidays by using **Shift + mouse click** to highlight groups or by using **Ctrl + mouse click** to highlight single holidays.

Holidays are added for the years 2009 - 2020. In the case of some holidays, such as Boxing Day, they are added until 2028.

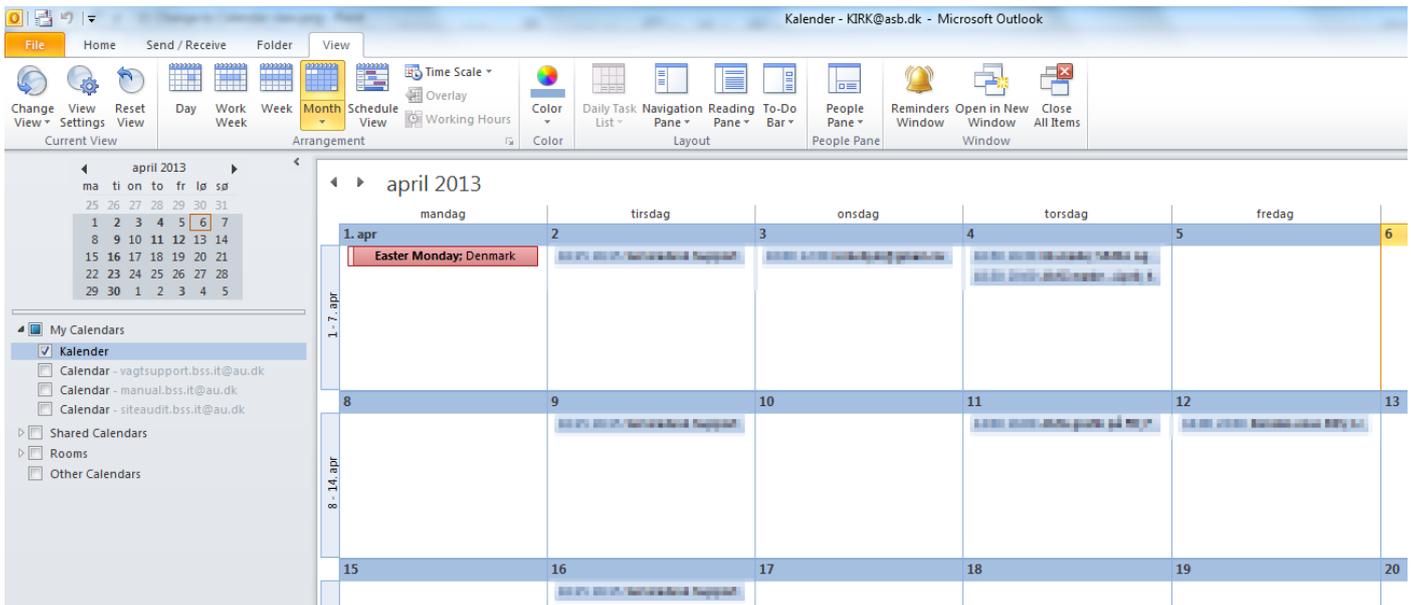
Denmark	to 14-05-2015 00:00	fr 15-05-2015 00:00
Denmark	to 05-05-2016 00:00	fr 06-05-2016 00:00
Denmark	to 25-05-2017 00:00	fr 26-05-2017 00:00
Denmark	to 10-05-2018 00:00	fr 11-05-2018 00:00
Denmark	to 30-05-2019 00:00	fr 31-05-2019 00:00
Denmark	to 21-4	
Denmark	lø 26-1	
Denmark	sø 26-1	
Denmark	ma 26-1	
Denmark	on 26-1	
Denmark	to 26-1	
Denmark	fr 26-12-2014 00:00	lø 27-12-2014 00:00
Denmark	lø 26-12-2015 00:00	sø 27-12-2015 00:00
Denmark	ma 26-12-2016 00:00	ti 27-12-2016 00:00
Denmark	ti 26-12-2017 00:00	on 27-12-2017 00:00
Denmark	on 26-12-2018 00:00	to 27-12-2018 00:00
Denmark	to 26-12-2019 00:00	fr 27-12-2019 00:00
Denmark	lø 26-12-2020 00:00	sø 27-12-2020 00:00
Denmark	sø 26-12-2021 00:00	ma 27-12-2021 00:00
Denmark	ma 26-12-2022 00:00	ti 27-12-2022 00:00
Denmark	ti 26-12-2023 00:00	on 27-12-2023 00:00
Denmark	to 26-12-2024 00:00	fr 27-12-2024 00:00
Denmark	fr 26-12-2025 00:00	lø 27-12-2025 00:00

Click '**OK**' when you see this message.



