

Quick Start Guide

Schedule a Lync Meeting

Meet face-to-face or save yourself a trip by meeting online with Lync 2013.

Switch views

Use the calendar view that best fits your workflow. Switch as often as you like.

Share your calendar

Open your calendar up to colleagues so they can view your appointments and status.

Current time marker

The line across the middle indicates the current time so you can see what's up next.

Create other calendars

Quickly see the best time to schedule a business meeting or a family vacation.

Plan for the weather

Glance at the forecast for your city and up to four others. When you plan an out-of-town meeting, you'll know what to pack.

Meeting response status

If you haven't yet responded to a meeting invitation, the appointment appears in a lighter color.

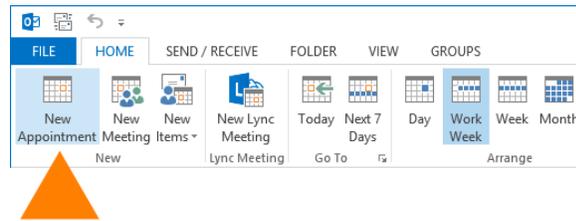
The screenshot shows the Outlook Calendar interface for 'Calendar SaraD@contoso.com - Outlook'. The ribbon includes 'FILE', 'HOME', 'SEND / RECEIVE', 'FOLDER', 'VIEW', and 'GROUPS'. The 'VIEW' tab is active, showing options for 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar', 'Publish Calendar Online', and 'Permissions'. The main area displays a calendar for June 18-22, 2012, with a current time marker at approximately 10:30 AM. A weather forecast for Seattle, WA is shown at the top right. The 'MY CALENDARS' section on the left shows 'Calendar' and 'Family Calendar' selected. The bottom of the window shows 'Mail', 'Calendar', 'People', and 'Tasks' tabs, along with status indicators like 'ITEMS: 15', 'ALL FOLDERS ARE UP TO DATE', and 'CONNECTED TO: MICROSOFT EXCHANGE'.

Schedule an appointment

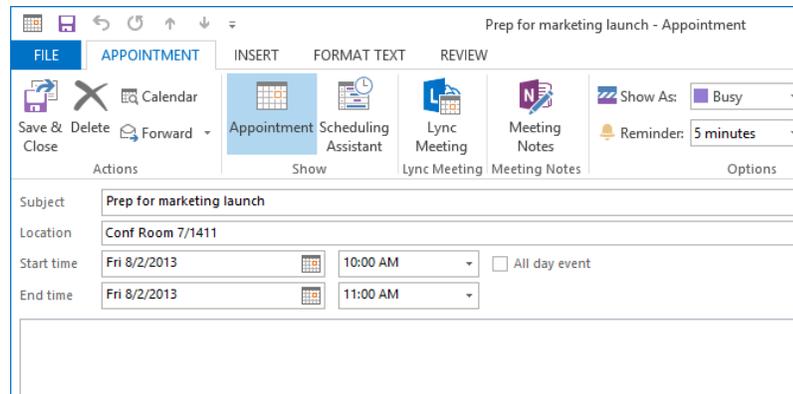
1. Click **Calendar** in the navigation bar.



2. On the ribbon, click **New Appointment**.



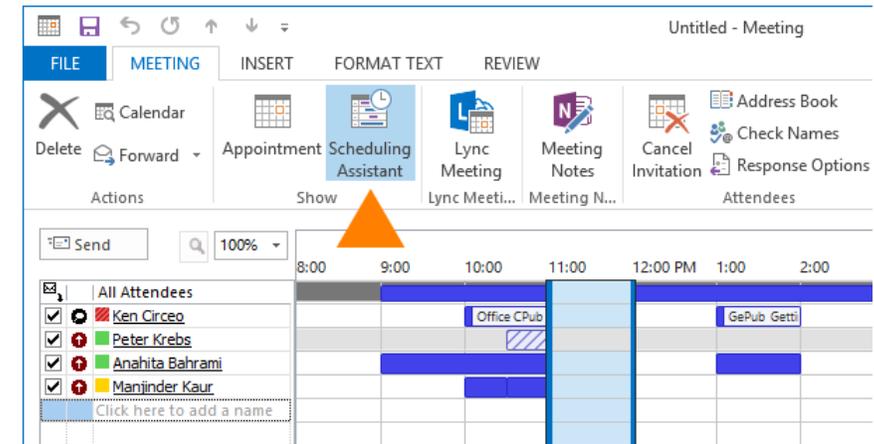
3. Fill in the **Subject** and **Location** boxes.
4. Enter the start and end times.



5. In the **Show As** box, choose a status that shows your availability to others.
6. To make the appointment recurring, click **Recurrence**
7. Choose the frequency (such as daily or monthly) and any options for the frequency (such as every other day or every third month)
8. If you want to change the reminder notice from the default of 15 minutes, click the **Reminder** box and choose a new reminder time.

