

# Outlook Online Calendar Basics: Scheduling, Functions, and Sharing

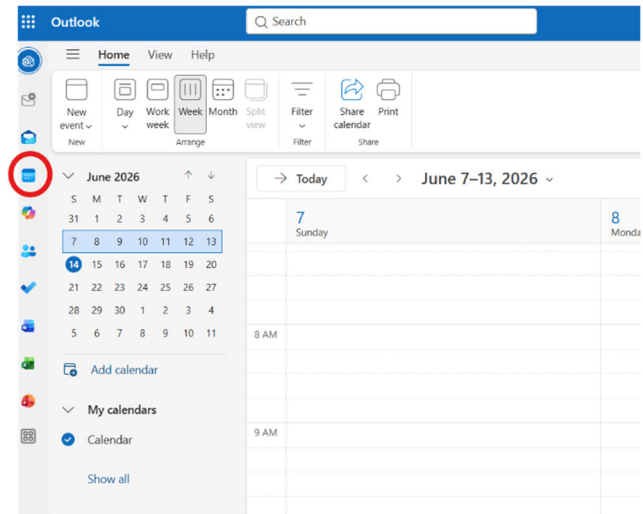
By Don Bremer

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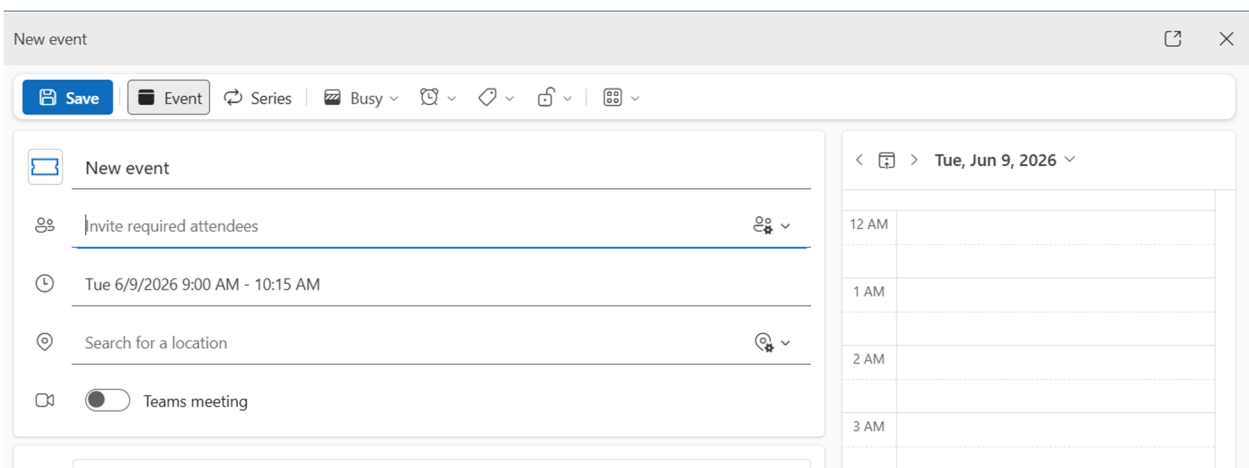
## Calendar Navigation

The Outlook Online Calendar interface is opened by selecting the Calendar icon from the navigation bar on the left side of Outlook. This navigation bar also provides access to Mail, People, To Do, and other Microsoft 365 apps. Because Calendar is integrated with the rest of Outlook, you can move easily between reading email, checking contacts, and managing your schedule without opening a separate program.

