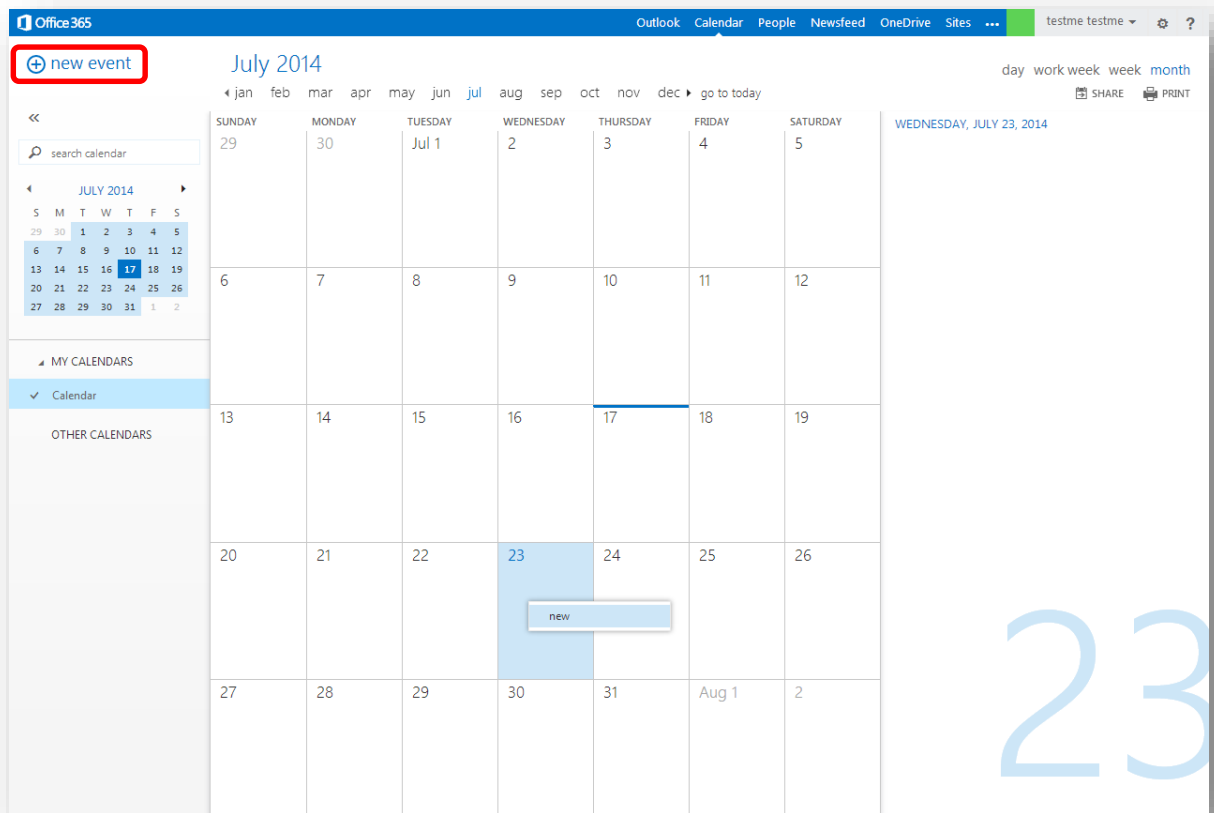


Calendar in Office 365

Just like in Microsoft Outlook, Office 365 offers the use of a calendar to schedule events or appointments. In the upper left corner of the page, you can click on **New Event** or right click on the date you want to add an event on and click **New**.



This box allows you to:

