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# TurnerTime™ Tutorial

## Other Apple Timesavers

### How to Create Appointments In Outlook Calendar (Outlook 2016)

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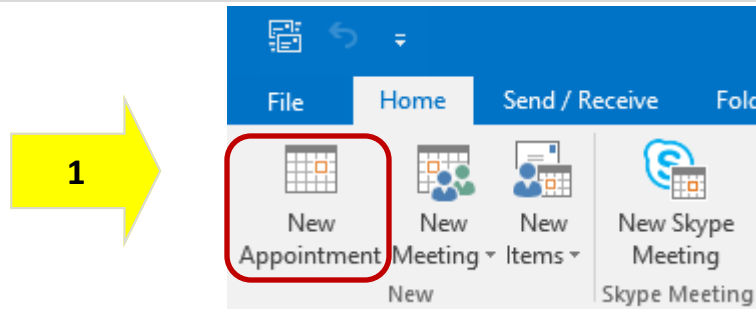
## How to Schedule a Appointment in Outlook Calendar (Outlook 2016)

There are several things to consider when creating an Appointment in your Outlook calendar. All day event vs. individual time slot, free vs. busy, setting reminders and recurrence information. You can even insert your e-mail signature in the "Insert" tab.

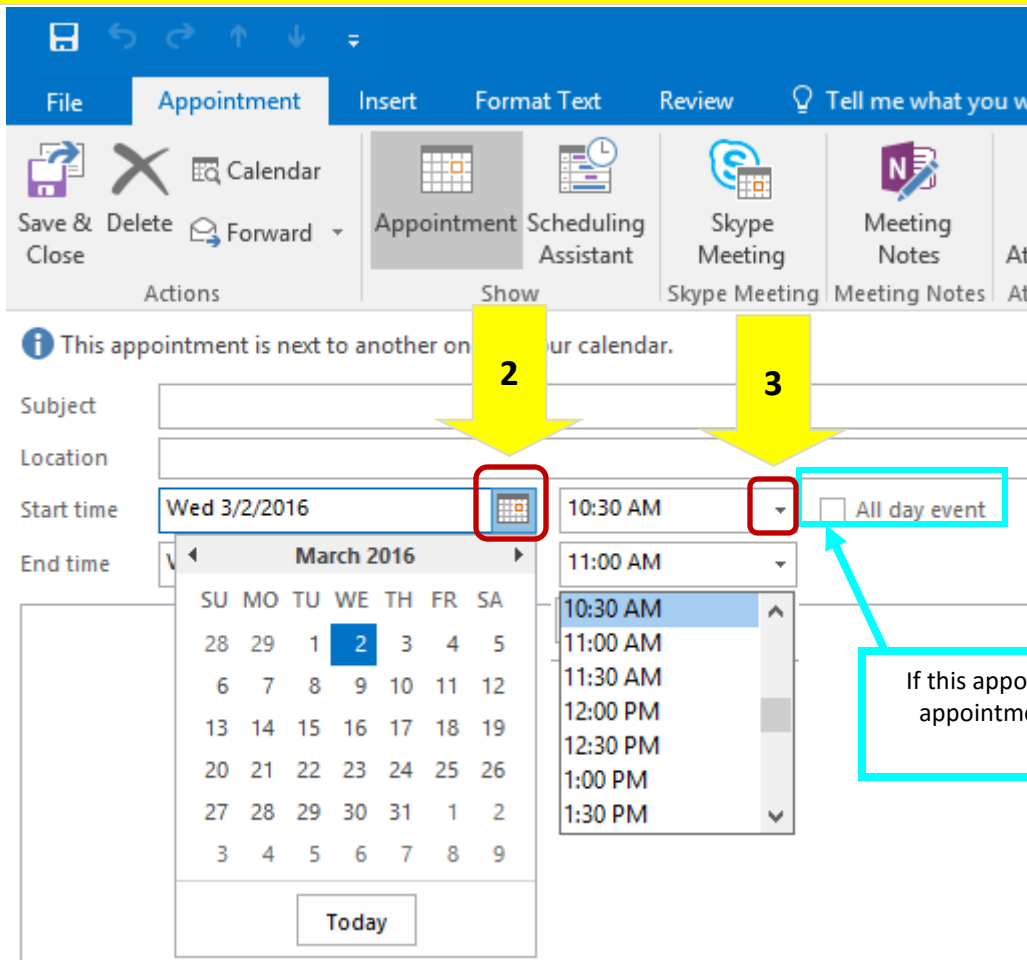
In Calendar View:

1. Left click "New Appointment".
2. Use drop down arrow to select date.
3. Use drop down arrow to select time.

This is the menu at the top of your calendar view. Left click "New" button.



This is the new Appointment. You will need to fill in date and time.



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## Schedule a Appointment in Outlook Calendar (continued...)

4. Use drop down arrow for "Show As".
5. Left click desired option ("Busy" is the default option, you only have to use drop down to select a different option).

