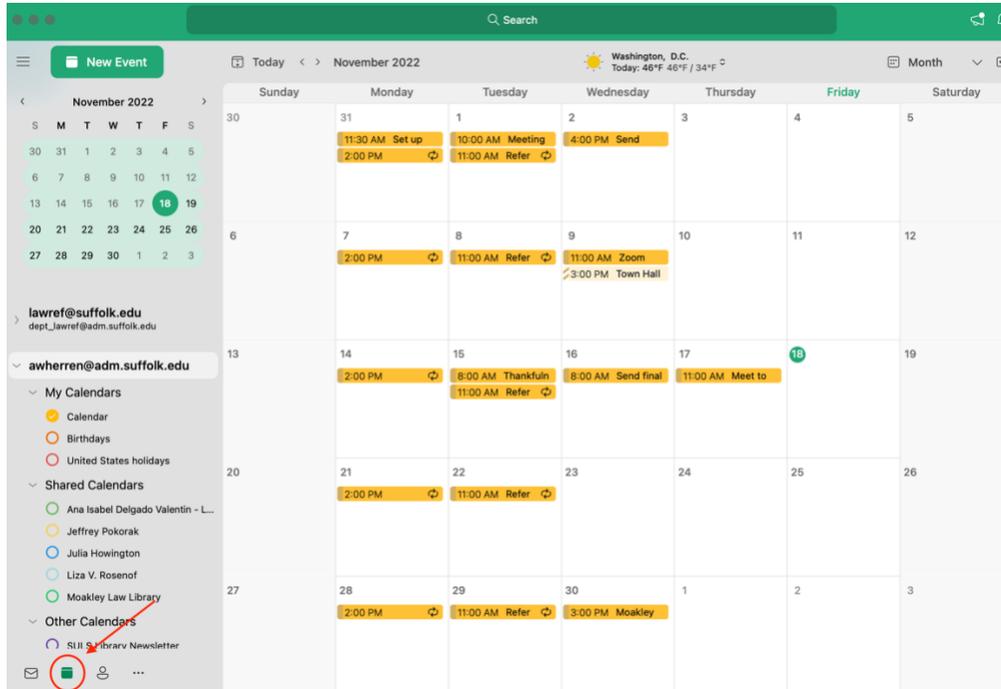


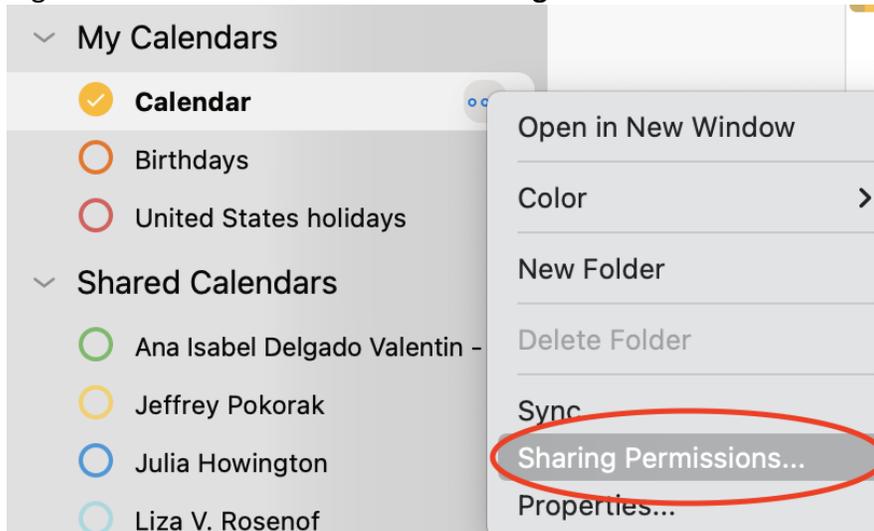
# Microsoft Outlook Calendar Tips & Tricks For Mac