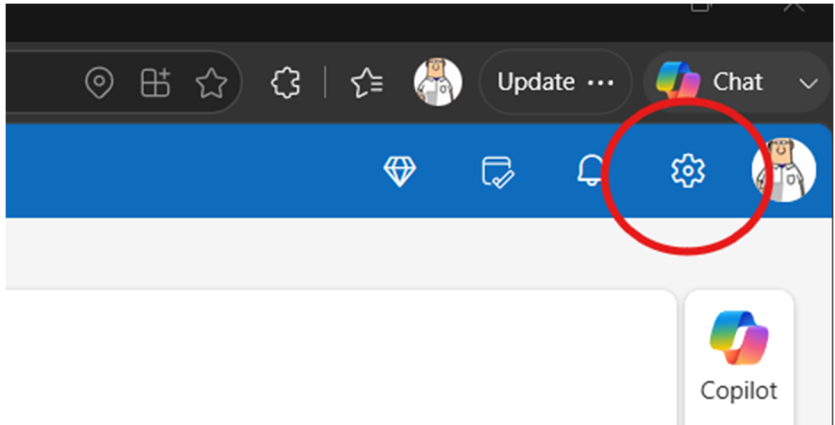


On the left side of the Calendar screen, a small monthly calendar helps you move quickly to another date. Below it is a list of available calendars, such as your primary calendar, additional calendars you created, shared calendars, holidays, birthdays, or calendars belonging to coworkers. You can select or clear the checkbox beside each calendar to control which schedules appear in the main calendar area.

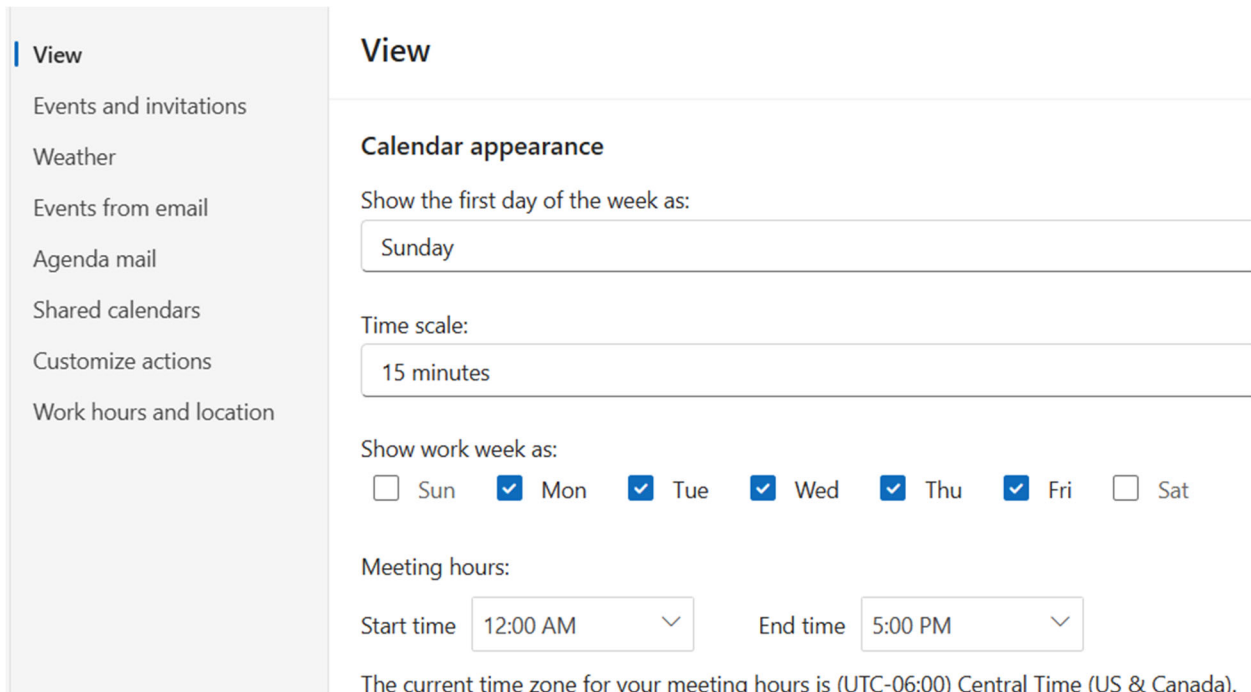
The large area in the center displays your appointments and meetings. The toolbar above it allows you to move backward or forward through the calendar, return to Today, and switch among views such as Day, Work week, Week, and Month. Day and week views are useful when you need to see exact meeting times, while month view gives you the “big picture”—or, occasionally, proof that you have somehow scheduled three Tuesdays into one Tuesday.