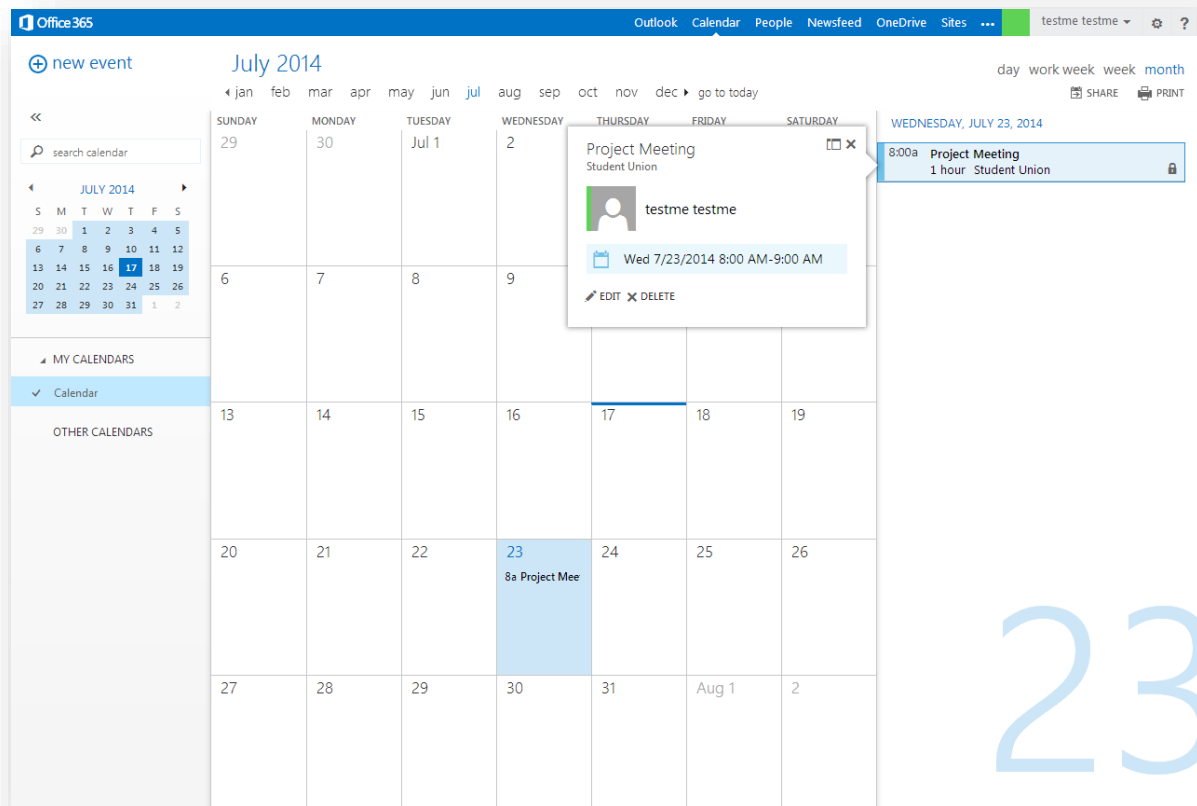
- ❖ Name the event
- ❖ Name the location
- ❖ List the attendees
- ❖ Select the date and start time
- ❖ Set the duration of the event
- ❖ Provide reminders
- ❖ Set it to a repeating event
- ❖ Mark it as private
- ❖ Type in a message

The screenshot shows a window titled "SCHEDULING ASSISTANT" with a menu bar containing "SAVE", "DISCARD", "SCHEDULING ASSISTANT", "APPS", and a menu icon. The main area is divided into several sections:

- Event:** A text input field.
- Location:** A text input field with an "add room" button to its right.
- Attendees:** A text input field with a "+" button to its right.
- Start:** A date dropdown set to "Tue 7/15/2014" and a time dropdown set to "4:30 AM".
- Duration:** A dropdown menu set to "30 minutes".
- Show as:** A dropdown menu set to "Busy".
- Reminder:** A dropdown menu set to "15 minutes".
- Calendar:** A dropdown menu set to "Calendar".
- Repeat:** A dropdown menu set to "Never".
- Options:** A checkbox for "Mark as private" and a button for "Online meeting".

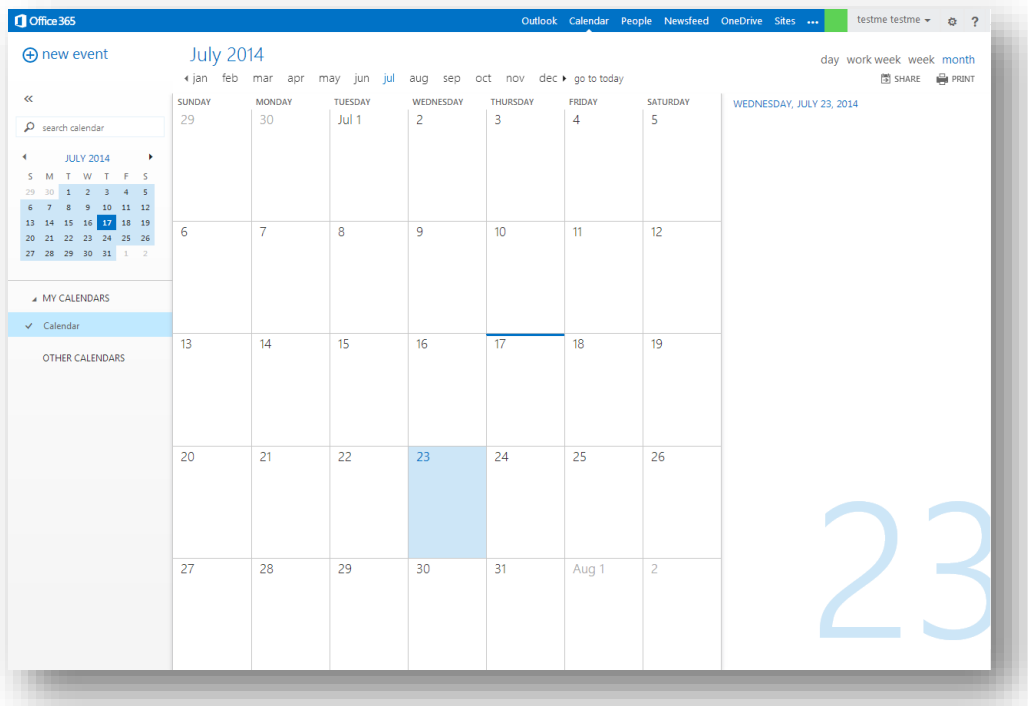
At the bottom, there is a rich text editor toolbar with options for font face (Calibri), size (12), bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, text color, background color, link, unlink, insert link, insert image, insert table, and a dropdown arrow. Below the toolbar is a large empty text area for typing a message.