## Share your Outlook Calendar

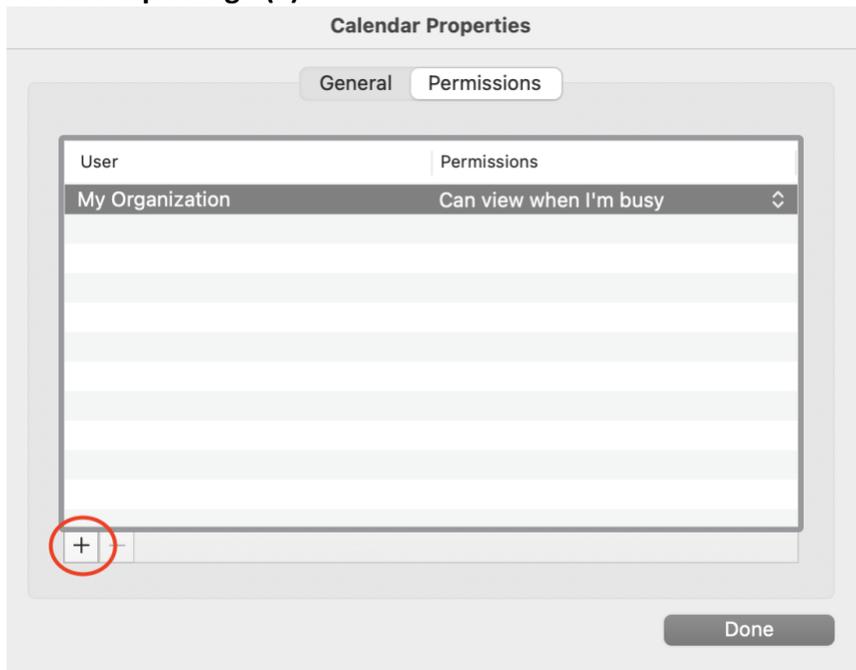
- Open your Outlook Calendar:



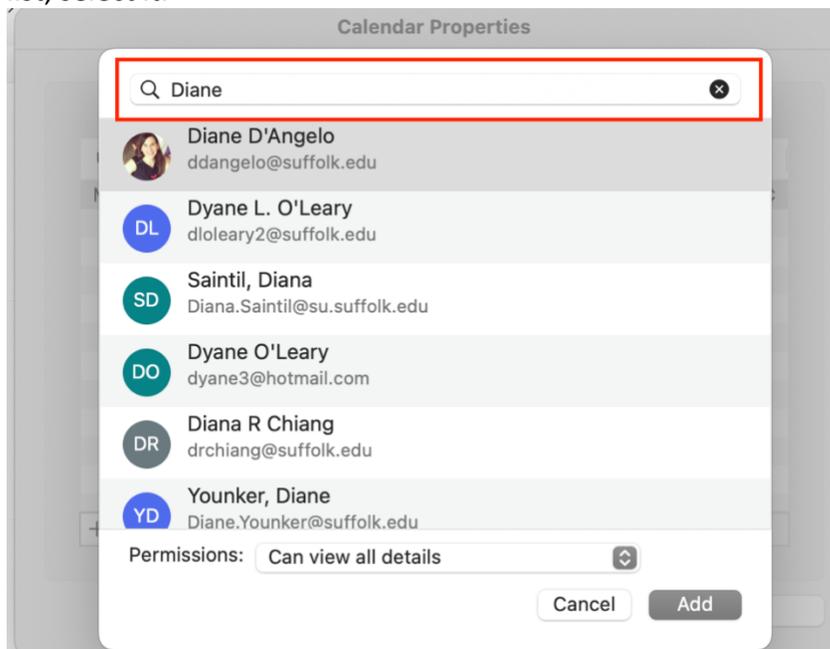
- Right click on **Calendar** and select **Sharing Permissions**:



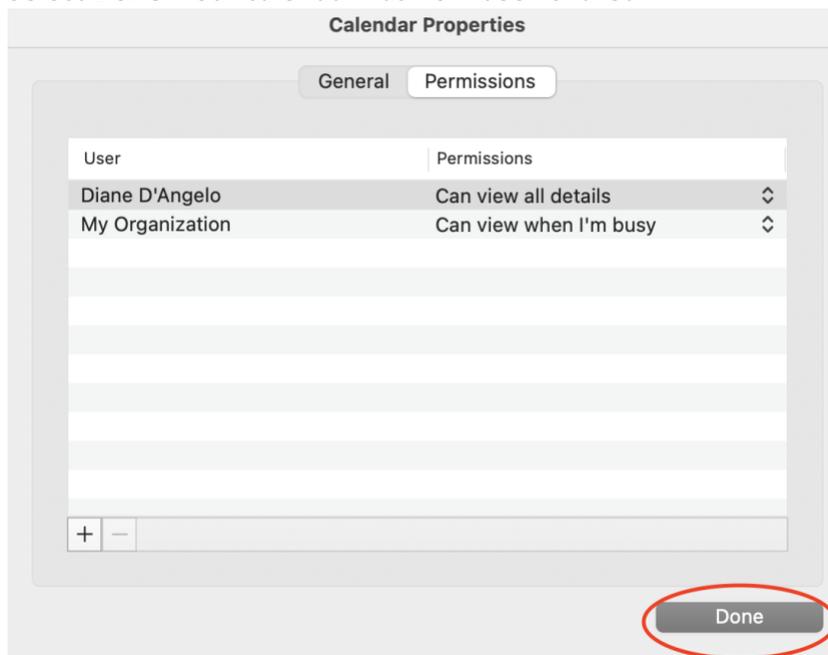
- Select the **plus sign (+)**:



- Type the name of the person you'd like to share with. When the name appears on the list, select it.

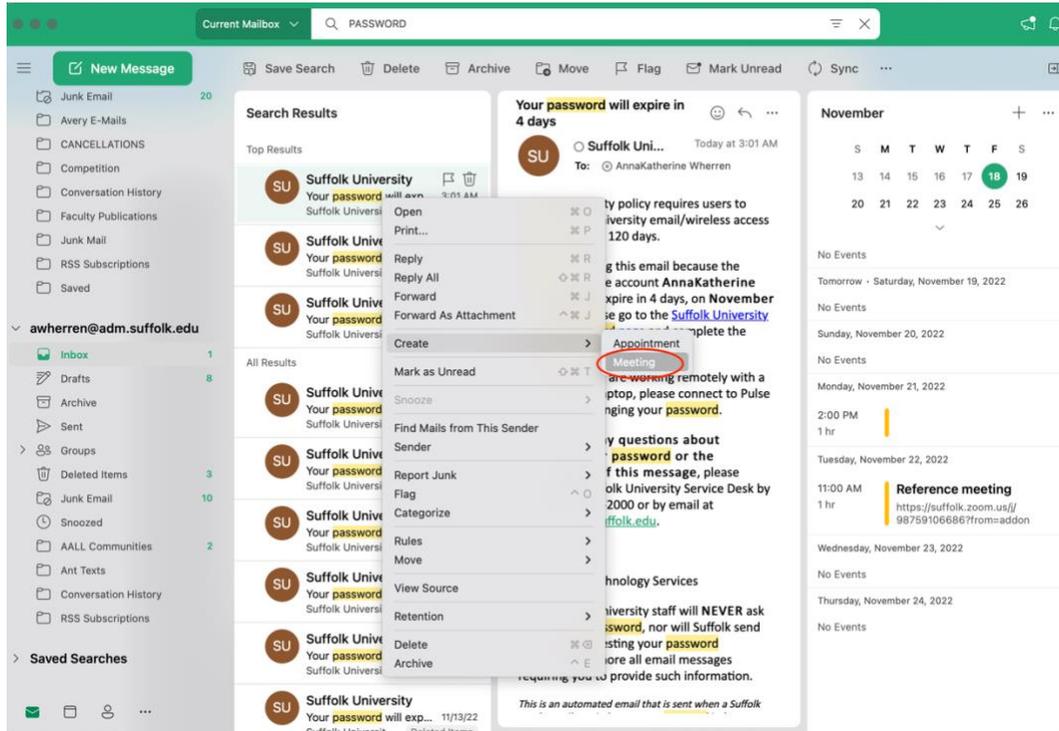


- Select **Done**. Your calendar has now been shared:

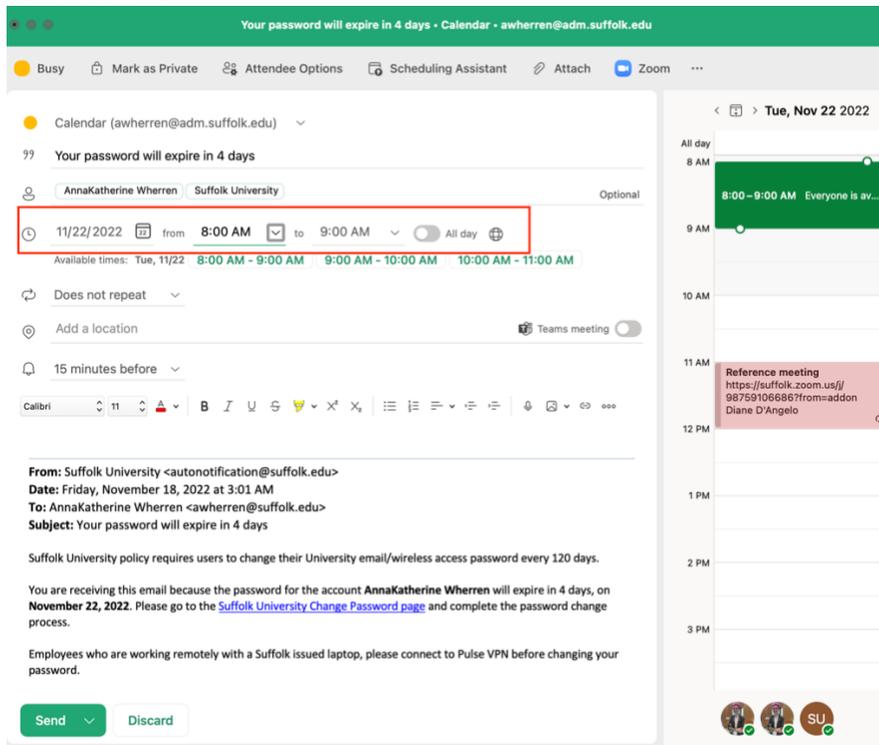


## Create an Outlook Calendar Event from an Email

- Right click on the email you've selected and click **Create**. Select **Meeting**.



- Assign a date and time to the event--whenever you'd like the task to be due. Then click **Send** to save.



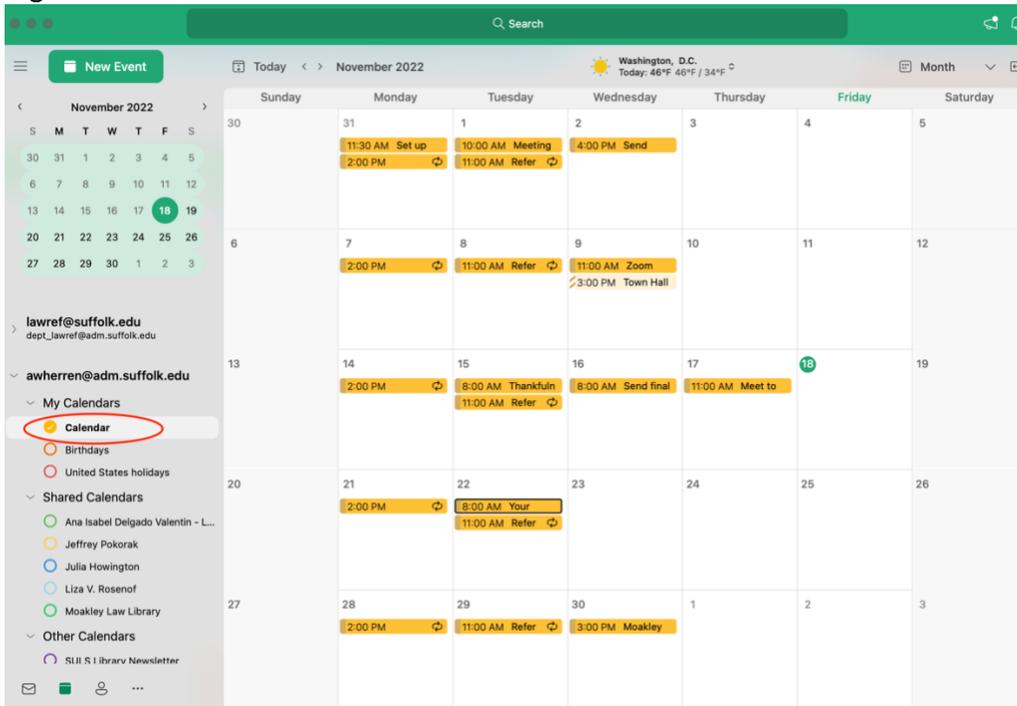
- Your event now appears in the calendar, and you won't forget that task you need to complete in the future!