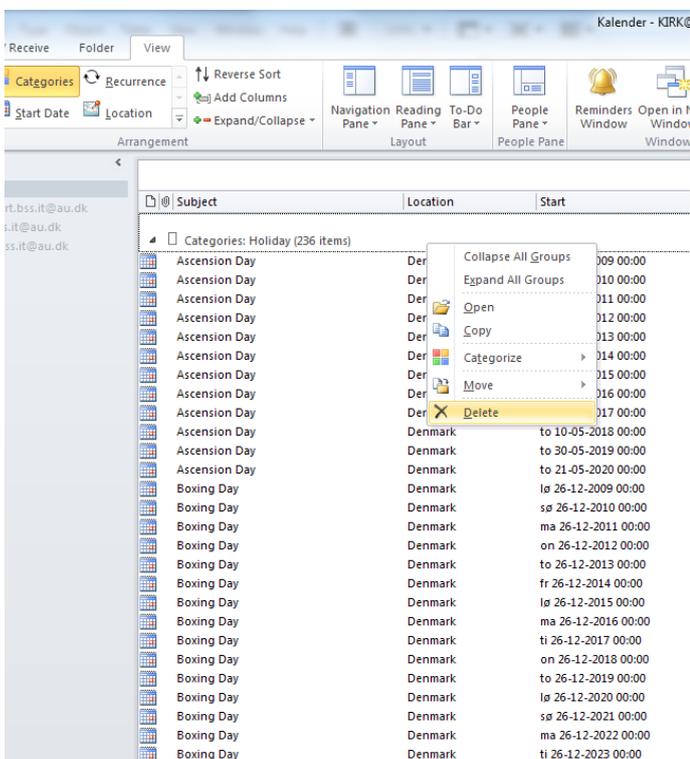
In order to see the holidays in your calendar, you must switch to Calendar view.

Click the '**View**' tab, click '**Change View**', and select '**Calendar**'.



The holidays are now shown with the colour that you assigned to them. In our example, the holidays are displayed with the colour red as shown in the case of Easter Monday in the picture.

The colour categories can be useful if you cooperate with foreign colleagues. You can add national holidays for other countries to your calendar and give them specific colours.



DELETE HOLIDAYS

If you wish to delete the holidays from your calendar, this can be done from the menu used to assign colour categories (Click the 'View' tab, click 'Change View', select 'List' and scroll down to 'Categories: Holiday').

Right-click the holiday category and select 'Delete'. Confirm by clicking 'OK' in the window that appears. The holidays are now deleted from the calendar.

It is also possible to delete specific holidays by highlighting them in the list, right-clicking them and clicking 'Delete'.

THIS GUIDE HAS BEEN PRODUCED BY

ADVANCED MULTIMEDIA GROUP



Advanced Multimedia Group is a division under AU IT supported by student assistants. Our primary objective is to convey knowledge to relevant user groups through manuals, courses and workshops.

Our course activities are mainly focused on MS Office, Adobe CS and CMS. Furthermore we engage in e-learning activities and auditive and visual communication of lectures and classes. AMG handles video assignments based on the recording, editing and distribution of lectures and we carry out a varied range of ad hoc assignments requested by employees.

In addition, AMG offers solutions regarding web development and we support students' and employees' daily use of typo3.

PLEASE ADDRESS QUESTIONS OR COMMENTS REGARDING THE CONTENTS OF THIS GUIDE TO
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ANALYTICS GROUP



Analytics Group, a division comprised of student assistants under AU IT, primarily offers support to researchers and employees.

Our field of competence is varied and covers questionnaire surveys, analyses and processing of collected data etc. AG also offers teaching assistance in a number of analytical resources such as SAS, SPSS and Excel by hosting courses organised by our student assistants. These courses are often an integrated part of the students' learning process regarding their specific academic area which ensures the coherence between these courses and the students' actual educational requirements.

In this respect, AG represents the main support division in matters of analytical software.