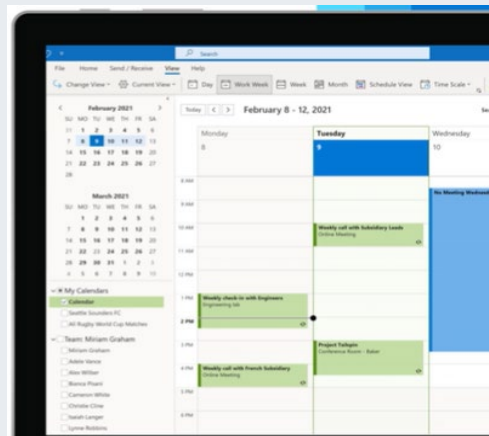


Outlook Calendar

Calendar is the calendar and scheduling component of Outlook that is fully integrated with email, contacts, and other features. Just as you write in a notebook, you can click any time slot in the Outlook Calendar and start typing. By using the Calendar, you can create appointments and events, organize meetings, view group schedules, and much more. For more information, see [Create appointments and events](#) and [Organize meetings](#).



View group schedules

You can create calendars that show the schedules of a group of people or resources. For example, you can view the schedules of all the people in your department or all the resources, such as conference rooms, in your building. This helps you schedule meetings quickly.

View calendars side-by-side

You can view side-by-side multiple calendars that you created and also calendars shared by other Outlook users. For example, you can create a separate calendar for your personal appointments and view both your work and personal calendars side-by-side. For more information, see [View multiple calendars at the same time](#).

You can also copy or move appointments between the displayed calendars. Use the Navigation Pane to quickly share your own calendar and open other shared calendars. Depending on the permissions granted by the owner of a calendar, you can create or appointments on shared calendars.

View calendars on top of one another in overlay view

You can use overlay view to display multiple calendars that you created and also calendars shared by other Outlook users. For example, you can create a separate calendar for your personal appointments and overlay your work and personal calendars to quickly see where you have conflicts or free time. For more information, see [View multiple calendars at the same time](#).

Send calendars to anyone through email

You can send your calendar to a mail recipient as an Internet Calendar, but keep control over how much information is shared. Your calendar information appears in the body of the email message as an Internet Calendar attachment that the recipient can open in Outlook. For more information, see [Introduction to calendar sharing](#).

Subscribe to Internet Calendars

Internet Calendar Subscriptions resemble Internet Calendars, except that the downloaded calendar is synchronized regularly with the Internet Calendar and updated.

Manage another user's calendar

With the Delegate Access feature, one person can use his or her own copy of Outlook to easily manage another person's calendar. For example, an administrative assistant can manage the calendar of a manager. When the manager designates the assistant as a delegate, the assistant can create, move, or delete appointments and can organize meetings on the manager's behalf. For more information, see [Manage another person's mail and calendar items](#).