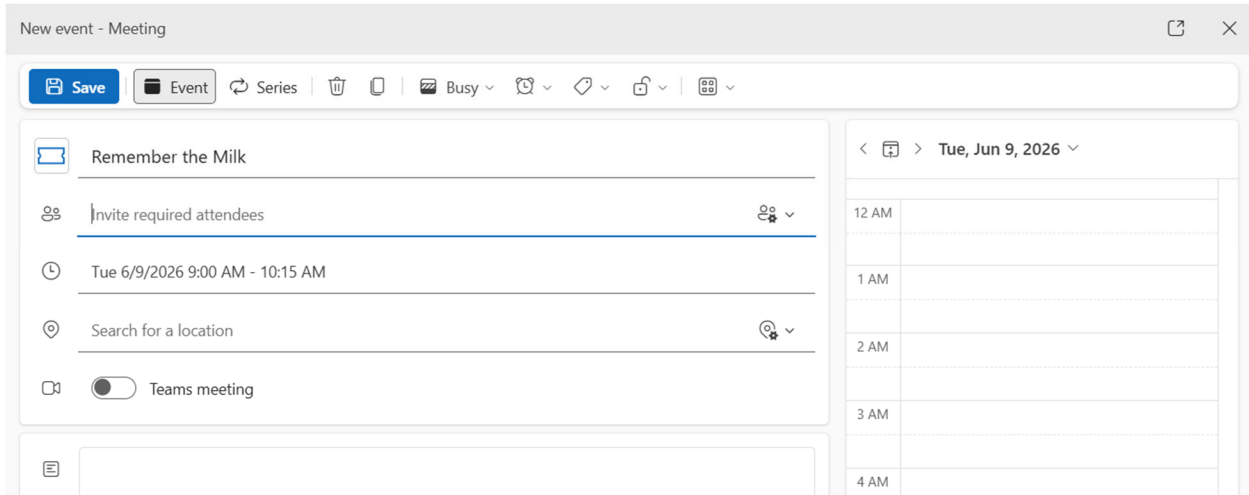
To create a calendar entry, you can select New event, click an open time, or double-click within the calendar grid. The event window lets you enter a title, date, time, location, description, reminder, and recurrence. Adding attendees turns the entry into a meeting invitation, while additional controls allow you to create a Microsoft Teams meeting, find an available room, or use the Scheduling Assistant to compare attendees' availability.



The Settings menu provides options for customizing how the calendar behaves and appears. You can define your workweek and working hours, choose default reminders, control event and invitation handling, adjust time zones, and change other display preferences. The interface also includes sharing controls that let you give other people permission to view or edit a calendar, depending on the access level you select.



## Types of Events

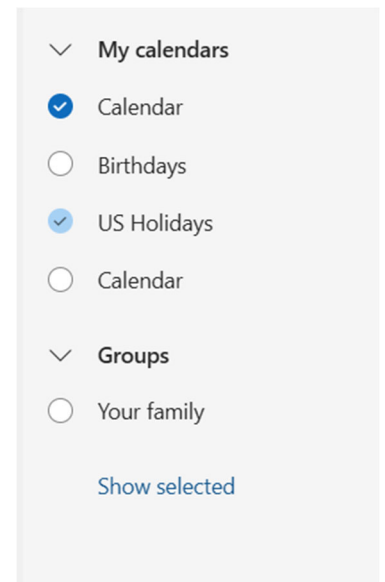


In Outlook Online, an appointment is a calendar item primarily for your own schedule. It might represent a doctor's visit, a deadline, travel time, or time reserved for completing a project. An appointment does not invite anyone else or send messages. You can set its date, time, location, reminder, recurrence, and whether you appear as free, busy, tentative, or out of the office.



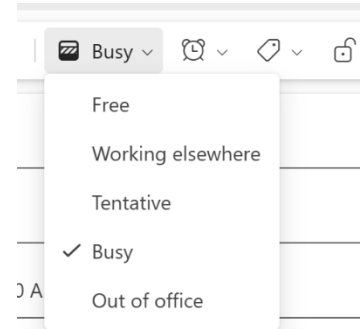
A meeting begins much like an appointment, but it becomes a meeting when you add one or more attendees. Outlook sends invitations, records responses such as Accept, Tentative, or Decline, and allows the organizer to send updates or cancellations. You can also use the Scheduling Assistant to compare attendees' availability, reserve an available meeting room, and add a Microsoft Teams meeting link.

A shared calendar is not a special type of appointment or meeting. It is a calendar that multiple people can view or manage. For example, a department could use a shared calendar for vacations, vehicle reservations, training sessions, or office events. The owner controls each person's permissions, which can range from seeing only busy times to viewing details, editing entries, or acting as a delegate who handles meeting requests on the owner's behalf.



