

## Keeping An Online Planner: Use Outlook calendar and Task List

Using an online calendar will work better for you as you are learning remotely. You can keep your email open and receive calendar reminders as you work on other online tasks. This is also a step toward becoming a professional as most work environments use such systems for managing time, communicating with supervisors, etc.

Your task list (attached to your calendar in outlook) can be useful for keeping you focused on a daily basis.


You can also block off parts of your calendar to remind you to keep to your study schedule. You can keep different calendars as well. One for your part-time job or your workout schedule and then merge them with your course schedule. This way you can meet all of your priorities and also learn what you do NOT have time for so that you do not overcommit. This will reduce stress.

Add events to your calendar to keep track of:

- **Class times/Zoom meetings**
- **Coursework due dates and exams**
- **Personal reminders for yourself**
- **Study time and email time**

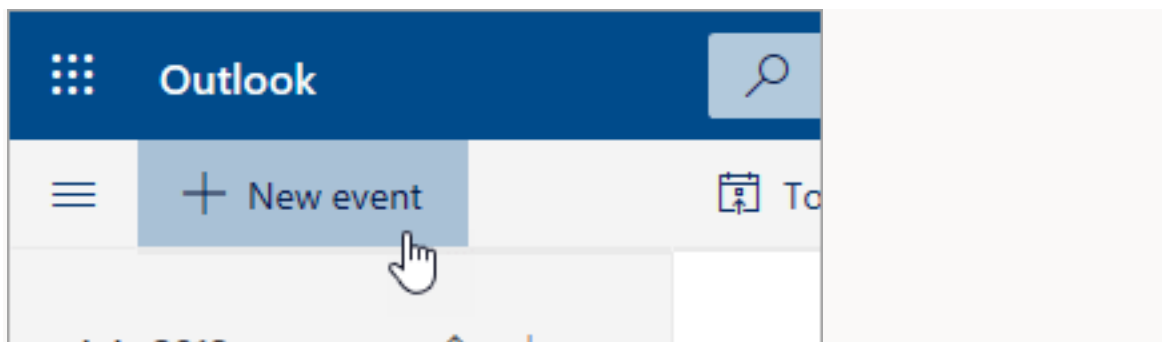
### Outlook Calendar Tips:

#### 1. How do I get to my Outlook calendar and create a new event?

To access your Outlook calendar in Outlook on the web, select  at the bottom of the page.

#### To create a new event:

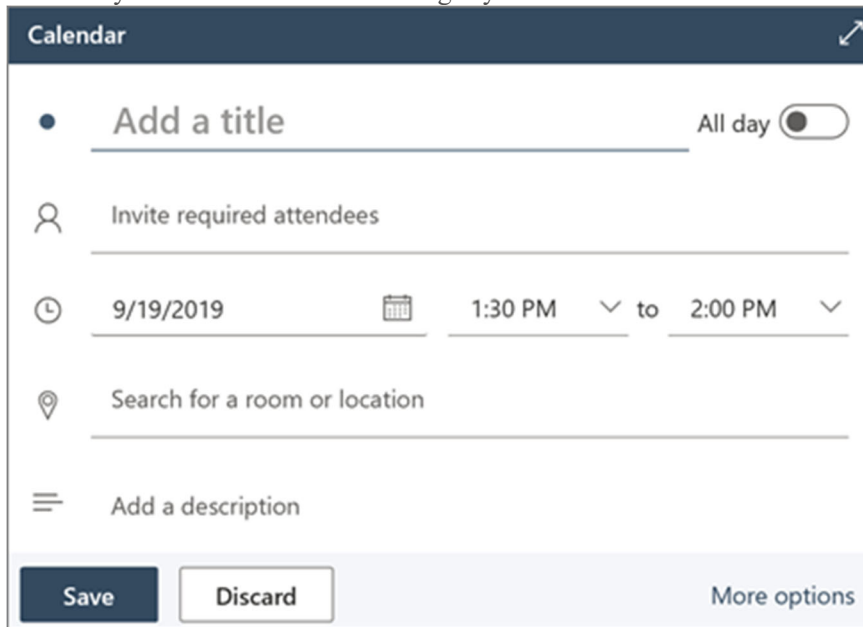
1. Select **New event** at the top or double-click on the calendar area to open a new calendar item form.



