MAY 2021

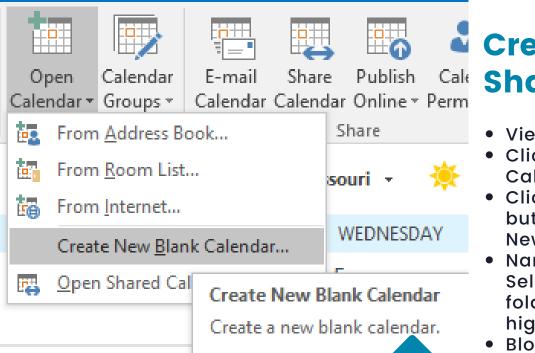
# **OUTLOOK** QUICK GUIDES

9

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### Share Calendar with team members

Click on Calendar

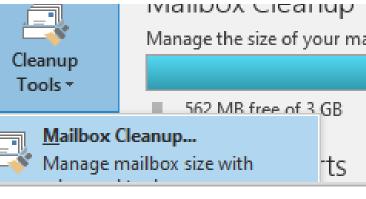
## Create New Shared Calendar

- 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

<ul> <li>Permissions button</li> <li>Click Add</li> <li>Select team member's name from Global Address List</li> </ul>	Calendar * Groups * Calendars Calendars Calendars Calendars Calendars Calendars Calendars Calendars Calendars Calendars Calendars Calendars Calendars Calendar C	E
<ul> <li>Assign appropriate permissions (recommended)</li> <li>Permission Level: Reviewer</li> <li>Read: Full Details</li> <li>Write: None</li> <li>Delete Items: None</li> <li>Other: Folder visible</li> <li>Other: Folder visible</li> <li>Click OK</li> <li>Click Share Calendar button</li> <li>Add team member's name to To field</li> <li>For Details, select Full Details</li> <li>Click Send button</li> <li>Contact the team member to confirm that they can view the shared calendar.</li> </ul>	Calendar Properties       X         General Home Page AutoArchive Permissions       Synchronization         Name       Permission Level         Default       Free/Busy time         Test User       Reviewer         Travis Snell       Reviewer         Add       Remove         Properties         Add       Remove         Properties         Permissions         Permission Level:       Reviewer         None       Oreate items         Free/Busy time       Create items         Free/Busy time       Edit own         Ication       Edit all         Other Free/Busy       Other         Delete items       Other         Own       Folder owner         All       Folder visible	

#### View Mailbox Size & Cleanup Folder/Subfolders tools

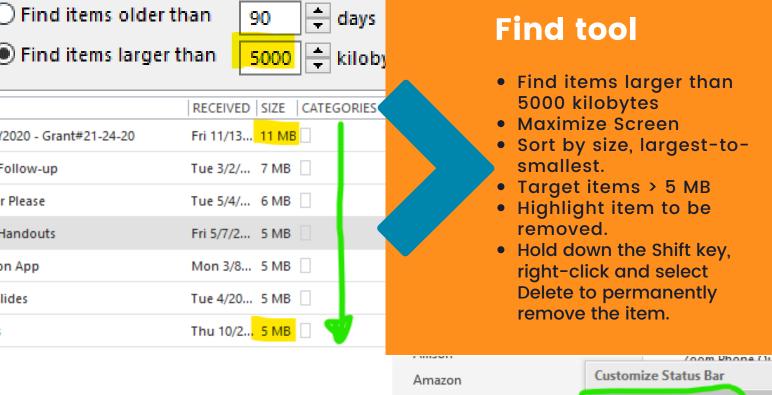
- View Mailbox Size button
- Local vs Server (Outlook Web)
- Anything over 5000 KB, use Clean Up>Folder or Clean Up>Folder & Subfolders tool



#### Cleanup

ou can use this tool to manage the size of your mailbox. You can find types of items to delete or move, empty the o items folder, or you can have Outlook transfer items to an file.

View Mailbox Size...



Amy J.

Amy S.

Archive

Asana

Ashley

Barbara

A Blue Summit

562 MB Free

AT

Appreciation

# Quota Info tool

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