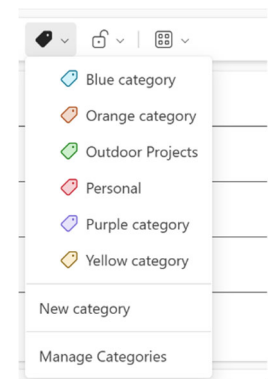
## Types of Times

In Outlook Online, each calendar event can be marked with a Show as status such as Free, Working elsewhere, Tentative, Busy, or Out of office. This status tells coworkers whether you are available when they view your schedule or use the Scheduling Assistant. Free means the event does not block your availability, Tentative indicates that the time may be occupied, and Busy shows that you should not normally be scheduled. Out of office indicates that you are unavailable, while Working elsewhere shows that you are working but not at your usual location.



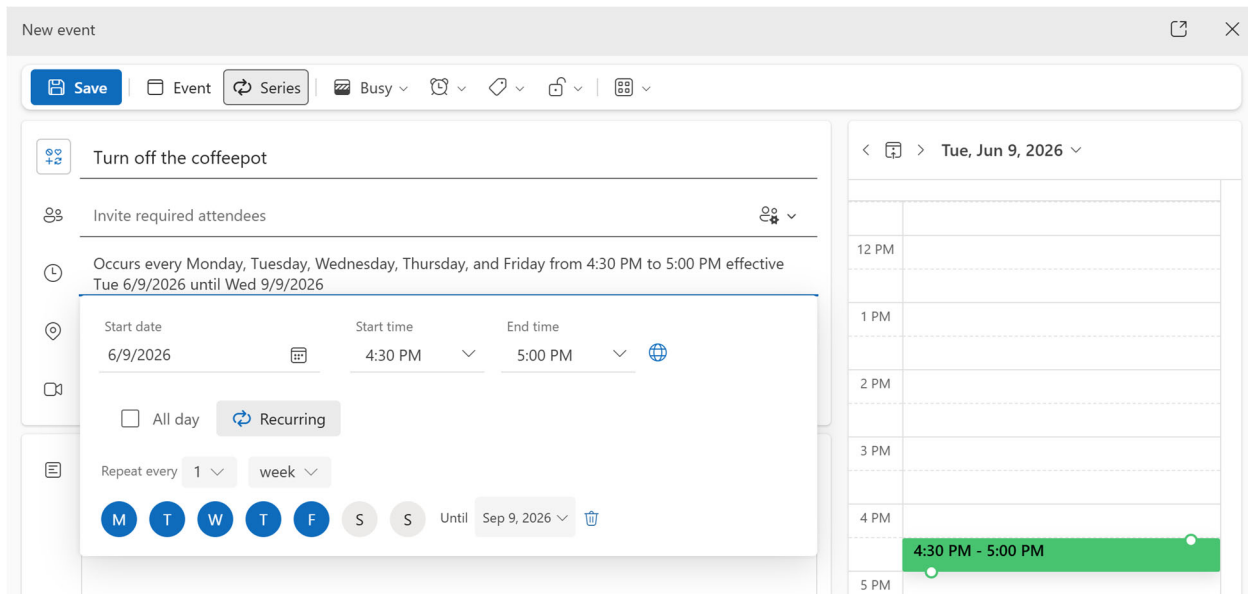
## Categories

Categories in the Outlook Online calendar let you organize appointments and meetings with customizable, color-coded labels, such as Work, Personal, Travel, Important, or Training. An event can have one or more categories, making related activities easier to recognize and find at a glance. You can apply a category while creating or editing an event by selecting Categorize, and you can create, rename, or change the color of categories as needed. Categories are personal organizational tools, so other attendees generally do not see the categories you assign to an event.



## Recurring appointments

Recurring appointments in Outlook online are useful for events that happen on a regular schedule, such as weekly staff meetings, monthly reports, annual checkups, or daily reminders. When creating an appointment, select **Repeat** and choose how often it should occur, such as daily, weekly, monthly, or yearly. You can also set an ending date or allow the series to continue indefinitely. Later, Outlook lets you edit or delete just one occurrence, the selected occurrence and future events, or the entire recurring series.