2. If you select a time on the calendar, use **Quick compose** to add a few details and schedule the appointment. Or, select **More options** to add more details.
3. Add details, like a title, date and time, a description, and how you want the meeting to **Show as**.

4. Select **Save**.

**Note:** Any event can become a meeting if you **Invite attendees**.




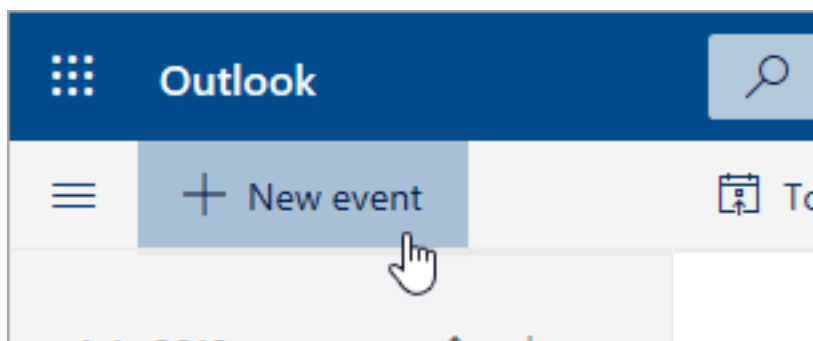
The screenshot shows the 'Calendar' event creation form in Outlook. It includes a title field with a placeholder 'Add a title', an 'All day' toggle switch, an 'Invite required attendees' field, a date and time selection area (9/19/2019, 1:30 PM to 2:00 PM), a location search field ('Search for a room or location'), and a description field ('Add a description'). At the bottom, there are 'Save', 'Discard', and 'More options' buttons.

## 2. How do I make appointments on someone else's calendar (with their permission)? For group projects, study sessions, and team meetings?

Once you have editor or delegate access to someone else's calendar and have added it to your calendar list, you can schedule meetings on their behalf. It's just like setting up a meeting on your own calendar, but you choose their calendar when creating the meeting. When you send the meeting invitation, it will show that it's from you on the calendar owner's behalf.


### Schedule a meeting as a delegate

1. In Outlook on the web, select  at the bottom of the page.
2. Make sure that you can see their calendar in your list of calendars. If you can't, see the above section about adding someone else's calendar to your calendar view.
3. Select **New event** at the top or double-click on the calendar area to open a new calendar item form.




4. In the **Save to calendar** field, select their calendar. You will only see calendars that are added to your calendar list and for which you have editor or delegate permissions.
5. Fill out the rest of the fields as needed.
6. Send the meeting request.

### 3. How do I block off time for projects?

1 At the bottom of the page, select  .

(1) Click on the calendar at the day and time when you'd like the event to occur. Or, select **New event** at the top of the page.

(2) Add a title to your event. If it's an all-day event, select the **All day** toggle.


(3) You can set additional optional items on the full event form. Select  or **More details** and then select the following options:

- a. Select **Busy** to choose how your status will appear during the event, or to make the event private.
- b. Select **Repeat** to make this a recurring event, and then choose the dates when you want the series to begin and end.
- c. Select **Remind me** to choose when you want to be reminded about the event. By default, the reminder time is set to 15 minutes before the event.

(4) Select **Save**.

### 4. How do I print a calendar?

To print your calendar:

1. At the top right corner of the page, select  **Print**.
2. Choose the view and time range, and select **Print**.

### 5. How do I use the "to do" function to keep track of daily tasks?

#### Create a task

1. Select **Tasks**.
2. Choose the list you want to add the task.

3. Select **Add task**.
4. Type a name or description.
5. Press Enter.

If you want to add more information, select the task and then you can add steps, reminders, due dates, files, and notes.

### Create a list

Lists are great ways to sort your tasks in common projects or categories.

1. Select **New list**.
2. Type a name for the list.
3. Press Enter.