### Examples of "Show As" options:

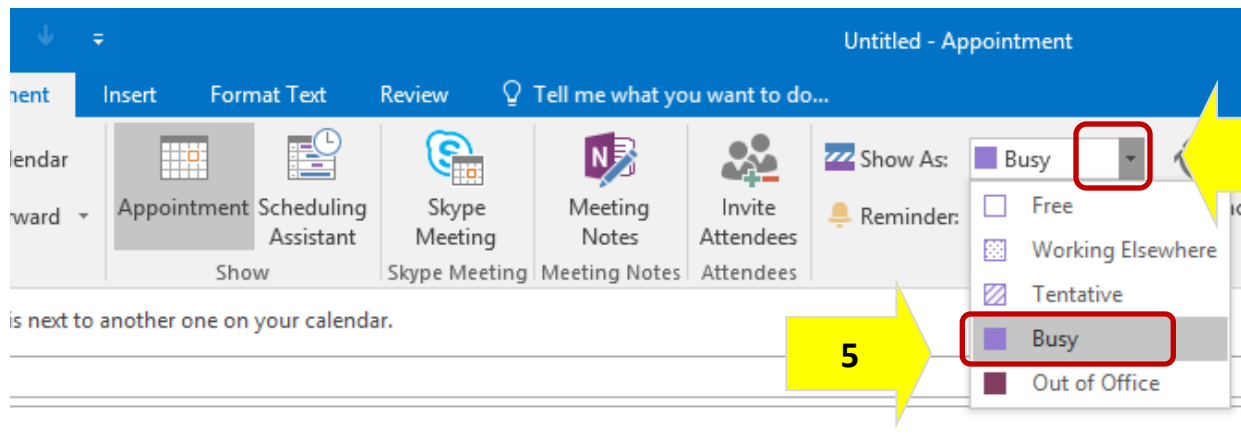
**Free:** Create an appointment to make sales calls, to use as a reminder to yourself. If this time is flexible you would mark it as "Free". Others in your organization would know your available during this time period.

**Tentative:** Create an appointment to make follow up calls with customers. If the customer needs to address an issue you would be unavailable, but if the customer is content, and the call is short, you would be available.

**Busy:** Create an appointment to take an order for a customer. This is an important appointment and you do not want to be disturbed.

**Out of Office:** Create an appointment to go out and visit customers. You are not available because you will be "Out of Office".

This is the "Show As" button. This is a very important option to utilize if other individuals in your organization view your calendar. You need to make sure you mark the applicable option.



If you create additional calendars (such as one for personal appointments), your "Show As" status is not as important. You would not click "Share my Calendar" option on your personal calendar. Only you would be able to view the appointments on your personal calendar.

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## Schedule a Appointment in Outlook Calendar (continued...)

6. Fill in "Subject" line.
7. Fill in "Location" line.
8. Use drop down arrow to set reminder (this is only necessary if you want a different time than the default time of 15 minutes).
9. Fill in body of appointment (optional).

*Skip to last page to see instructions for setting up recurring appointment before saving.*

This is the new Appointment. You will need to fill in date and time.

The screenshot shows the Outlook Appointment form with the following fields and values:

- Subject:** follow up phone calls (highlighted with a red box and labeled 6)
- Location:** home office (highlighted with a red box and labeled 7)
- Start time:** Wed 3/2/2016 10:30 AM
- End time:** Wed 3/2/2016 11:00 AM
- All day event:** ☐

The ribbon at the top includes File, Appointment, Insert, Format Text, Review, and Tell me what you want to do... The Appointment ribbon has buttons for Save & Close, Delete, Forward, Appointment, Scheduling Assistant, Skype Meeting, Meeting Notes, Invite Attendees, and Reminder.

This is the new Appointment. You will need to fill in date and time.

The screenshot shows the Outlook Appointment form with the following fields and values:

- Subject:** Review call lead sheet from customer service (highlighted with a red box and labeled 9)
- Location:** (empty)
- Start time:** Wed 3/2/2016 10:30 AM
- End time:** Wed 3/2/2016 11:00 AM
- All day event:** ☐
- Reminder:** 30 minutes (dropdown menu is open showing options from None to 8 hours)

The ribbon at the top includes File, Appointment, Insert, Format Text, Review, and Tell me what you want to do... The Appointment ribbon has buttons for Save & Close, Delete, Forward, Appointment, Scheduling Assistant, Skype Meeting, Meeting Notes, Invite Attendees, and Reminder. The Reminder dropdown menu is open, showing options: None, 0 minutes, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 1 hour, 2 hours, 3 hours, 4 hours, 5 hours, 6 hours, 7 hours, and 8 hours.