The screenshot displays a calendar interface for November 2022. The main calendar grid shows events for Monday through Wednesday. A notification pop-up is overlaid on the calendar, indicating that a password will expire in 4 days on Tuesday, November 22, 2022, from 8:00 AM to 9:00 AM (1 hour). The notification includes the sender information: Suffolk University, <autonotification@suffolk.edu>, and the recipient: AnnaKath... It also states "Suffolk University has not responded" and provides "Edit Event" and "Cancel Meeting" buttons.

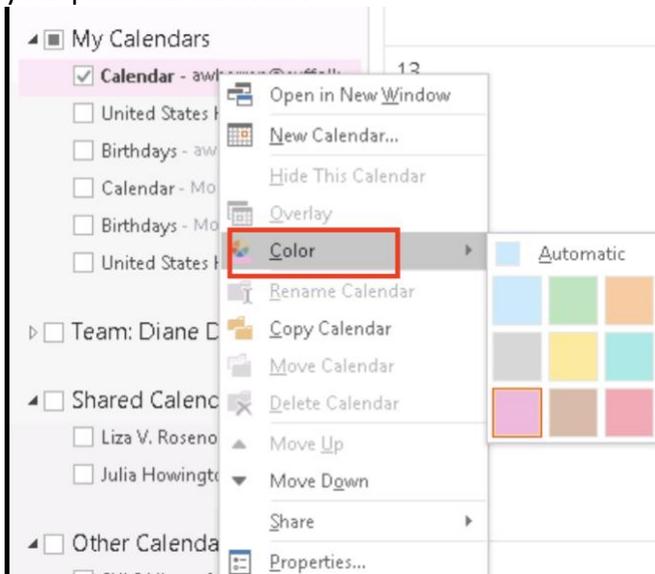
Day	Monday	Tuesday	Wednesday
30	11:30 AM Set up 2:00 PM	10:00 AM Meeting 11:00 AM Refer	4:00 PM Send
6	2:00 PM	11:00 AM Refer	11:00 AM Zoom 3:00 PM Town Hall
13	2:00 PM	8:00 AM Thankful 11:00 AM Refer	
20	2:00 PM	8:00 AM Your 11:00 AM Refer	
27	2:00 PM	11:00 AM Refer	