Schedule a meeting with other people

1. Click **Calendar** in the navigation bar.
2. Click **New Meeting**.
3. Fill in the **Subject** and **Location** boxes, and then enter the start and end times.
4. In the meeting request, type any information you want to share with the recipients. You can also attach files.
5. Click **Scheduling Assistant** to help you find the best time for your meeting by analyzing when recipients and resources (such as meeting rooms) are available.



6. Click **Add Attendees**, and then type the recipients names, email addresses, or resource names (separated by semicolons) in the **Required**, **Optional**, or **Resources** boxes.
7. For Exchange accounts, the **Room Finder** pane contains suggested best times for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid.
8. Unless you want to make this a recurring meeting, click **Send**.

Change your calendar work days and the start of your week

1. Click **File > Options > Calendar**.
2. Under **Work time**, do one of the following:
 - To change your work hours, in the **Start time** and **End time** lists, click the start and end time of your work day.
 - To set your work week, check the boxes that are part of your work week. Clear the boxes that aren't part of your work week.
 - To set the first day of the week, click a day in the **First day of the week** list.
 - To set the first week of the year, click an entry in the **First week of the year** list.

Change an appointment, meeting, or event

To change an appointment or meeting

1. Open it in your calendar.
2. If it's part of a recurring series and you want to change just the one instance, in the **Open Recurring Item** dialog box, click **Just this one**, and then click **OK**.
3. If it's part of a recurring series and you want to change all instances, in the **Open Recurring Item** dialog box, click **The Entire Series**, and then click **OK**.
4. Make the changes you want, and click **Save & Close**. For a meeting, click **Send Update**.

To change an event

1. Open it in your calendar, and then click **Event**.
2. Change **Show As** to **Busy**, **Working Elsewhere**, **Tentative**, or **Out of Office**.
3. Click **Save & Close**.

Keep a calendar, your appointments, and meetings always in view

Move your mouse over **Calendar** in the navigation bar, and click the **Dock** button in the upper-right corner of the peek. The calendar, along with the current day's appointments and meetings, will appear in a pane at the right.

Propose, accept, or decline a new meeting time

Instead of declining a request for a meeting you can't attend, you can propose a new meeting time. The meeting organizer can accept or decline the change.

To propose a new time

1. In the open meeting request, click **Meeting**.
2. In the **Respond** group, click **Propose New Time**.
3. Choose a time when all (or most) invitees are available.
4. Click **Propose Time**, and then click **Send**.

If you're the meeting organizer, proposed meeting time changes are sent to you. You decide whether to change the scheduled meeting time.

To accept a proposed new meeting time

1. Open the meeting request.
2. Click **Accept Proposal**.
3. Click **Send Update**.

To decline a proposed new time

1. Open the meeting request.
2. Click **Meeting Response**.
3. In the **Respond** group, click **Reply**, type your message, and then click **Send**.
4. In the meeting request, on the **Meeting Response** tab, in the **Delete** group, click **Delete**.

Share your calendar

To share your calendar with people in your organization who use email with an Exchange server

1. Click **Calendar** in the navigation bar, and then click **Home > Share Calendar**.
2. In the new email message that opens, add the people you want to share your calendar with in the To box.
3. Click **Send**, and then click **OK**.

The recipients get an email notification that you shared your calendar, and your calendar is added to their Shared Calendars list.

To share your calendar with people outside your organization in an email message

1. Click **Calendar** in the navigation bar, and then click **Home > E-mail Calendar**.
2. In the **Calendar** and **Date Range** boxes, pick the calendar and time period you want to share. For example, choose **Today** or **Next 7 days**.
3. Click **OK** to send.

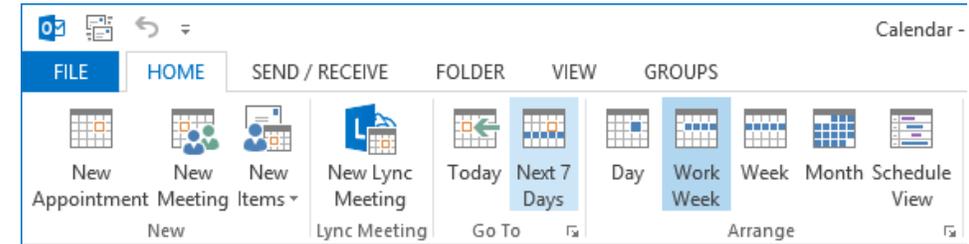
The recipients can now see your calendar in the message and can open the attached iCalendar file in Outlook.

To share your calendar by publishing it online

1. Click **Calendar** in the navigation bar, and then click **Home > Publish Online**.
2. Click **Configure This Published Calendar**. A new web browser page appears, titled **Calendar Publishing – Calendar**.
3. Choose the publishing details, the start and end times, and access restriction.
4. Click **Copy links to the Clipboard** to copy the links for subscribing to the calendar (through an account connected to an Exchange server) or for viewing the calendar in a web browser. Paste the links into a text editor, such as Notepad.
5. Click **Save** to complete the publish operation.
6. Email the links to the users you want, depending on whether they can subscribe to the calendar through their Exchange email account or just view it in the browser.