Your added event will show up on the right side of your calendar. Clicking on the reminder will allow you to see details, edit, or delete the event.

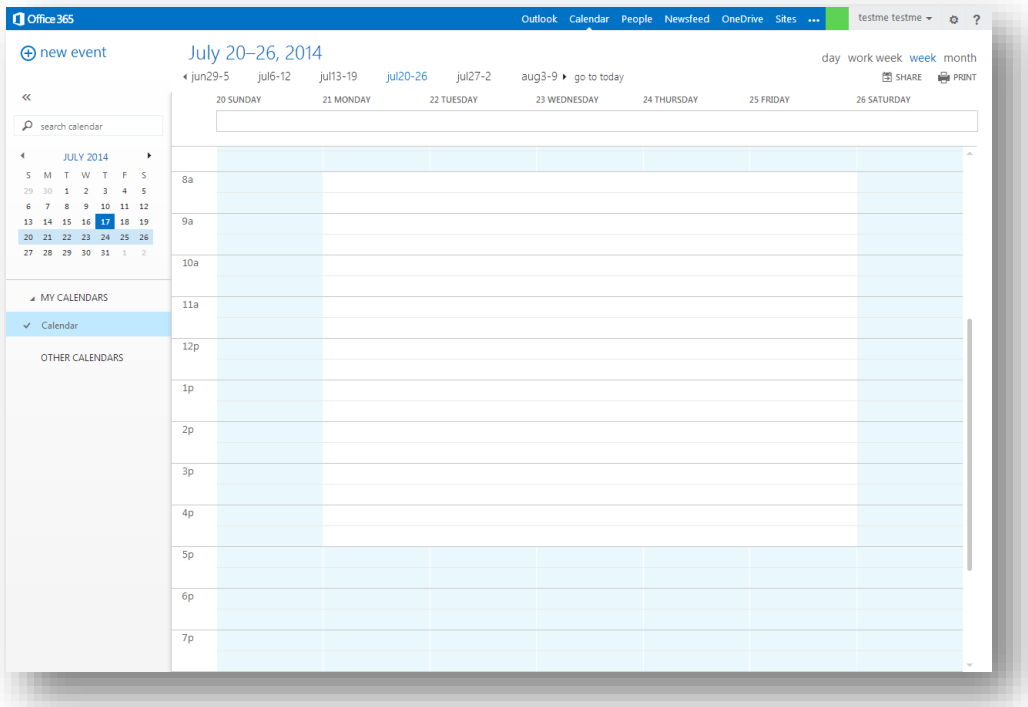


You can view the calendar in four different views. **Month** view displays the entire month. **Week** view displays all seven days of the week. **Work Week** displays Monday through Friday. **Day** view displays all hours of a singular day.

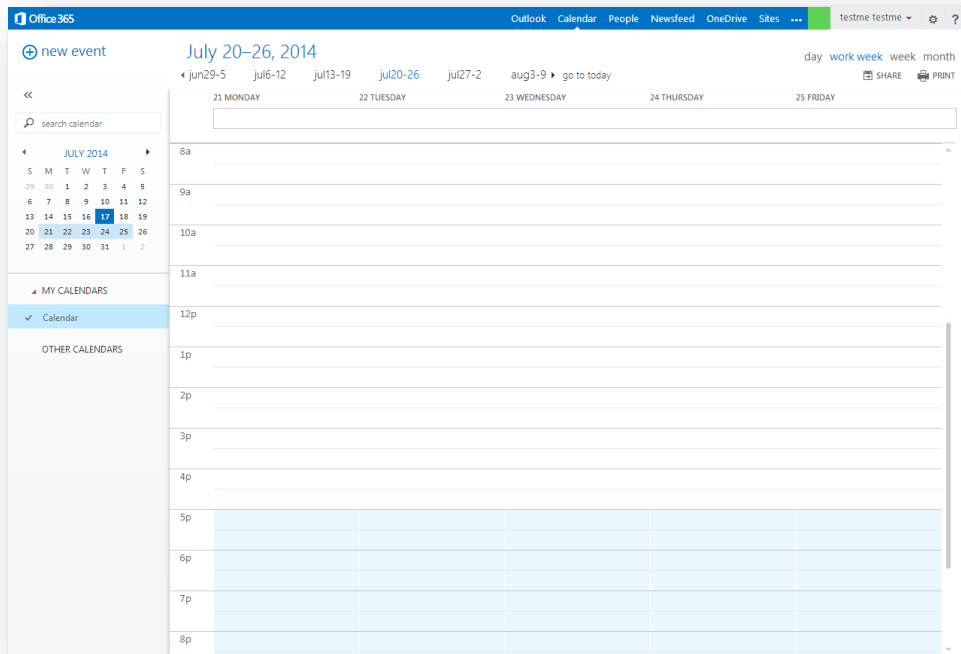
Month View



Week View



Work Week View



Day View