The main distinction is that appointments and meetings are individual calendar entries, while a shared calendar is a container and collaboration tool for those entries. One important limitation is that events placed on a secondary calendar generally do not affect the availability shown through Outlook's Scheduling Assistant; only entries on the primary calendar determine whether the person appears free or busy.

## Exercises

- Add a reminder for July 4 to bring a blanket. Make it a re-occurring appointment.
- Add a party reminder for July 4<sup>th</sup> – invite [DonBremer@outlook.com](mailto:DonBremer@outlook.com)!
- Add the calendar for US holidays

## Meetings and Scheduling Assistants

Meetings in Outlook online are calendar events that include other people as attendees. When creating a meeting, you can add a title, date, time, location, description, and invited participants. Outlook sends invitations to attendees, who can accept, decline, or respond as tentative. You can also add an online meeting link, such as Microsoft Teams, and send updates if the meeting details change.

The Scheduling Assistant helps you choose a meeting time by displaying the availability of invited attendees. It shows when people are free, busy, tentative, or out of the office, making it easier to avoid scheduling conflicts. After reviewing everyone's calendars, you can select a time that works for most participants and then send the meeting invitation.

In Outlook online, open Calendar, select New event, and add at least one person under Invite attendees. Then select Scheduling Assistant near the top of the meeting window to view everyone's free and busy times. If you do not see it immediately, select More options to open the full meeting form.

**The Scheduling Assistant may only appear for work or school accounts using Microsoft 365 or Exchange.**

## Sharing Calendars with Others

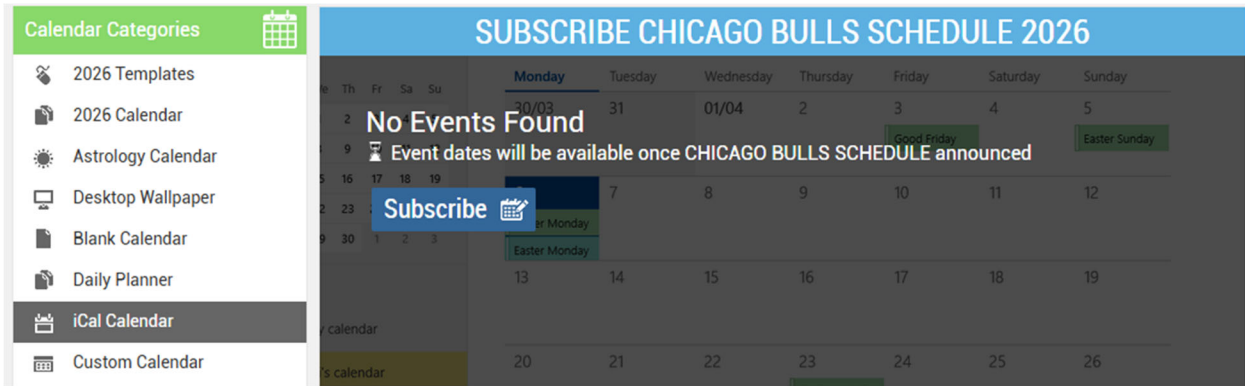
Sharing calendars in Outlook online allows coworkers, family members, or other contacts to view your schedule without giving them access to your entire email account. From the Calendar page, select Share, choose the calendar you want to share, and enter the person's name or email address. You can then decide how much information that person is allowed to see.

Outlook provides several permission levels when sharing a calendar. You may allow someone to see only when you are busy, view event titles and locations, or see all appointment details. In some organizations, you can also give another person permission to edit your calendar or act as a delegate who can schedule and respond to meetings on your behalf.

Calendar sharing is helpful for coordinating schedules, planning meetings, and reducing back-and-forth emails. Permissions can be changed or removed at any time through the calendar's sharing settings. Before sharing, check that the selected permission level is appropriate, especially if your calendar contains private appointments or confidential business information.

### Exercise

- Go to <https://www.calendarlabs.com/ical-calendar/>
- Find a calendar you would like to follow
- Click the subscribe button
- Hit the subscribe button
- Copy the URL into your calendar



**SUBSCRIBE TO CHICAGO BULLS SCHEDULE 2026**

Import Chicago Bulls Schedule 2026 To Your Digital Calendar

Copy your calendar URL :

## Delegating Access to a calendar

Delegating calendar access in Outlook Online allows another person—such as an assistant, coworker, or office manager—to manage your calendar for you. Unlike ordinary calendar sharing, a delegate can create and edit appointments, schedule meetings, and receive or respond to meeting requests on your behalf. Delegate access is generally available only with Microsoft 365 work or school accounts or Exchange Online, and delegates can be assigned only to your primary calendar.

