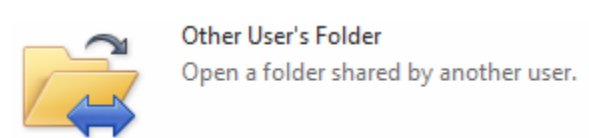


Setting up Appointments & Meetings on Someone Else's Calendar

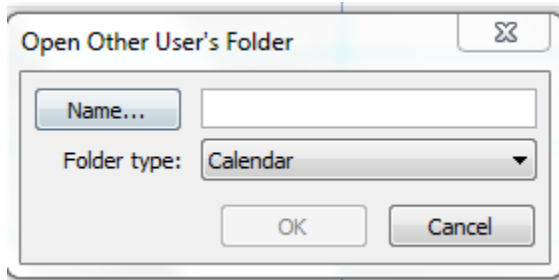
First, the user would have to delegate access or share their calendar with you. See further instructions on this in the Training Guide documents.

Second, you'll need to put that calendar on your Outlook account. Click on the 'File' tab (located in the upper right hand corner'). Next, click the 'Open' icon.

You'll need to click on the icon 'Other users folder':



The system will present you with a screen asking which person's folder you want to open:



Click the 'Name icon' and enter the other person's name (and make sure that 'Calendar' is in the 'Folder type' field).

This will put the other person's calendar in your shared calendar list.

To schedule an appointment on the other persons calendar ((Remember that an appointment is only seen on one calendar).

This can be done one of two ways:

- Select the day when the event is to be held.
- Click in the time slot the event is to be held.
- Enter the information

Or:

- In the Ribbon click on 'New Appointment', fill in the information, then click on 'Save and Close'.

To schedule a meeting on the other persons calendar ((Remember that a meeting is between multiple people)

1. Be sure that you have clicked on the other person's calendar
2. Click on the 'New Meeting' icon. The following will appear:

Invitations have not been sent for this meeting.

To: []

Subject: []

Location: [] Rooms...

Start time: Mon 8/8/2011 11:30 AM All day event

End time: Mon 8/8/2011 12:00 PM

Send

3. Enter the other names (you don't have to enter the person's name that owns the calendar). When all the information is filled in, and you click 'Send' the owner of the calendar will receive the following message:

This meeting is not in the Calendar; it may have been moved or deleted.

From: Microsoft Outlook on behalf of Tom Norman Sent: Mon 8/8/2011 10:20 AM
 To: Rosie Blakeslee
 Subject: Meeting Forward Notification: ARAMARK Feed Discussion

Your meeting was forwarded

[Tom Norman](#) has forwarded your meeting request to additional recipients.

Meeting
 ARAMARK Feed Discussion

Meeting Time
 Friday, August 12, 2011 10:00 AM-11:00 AM.

Recipients
[Thom Reisterer](#)
[D2168MAK](#)

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

4. The other members of the meeting will receive a regular invitation:

Please respond.

From: Tom Norman on behalf of Rosie Blakeslee Sent: Mon 8/8/2011 10:20 AM
 Required: Thom Reisterer
 Optional:
 Subject: ARAMARK Feed Discussion

Location: D2168MAK
 When: Friday, August 12, 2011 10:00 AM-11:00 AM

Friday, August 12

10 am ARAMARK Feed Discussion
 D2168MAK
 Rosie Blakeslee

11:00

12:00