## Color Coding and Merging Your Outlook Calendar

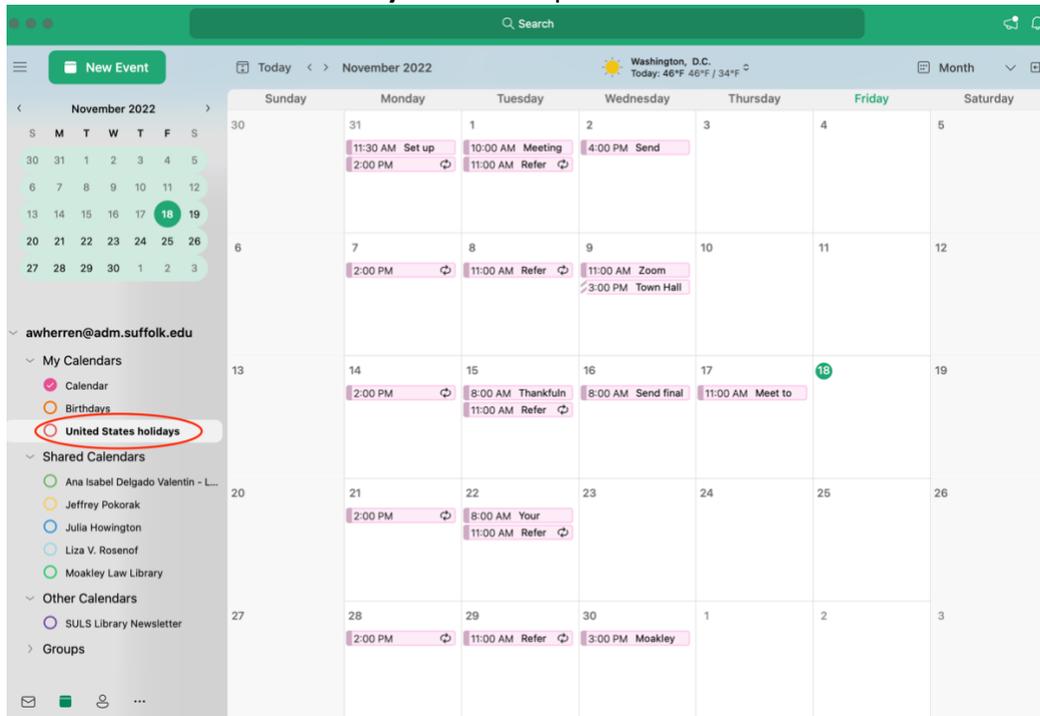
- Open your Outlook Calendar.
- Right click on **Calendar**:



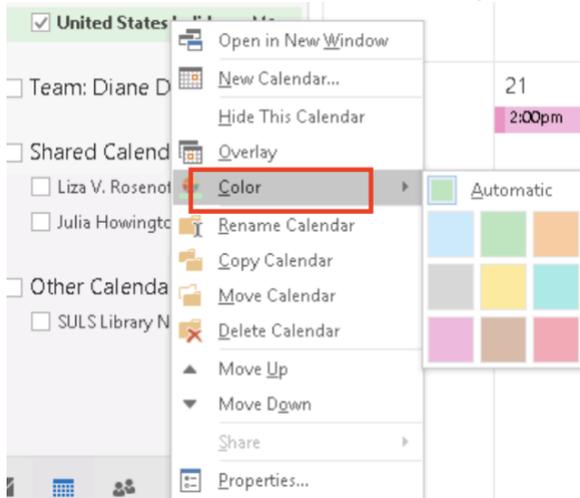
- Go to **View**. Click on the **Color**. Select your preferred color. This will assign that color to your personal calendar.



- Click on **United States Holidays** in the left panel.



- Go to **View**. Click on the **Color**. Select your preferred color. This will assign that color to the calendar of United States Holidays.



- Check both calendars. This will display both calendars as one. The different colors will help you identify the different calendars.

The screenshot displays a calendar interface for November 2022. The main view is a weekly grid from Sunday to Saturday. The left sidebar shows a monthly calendar view with the 18th highlighted. Below the monthly view, there is a list of calendars under the email address 'awherren@adm.suffolk.edu'. The list includes 'My Calendars' (Calendar, Birthdays, United States holidays) and 'Shared Calendars' (Ana Isabel Delgado Valentin - L..., Jeffrey Pokorak, Julia Howington, Liza V. Rosenof, Moakley Law Library). There are also 'Other Calendars' (SULS Library Newsletter) and 'Groups'. The main grid shows various events: 'Halloween' (11:30 AM Set up, 2:00 PM) on Monday; 'Meeting' (10:00 AM), 'Refer' (11:00 AM), and 'Send' (4:00 PM) on Tuesday; 'Election Day' (11:00 AM Refer, 3:00 PM Town Hall) on Wednesday; 'Veterans Day' on Friday; 'Thankful' (8:00 AM), 'Send final' (8:00 AM), and 'Meet to' (11:00 AM) on Saturday. The events are color-coded: pink for 'Set up', 'Refer', 'Send', 'Town Hall', and 'Meet to'; light blue for 'Election Day' and 'Day After'; and light green for 'Thankful'.