

Multiple calendars enable you to schedule different areas of work on separate calendars. For example, IT Services has a separate TRU Events calendar.

To create a new calendar:

1. Select **Calendar** mode in the Navigation Pane.
2. In the Navigation pane, under My Calendars, right-click on **Calendar**.
3. On the drop menu, select **New Calendar**.
4. The **Create New Folder** window opens.
5. Give your new calendar a name, such as **Workshops**.
6. Select **OK**. The Create New Folder window closes.
7. Repeat this process and create two more calendars, such as **Forums**.
8. On the **Home** tab, in the Arrange group, click on the varying calendar views: **Day**, **Week**, **Month**, and **Schedule View**.

To group calendars together:

1. Right-click on **My Calendars**.
2. Click on **New Calendar Group**.
3. Name your new calendar group folder **Professional Development**.
4. **Click and drag** all meeting calendars to the **Meeting** group folder.
5. Checkmark **Meetings** to display all the Meetings calendars.

To display all calendars at the same time:

1. In the Navigation pane, checkmark **My Calendars**.
2. Checkmark the “Professional Development” group folder.
3. All the folders are now visible at once.

To try out an alternate calendar view:

1. In the ribbon, in the Arrange group, select **Schedule View**.
2. To get out of Schedule View: In the Navigation Pane, click the calendars off then on again.

To super-impose multiple calendars at once, also known as viewing in overlay mode:

1. To start, open multiple calendars by check-marking **My Calendars** and **Meetings** in the Navigation Pane.
 2. On each calendar, click on the **overlay button**, i.e. the left-pointing arrow at the top of a calendar.
 3. The calendar will move to the left and superimpose on top of the calendar next to it.
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To setup a specific work week:

1. In the ribbon, in the Arrange group, select the down arrow. The **Outlook Options** window opens.
2. The window defaults to the **Calendar** menu – which will be highlighted orange.
3. Choose from the various options under **Work Time**.

To change the look of a calendar:

1. In the Navigation Pane, right-click on a calendar.
2. Click on **Color** and a color menu appears.
3. Choose a color.

To close calendars:

1. Click the **X** located on the actual Calendar tab.
 2. Or, uncheck the Calendar in the Navigation Pane.
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