Microsoft Outlook Calendar Tips & Tricks
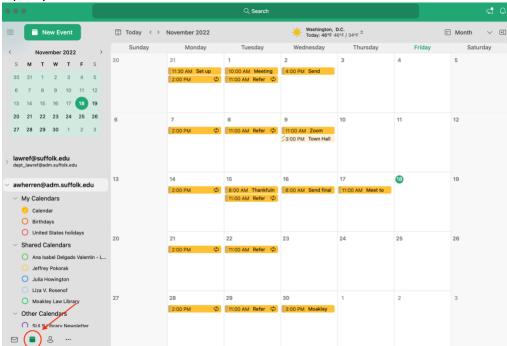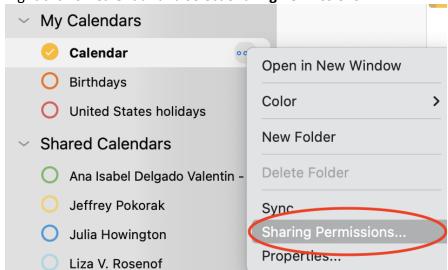## For Mac

Share your Outlook Calendar
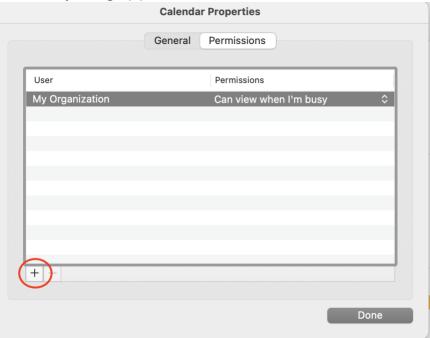- Open your Outlook Calendar:
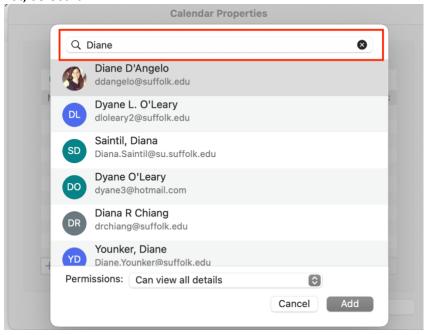

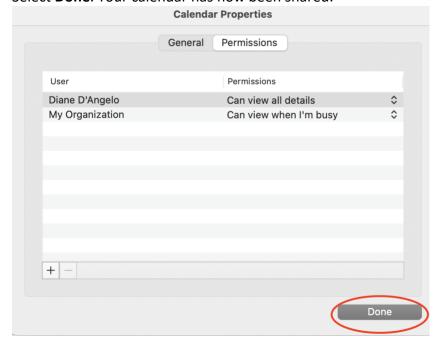- Right click on **Calendar** and select **Sharing Permissions**:

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

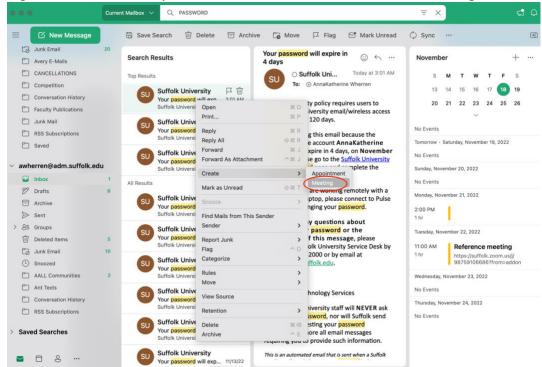- Type the name of the person you'd like to share with. When the name appears on the list, select it.

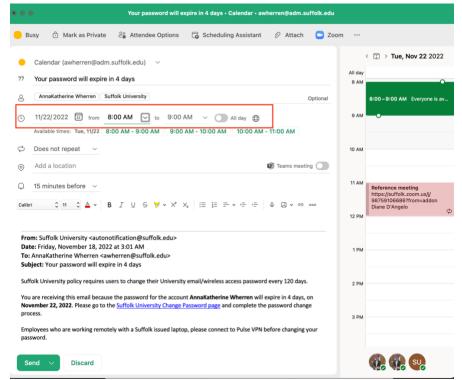- Select **Done**. Your calendar has now been shared:

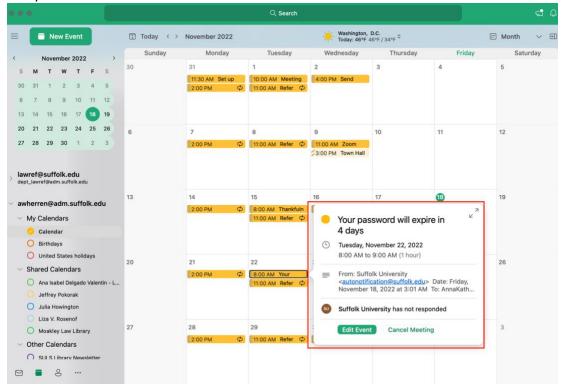**Create an Outlook Calendar Event from an Email**

- 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.
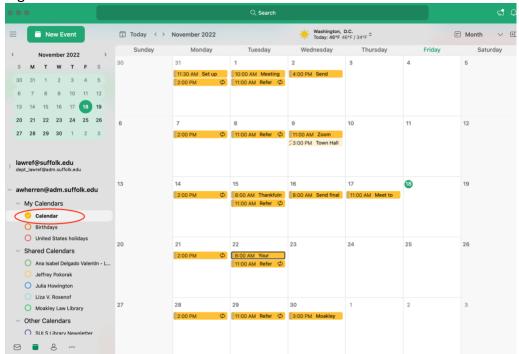
- Your event now appears in the calendar, and you won't forget that task you need to complete in the future!
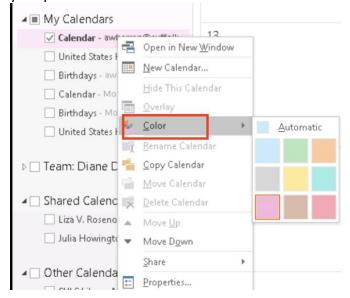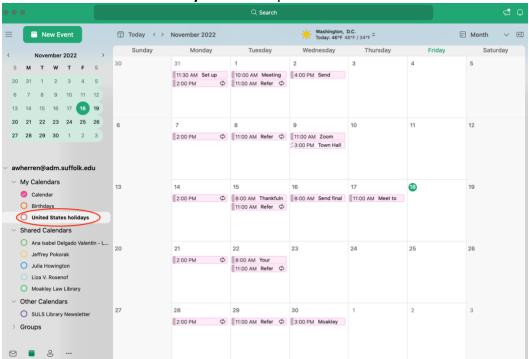
Color Coding and Merging Your Outlook Calendar
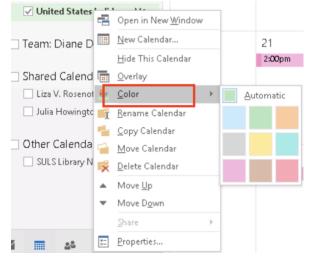- Open your Outlook Calendar.
- Right click on **Calendar**:

- 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.