

Calendar

Applies to: Office 365 for professionals and small businesses, Office 365 for enterprises, Microsoft Exchange, Live@edu

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Your Calendar lets you create and track appointments and meetings. The included video will give you an overview of how to use the calendar in Outlook Web App.

 **Note:**

This topic applies to the standard version of Outlook Web App. To read about this feature for the [light version of Outlook Web App](#), see [Outlook Web App Light > Calendar](#).


[Video: Calendar Basics](#)

This video shows you an overview of how to use the calendar in Outlook Web App.

 **Note:**

To view this video, you must have Silverlight installed. For information about how to install Silverlight, see [Get Silverlight](#).

Working with Your Calendar

To open your calendar in Outlook Web App, click  **Calendar** in the [Navigation Pane](#). While you're viewing your calendar, you can double-click a meeting or appointment to open it. After you open an item, you can view details or make changes. If you double-click a repeating item, for example, a weekly meeting, you can choose to open the occurrence (the meeting only on the day you selected) or the whole series (every meeting). For more information about how to work with repeating items, see [Repeating Items](#).

To display dates that aren't sequential

1. In the Day view, locate the first day in the date selector, and then click it.
2. Press CTRL, and then click up to six additional days from any month or year.

Appointments and Meetings

- An appointment is a block of time you mark on your calendar for a specific activity, for example, a lunch appointment, or to set aside time to work on a project. Appointments can be a single occurrence or can be scheduled to repeat, for example, a weekly appointment to prepare a report. Your appointment may be with other people, but will appear only on your calendar.

[Create an Appointment](#) [Delete an Appointment](#)

[Modify an Appointment](#) [Save an Appointment](#)

[Open an Appointment](#) [Add a Reminder](#)

[Close an Appointment](#)

- If you want to share an appointment with other people in your organization so that it appears on their calendars in addition to your own, you can [Request a Meeting](#). A meeting is an appointment you share with another person. When you request a meeting, in addition to setting a time and subject, you'll add a list of attendees to invite. You can also add resources, such as a conference room or projector. If the recipients are in the shared address book,

you'll be able to see their free/busy time. Most recipients will be able to respond to the meeting request by accepting, tentatively accepting, or declining your invitation. Like appointments, meeting requests can be for a single meeting or can be scheduled as repeating meetings.

[The Scheduling Assistant](#) [Cancel a Meeting](#)

[Request a Meeting](#)

[Save a Meeting](#)

[Modify a Meeting](#)

[Add or Remove Attendees](#)

[Open a Meeting](#)

[Select a Meeting Room](#)

[Close a Meeting](#)

[Reply To or Forward a Meeting Request](#)

Repeating Items

- Appointments, meetings, and tasks may be one time occurrences or may repeat. A repeating item is one that appears in your calendar or tasks list multiple times, based on settings you control. For example, a meeting can be configured to repeat weekly. A task that has to be performed monthly can be configured to repeat on the first Monday of every month.
 - [Set a Repeating Item](#)
 - [Change a Repeat Pattern](#)
 - [Delete a Repetition](#)

Sharing a Calendar

You can share access to your calendar with anyone in your shared address book. You may also receive invitations to share other people's calendars, and requests to share your calendar.

- [Sharing a Calendar](#)
- [Calendar Sharing Permissions](#)

Publish a Calendar

Calendar publishing creates a URL that you can give to people so they can view your calendar. You choose how much information to share.

- [Calendar Publishing](#)
- [Published Calendar Invitation](#)

What else do I need to know?

- You can use Outlook to add holidays to your calendar. See [Add or delete holidays and custom events in your calendar](#).
- To print your calendar in day, week, or month format:
 1. Go to your calendar and click the print icon in the toolbar.
 2. Select the options you want.
 3. Click **Print**.