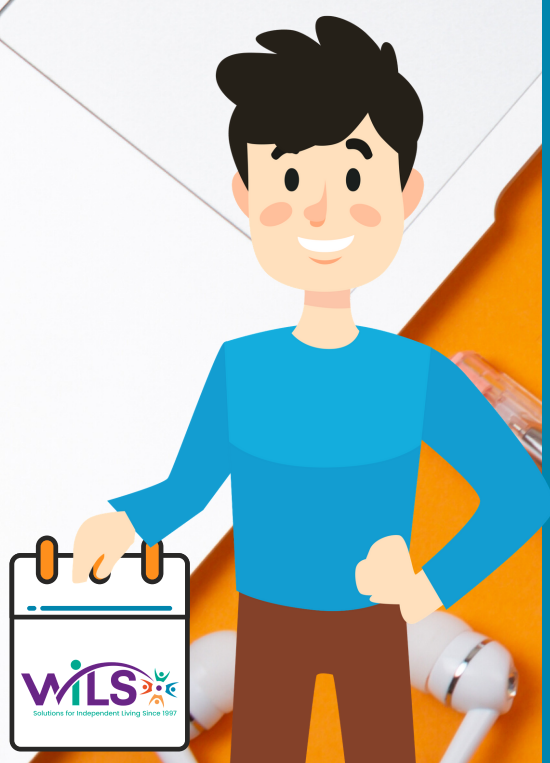


MAY 2021

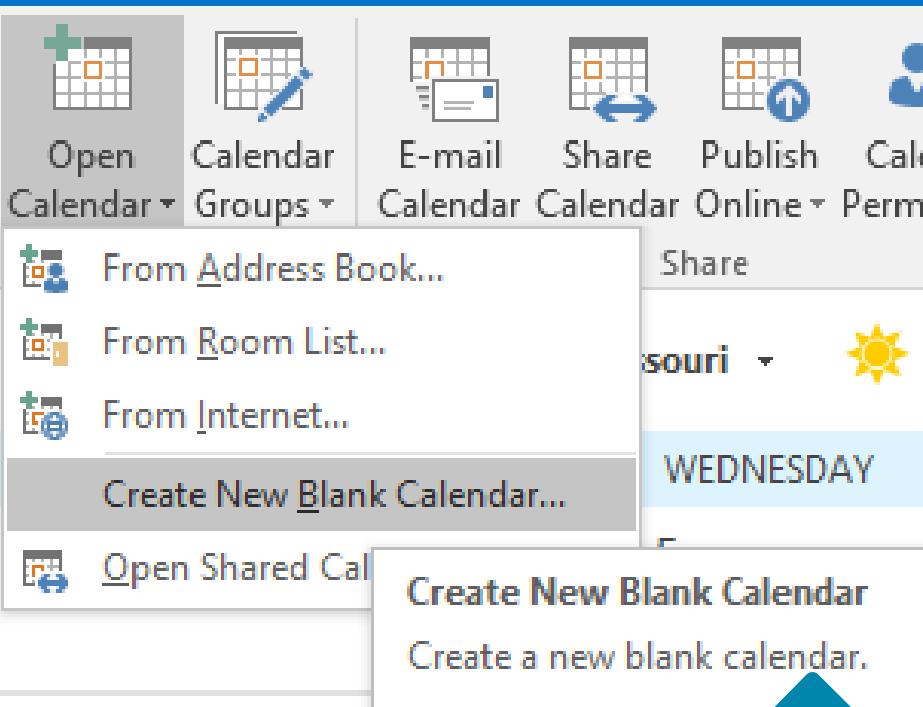


# OUTLOOK QUICK GUIDES

- Calendar Share
- Mailbox Cleanup



PREPARED BY  
WILS IT Department

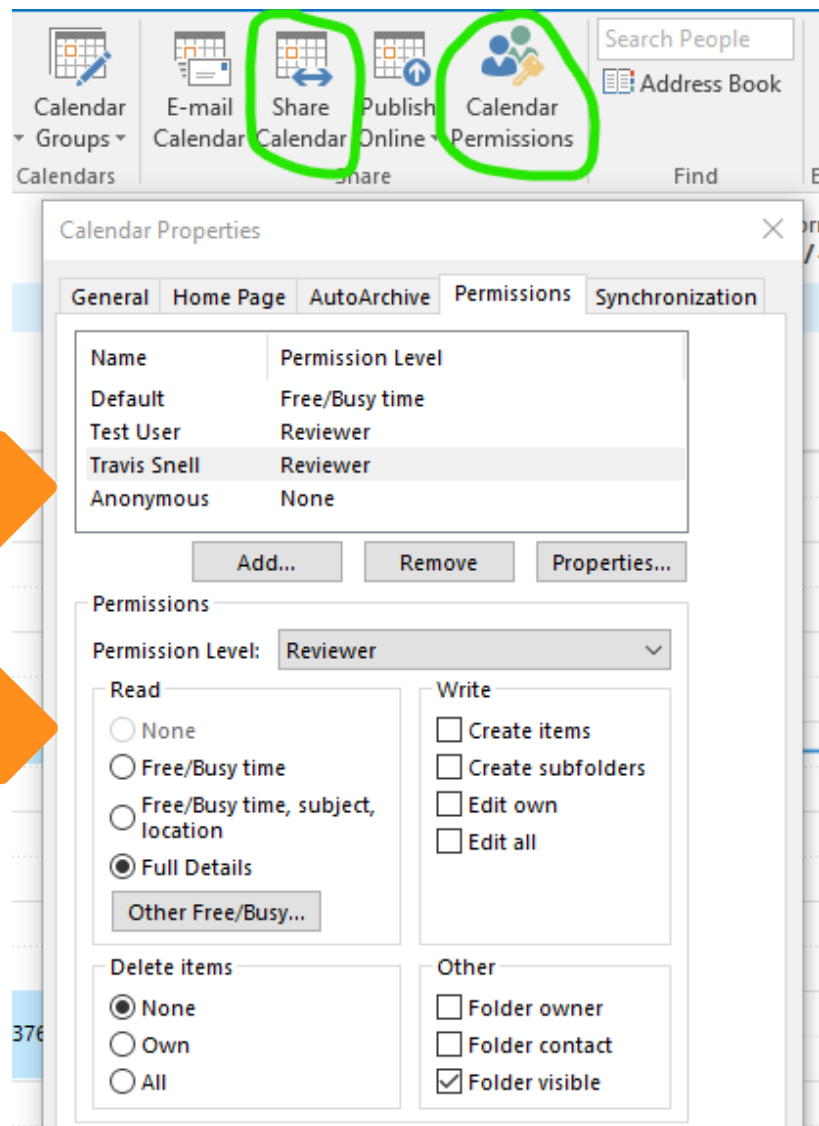


## Create New Shared Calendar

- View Calendar
- Click on My Calendar > Calendar
- Click Open Calendar button and select Create New Blank Calendar
- Name Calendar. Under Select where to place folder: confirm Calendar is highlighted.
- Block out your work schedule or days off, whichever fits your needs. Calendar can be overlaid to avoid scheduling meetings during scheduled time off

