All Mason faculty and staff are invited to use the calendar function included with Office 365. The following instructions have been created for Microsoft Outlook 2011 users who will access their calendar using a Mac. If you are using either a PC or the Outlook Web App (accessible via the web), please visit office365.gmu.edu and click on the TRAINING & WORKSHOPS page to obtain those specific instructions. These instructions will help you to get started using your Office 365 calendar and are a useful quick reference guide.

I. GETTING STARTED/BASIC CALENDAR CONFIGURATION

SET YOUR WORK HOURS

1. On your Mac top MENU BAR, click on OUTLOOK, then select PREferences from the list.
2. Under OTHER, click on the CALENDAR icon.
3. Set your work hours and days in the WORK TIME section.
4. Close the window by clicking the RED X button.

PRINT A PAPER COPY OF YOUR CALENDAR

1. Select the day/week you wish to print.
2. Click on the top PRINT icon.
3. If needed, click on the SHOW DETAILS button at the bottom of the print dialogue box. This will provide you with the full calendar print wizard (shown).
4. Select your preferred calendar view under STYLE (day, work week, week, or month), then click the PRINT button.
II. CREATING MEETINGS, APPOINTMENTS, AND DAILY NOTES

CREATE A MEETING

1. From the Home tab on the top menu bar, select NEW, then select MEETING.
2. Type in the meeting details.
3. If needed, after listing the attendees, click on the SCHEDULING button to find open times for the meeting (this works like the “open group agenda” in Corporate Time).
4. Click SEND to send the invitation to the participants.

CREATE RECURRING MEETINGS

1. To create repeating instances for your meetings, click on the RECURRENCE icon inside the main meeting request window, you will see a drop down list with the most frequently used options. You can select one of those options or click on CUSTOM.
2. Inside the RECURRENCE dialogue, select the desired recurrence options: start and end times, pattern for recurrence, as well as how long or how many instances are desired (always select an end date for the recurrence).
3. Click OK to return to the main meeting request window.
4. Click SEND to send the invitation to the participants.

CREATE AN APPOINTMENT

An appointment is a meeting that includes just yourself.
1. From the Home tab on the top menu bar, select NEW, then select APPOINTMENT.
2. Type in the appointment details into the window that opens.
3. Click the SAVE & CLOSE button to save the appointment to your calendar.
CREATE A DAILY NOTE

To put a notice on your calendar and/or someone else’s calendar (like the Daily Note in Corporate Time), please follow these steps.

1. From the Home tab on the top menu bar, select **NEW**, then select **MEETING**.
2. In the **TO** line, type in your name as well as the names of those that you would like to receive this note and have it posted on their calendar.
3. In the **SUBJECT** line, type in the note message (for example, *Your name - vacation day*).
4. Click on the **ALL DAY EVENT CHECK BOX** to the right of the start/end time area.
5. In the **STATUS** area, verify that **FREE** is selected from the drop down menu.
6. Click **SEND**. A window may pop up that states “you have not specified a location for this meeting.” Click the **SEND INVITATION** button.

III. RESPONDING TO MEETING REQUESTS

When you are invited to a meeting, a meeting request message (an e-mail message) will appear in your e-mail inbox. That meeting will also be placed on your calendar with the time blocked off as “tentative.” It is recommended that you respond to the meeting request by using the buttons included in the e-mail invitation.

If you delete the meeting request message from your inbox BEFORE responding to it, the meeting won’t appear on your calendar, and the meeting organizer will not know if you will attend.

AUTO-DELETE INVITATIONS

The default setting in Office 365 is to move meeting invitations to the Deleted Items folder once you respond. This feature cannot be turned off in Outlook 2011 for Mac. If you want to save your meeting requests **AFTER YOUR RESPOND** to them, please follow these instructions.

1. Click on the **DELETED ITEMS** folder.
2. Select the meeting invitation. Right click on the message. From the drop down list, select **MOVE**, then select **CHOOSE FOLDER**.
3. Type in the name of the folder where you would like to have the message moved.
4. Click **MOVE**.
SEND A MEETING RESPONSE

In order for meeting organizers to know who will be attending a meeting, always send a meeting response (even if it is a tentative response).

CHANGING YOUR MEETING RESPONSE

After you have responded to a meeting, you can change your response by updating your response from the meeting entry on your calendar.

1. Double click on the meeting entry on your calendar.
2. In the meeting request window that opens, select either ACCEPT, TENTATIVE, or DECLINE from the top buttons.
3. In order for meeting organizers to know who will be attending a meeting, always SEND A MEETING RESPONSE (even if it is a tentative response). You may choose to respond with or without comments.

ACCEPTING MEETING CANCELLATIONS

If you receive a meeting cancellation message via e-mail, open the message and click on the REMOVE FROM CALENDAR button. Failure to click this button will result in the cancelled meeting still showing as an entry on your calendar.

CREATING A MEETING INVITATIONS SUB-FOLDER

If you would like to keep your meeting invitations in a location separate from your main e-mail inbox, follow these instructions to set up a mailbox rule.

1. Create a NEW FOLDER inside your inbox where you would like all of your meeting invitations to be stored.
2. On your Mac top MENU BAR, click on TOOLS, then select RULES from the list. Inside the rules dialogue box, click on your name under exchange server.
3. Click on the + near the bottom of the box.
4. In the RULES dialogue box, name your rule (we suggest MEETING INVITATIONS).
5. Under WHEN A NEW MESSAGE ARRIVES THAT MEETS ALL THESE CONDITIONS, select KIND from the first drop-down list, then select MEETING REQUEST from the second drop-down list.
6. Under DO THE FOLLOWING, select MOVE TO FOLDER from the first drop-down list, then from the second drop-down list, select CHOOSE FOLDER.
7. Choose the name of the folder you created in step 1.
8. Click OK.
9. You should now see your MEETING INVITATIONS rule listed in the Rules window. Close the window by clicking the RED X button.