To assign a delegate, open Calendar, select Share Calendar, and choose your primary calendar. Enter the person’s name or email address, then select Delegate from the permissions menu. You can also choose whether the delegate may view events marked Private. The delegate receives a sharing notification and can add your calendar to their

Outlook calendar list. Because delegates can act on your behalf, this permission should be reserved for someone you trust—calendar power comes with calendar responsibility.

## Sharing and permissions



### Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.

Share

#### Currently sharing with:



Don Bremer  
DonBremer@outlook.com

Can edit



Can view all details

Can edit

## Different Views

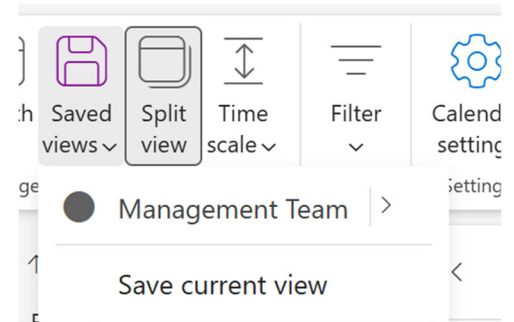
To overlay two calendars in Outlook Online:

1. Open Calendar from the left navigation bar.
2. In the calendar list on the left, select the checkboxes beside both calendars you want to view.
3. At the top of the calendar, find Split view in the Arrange controls.
4. Make sure Split view is turned off.

With Split view off, events from both calendars appear together in one calendar grid. Each calendar keeps its own color, making it easier to tell the appointments apart. To return to side-by-side calendars, turn Split view back on.

## Saved Views

In Outlook Online, saving a calendar view means choosing how you prefer the calendar to be displayed and setting the options that should remain in effect. You can switch among Day, Work Week, Week, and Month from the calendar toolbar. For more permanent preferences, select Settings > Calendar > View, where you can choose your working days and hours, the first day of the week, time zones, week numbers, and other display options. Select Save after making changes so Outlook uses those settings when displaying your calendar.



## Put your calendar online

To display your Outlook calendar as a view-only webpage, open Outlook Online and select Calendar. Click the Settings gear, choose Calendar > Shared calendars, and locate Publish a calendar. Select the calendar you want to publish, choose how much information visitors may see—such as availability only or full event details—and select Publish.

Outlook will create two addresses. Copy the HTML link when you want people to open the calendar as a webpage in their browser. You can email this link or place it behind a button or hyperlink on your website. The ICS link is intended for people who want to subscribe to the calendar through Outlook, Google Calendar, or another calendar program. Both versions are read-only, so visitors cannot alter your events.

**Publish a calendar**

You can publish a calendar and share a link with other people to let them view the calendar online. Use an HTML link if you want recipients to view the calendar in a browser or an ICS link if you want them to subscribe.

Select a calendar  Select permissions

- Calendar
  - Can view when I'm busy
  - HTML: <https://outlook.live.com/owa/calendar/593273dc-ada6-49dc-beaa-3badf18e34d4/f82d6b25-7ee6-4cb4-8cda-40d131cde7b8/cid-DBDBAE3E6B454AD9/index.html>
  - ICS: <https://outlook.live.com/owa/calendar/593273dc-ada6-49dc-beaa-3badf18e34d4/f82d6b25-7ee6-4cb4-8cda-40d131cde7b8/cid-DBDBAE3E6B454AD9/calendar.ics>
  - Can view all details
  - HTML: <https://outlook.live.com/owa/calendar/593273dc-ada6-49dc-beaa-3badf18e34d4/b313a7b9-cd23-40ee-9e34-a00f5d34c54c/cid-DBDBAE3E6B454AD9/index.html>
  - ICS: <https://outlook.live.com/owa/calendar/593273dc-ada6-49dc-beaa-3badf18e34d4/b313a7b9-cd23-40ee-9e34-a00f5d34c54c/cid-DBDBAE3E6B454AD9/calendar.ics>