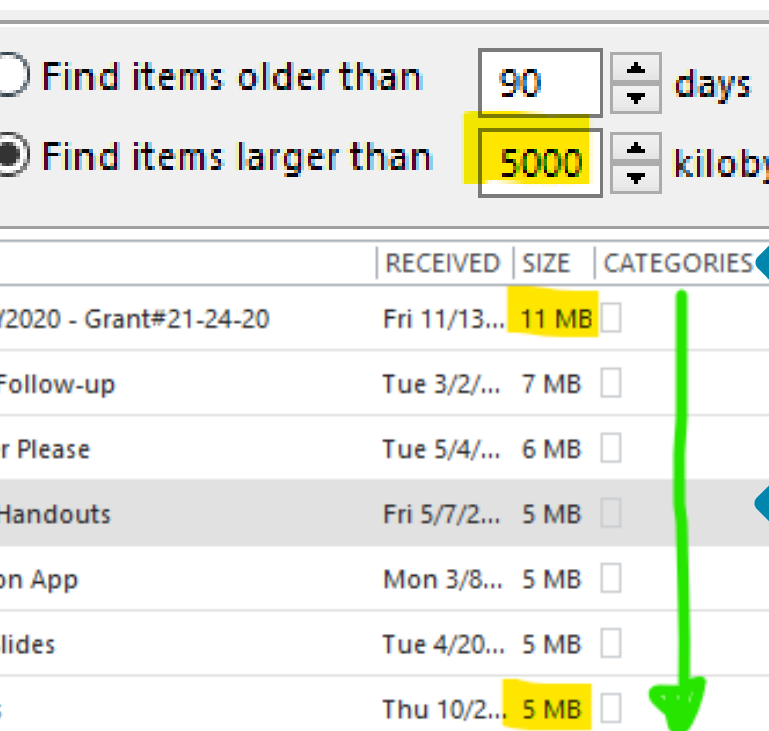
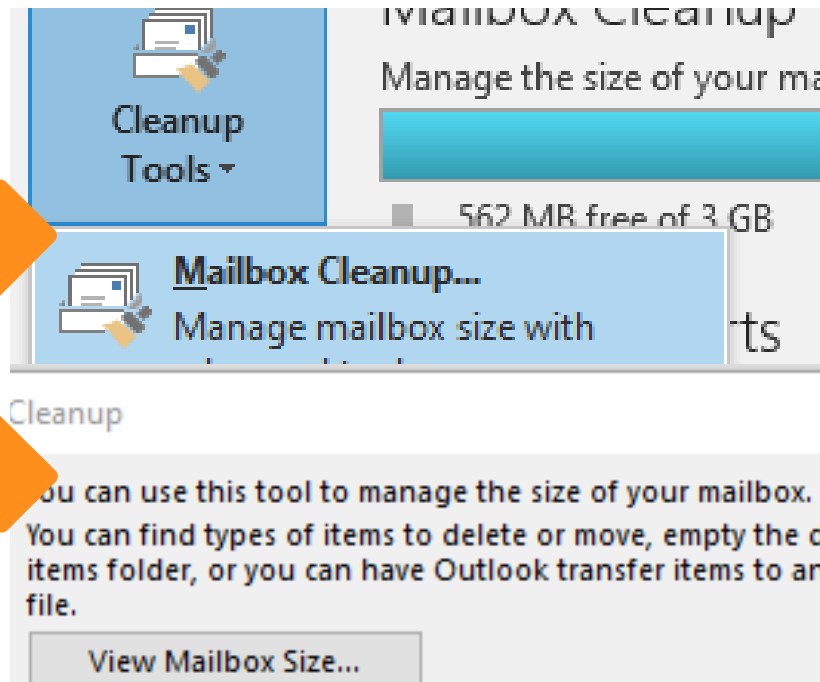
## Share Calendar with team members

- Click on Calendar Permissions button
- Click Add...
- Select team member's name from Global Address List
- Assign appropriate permissions (recommended)
  - Permission Level: Reviewer
  - Read: Full Details
  - Write: None
  - Delete Items: None
  - Other: Folder visible
  - Click OK
- Click Share Calendar button
- Add team member's name to To... field
- For Details, select Full Details
- Click Send button
- Contact the team member to confirm that they can view the shared calendar.



# View Mailbox Size & Cleanup Folder/Subfolders tools

- View Mailbox Size button
- Local vs Server (Outlook Web)
- Anything over 5000 KB, use Clean Up>Folder or Clean Up>Folder & Subfolders tool



## Find tool

- Find items larger than 5000 kilobytes
- Maximize Screen
- Sort by size, largest-to-smallest.
- Target items > 5 MB
- Highlight item to be removed.
- Hold down the Shift key, right-click and select Delete to permanently remove the item.

## Quota Info tool

- Right-click on Status Bar to toggle on
- Indicates free space left