Customize and navigate calendars

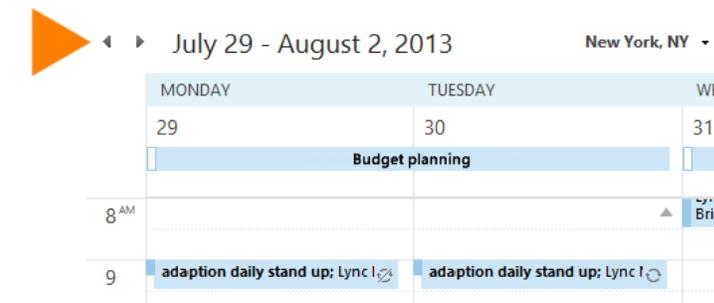
You can go directly to the current day or show the next 7 days.



- To see the current day, in the **Go To** group, click **Today**.
 - To see the calendar for the next 7 days, in the **Go To** group, click **Next 7 Days**.
- You can arrange the calendar view to show a single day, the work week, the 7-day week, or the month.
- In the **Arrange** group, click **Day**, **Work Week**, **Week**, or **Month**.

The Schedule View displays the calendar in a vertical orientation. This view is helpful when multiple calendars are selected. Each calendar is stacked top to bottom.

To move between days, weeks, or months, click the left and right arrows next to the time range at the top of the calendar.



Create additional calendars

1. Click **Calendar** in the navigation bar.
2. Click the **Folder** tab and then click **New Calendar**.
3. In the **Name** box, type a name for the new calendar.
4. In the **Select where to place the folder** list, click **Calendar**, and then click **OK**.

The new calendar appears in the Calendar folder pane.

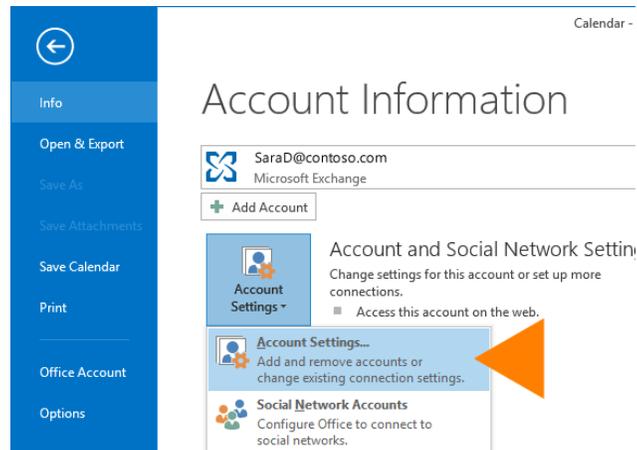
To view a calendar, select the check box next to the calendar.

Manage another person's mail and calendar items

Add the other person's mailbox to your Outlook profile so it opens every time you start Outlook.

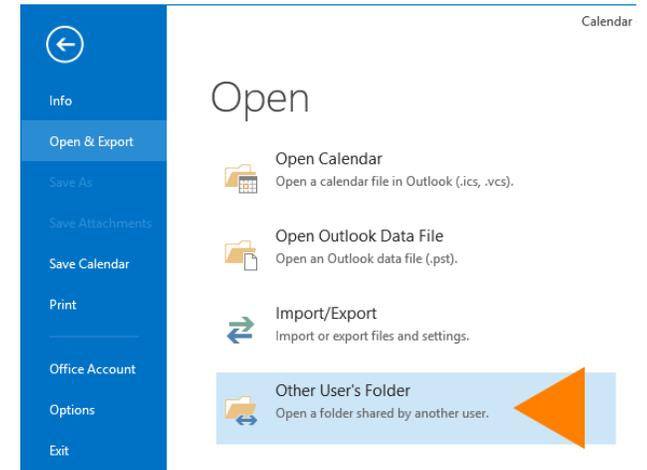
To add another person's mailbox to your profile

1. Click **File > Account Settings > Account Settings**.
2. On the **Email** tab, in the list, click the Exchange account type, click **Change**, and then click **More Settings**.
3. On the **Advanced** tab, under **Open these additional mailboxes**, click **Add**, and then enter the mailbox name of the person whose mailbox that you want to add to your user profile.



To open another person's folders

1. Click **File > Open & Export > Other User's Folder**.
2. In the **Name** box, enter the name of the person who granted you Sharing or Delegate Access permissions, or click **Name** to select from a list.
3. In the **Folder type** list, click the folder that you want to open.



To respond to meeting requests

1. Open the other person's Inbox if the meeting wasn't sent to you directly, and open the meeting request.
2. Click **Accept**, **Tentative**, or **Decline**.

To create or reply to an email message on behalf of another person

1. In Mail, create or open an existing email message.
2. On the **Options** tab, in the **Show Fields** group, click **From**.
3. In the **From** box, type the name of the person on whose behalf you are sending the message. To select the name from a list in the Address Book, click **From**. If you don't see the **From** button and box, click **Options > From**.