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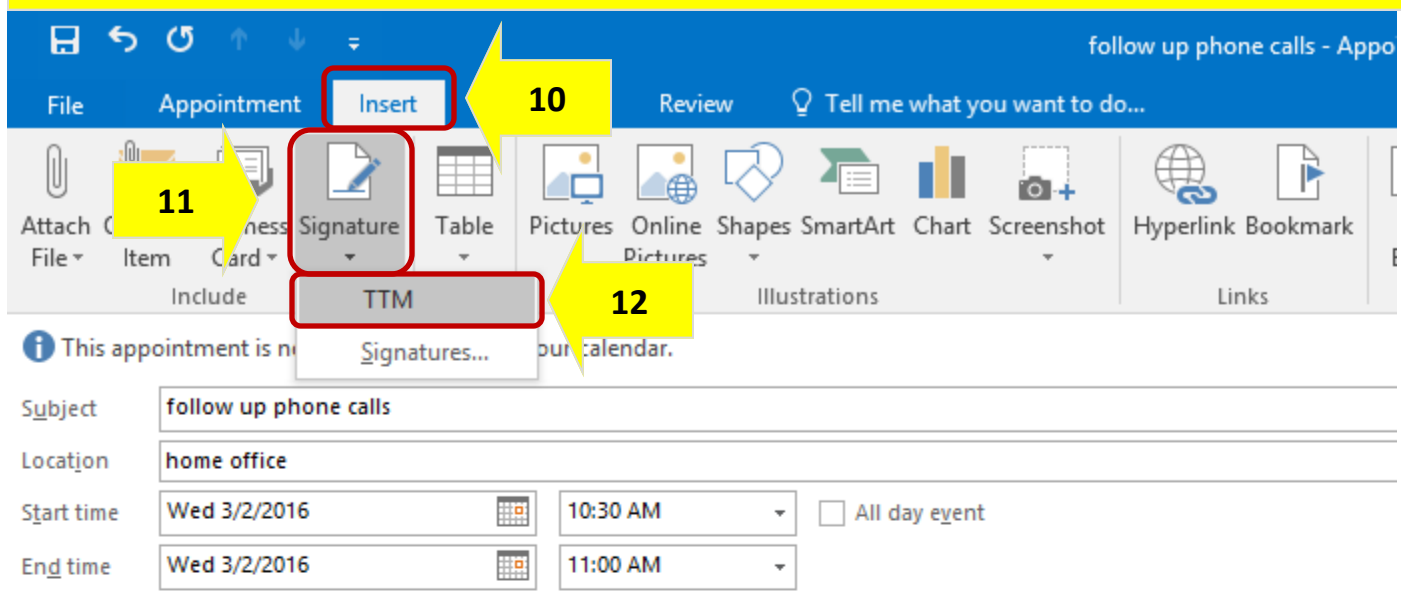
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## Schedule a Appointment in Outlook Calendar (continued...)

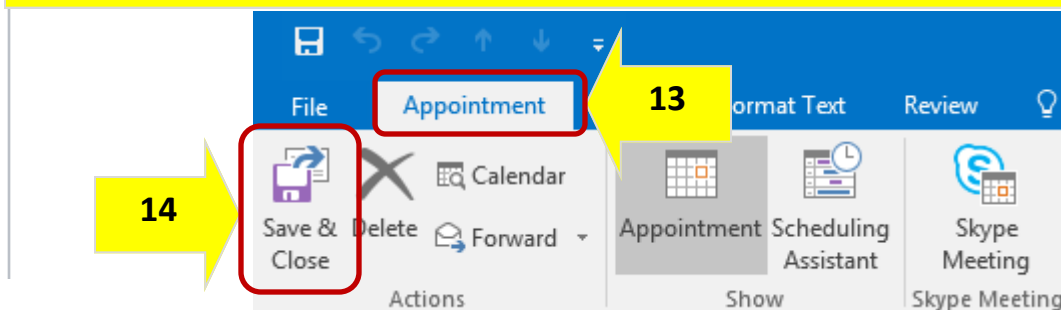
*Skip to next page to see instructions for setting up recurring appointment before saving.*

10. Left click "Insert" tab.
11. Left click "Signature" button.
12. Left click desired signature (if you have more than one).
13. Left click "Appointment" tab.
14. Left click "Save and Close".

This image shows how to insert your signature into an appointment or meeting request.



This image shows where you will go back into "Appointment" tab to "Save & Close".



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## Recurrence

If your appointment takes place regularly you can use the “Recurrence” button to schedule several appointments at one time. An example of this would be setting up a time at the end of your day to review the day’s schedule and setting a schedule for tomorrow.

*15 minutes of planning can save an hour of work!*

Left click “Recurrence” button to schedule several future meetings.

Untitled - Appointment

Show As: Busy

Reminder: 30 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

Options

Tags

Appointment Recurrence

Appointment time

Start: 12:30 PM

End: 1:00 PM

Duration: 30 minutes

Recurrence pattern

☐ Daily

☒ Weekly

☐ Monthly

☐ Yearly

Recur every 1 week(s) on:

☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday

☐ Thursday ☐ Friday ☐ Saturday

Range of recurrence

Start: Mon 2/22/2016

☒ No end date

☐ End after: 10 occurrences

☐ End by: Mon 4/25/2016

OK Cancel Remove Recurrence

This concludes the instructions for this tutorial.

For Video Tutorial Members, there is also a video tutorial available that demonstrates this process.

You can visit [GetTurnerTime.com](http://GetTurnerTime.com) to learn about our Video Tutorials Membership.

**TurnerTime<sup>SM</sup>: We can help you put time back into your work day, and personal time into your life.**