



February 2010

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Welcome!

This month we are looking at Microsoft Outlook and sharing calendars. Our tip on categorising and colour coding your calendar appointments could prove useful for managing your time at a glance!

Also learn how as an employee you will be able to request time for training from 6th April 2010.

[Try out our tips](#)

[Click](#) to see this month's news on our website.

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Tip of the month

Categorising appointments in your Calendar

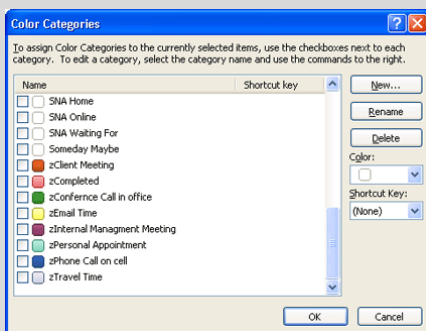
Colour coding your appointments in Outlook can be a powerful tool: in one glance you, or others who can view your calendar, can differentiate between your activities, knowing when you are in or out of the office, or when you cannot be disturbed.

For instance you could customise categories for:

- Client Meeting: Orange
- Conference Call In Office: Green
- Internal Management Meeting: Purple
- Personal Appointment: Teal
- Travel Time: Grey

There are several ways of setting up your colours, once you know what your options are you can choose what is going to work best for you. If you assign a category to an appointment, then it will change the colour of the appointment to match that category.

You can choose colours that are vibrant, distinctive, and



Colour labels & categories for the Calendar

positively cheery!

To create new categories for your Calendar and colour them, follow these steps:

1. On the **To-Do Bar**, right-click the Subject line of any Task, click **Categorize** on the shortcut menu, and then select **All Categories**.
2. In the **Colour Categories** dialog box, click the **New** button.
3. In the **Add New Category** dialog box, in the **Name** box, enter the category you want to add.
4. In the **Colour** drop-down menu, select a colour.
5. Click **OK**.
6. The category you just added should appear in the list. If a check mark appears to the left of the category, clear it.
7. You can also edit the existing colour categories to give them a name of your choice.

[Email us](#) if you want to give us a tip, tell us more about this tip, or find out more about smart ways to use Outlook Calendars.

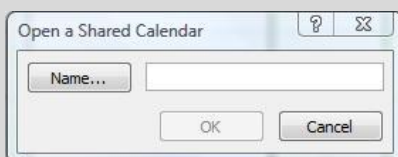
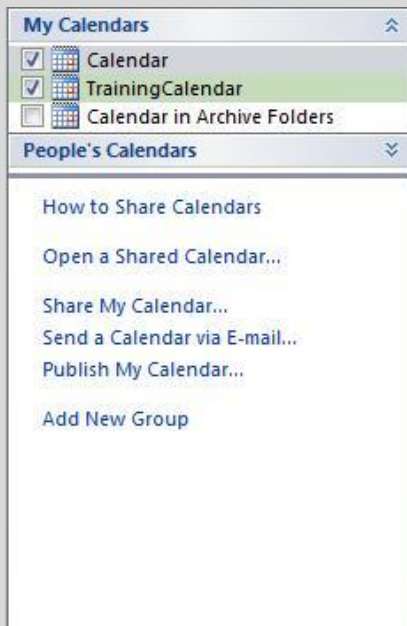
Sharing calendars in Outlook

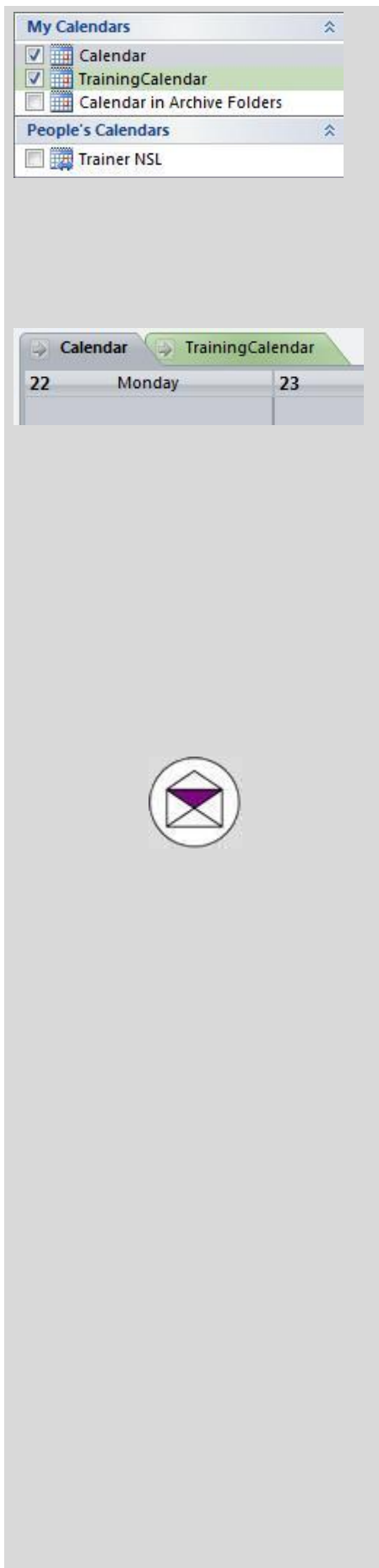
Have you ever thought you could do with a view of your colleague's calendar? Or maybe that you just want to have a calendar you can share with your team so you can schedule use of a meeting room or other shared resource.

Sharing Outlook calendars with other people on your network is very straightforward, and can make planning a lot simpler. In the left-hand navigation pane beside your Outlook Calendar you can use the **How to Share Calendars** link to get clear instructions. You can use the **Open a Shared Calendar** link to request a view of someone's calendar, and you can use the **Share My Calendar** link to make your calendar available to others.

When you click on **Open a Shared Calendar**, you will be prompted for the name of the user whose calendar you want to see. The **Names** button will display the address book for you to select the user.

If that user has already made their calendar available for sharing you will get access to it right away, and it will appear under the title **People's Calendars** below the **My Calendars** section in the navigation pane.





The tick boxes beside these entries allow you to show and hide calendars as required.

If the user you want has not yet made their calendar available to you, they will be sent an email asking them to grant access to your calendar. You will receive a message in your Inbox when you are granted access, and by clicking in the tick box beside the calendar name, you will be able to display this calendar either beside your own one, or overlaying your own one.

These tabs show calendars overlaying each other. Click the arrow in the tab to display the two calendars side by side.

Whether you need to know when your boss is in town or when the meeting room is free, these options can make useful information available at a click.

Next month's Featured Course

Our featured course next month is **Microsoft Outlook**.

[Click](#) to view the full course content.

Date: **14th April**

Venue: **Westhill Business Centre**

Time: **9:00 to 16:00**

Cost: **£210 plus VAT per person**

[Book now](#) as there are only **4 places remaining**.

'Time for Training'

From 6th April 2010 employees will have the right to request time for training. The right will be phased in with organisations with 250 or more employees from April 2010 and extended to all employees from April 2011.

It is important for companies to provide opportunities for training and development and this new right will provide the employee with a level of empowerment to gain new skills and training, which not only benefit themselves but the organisations they work for.

You will be able to request time for training as long as you are an employee of the organisation, and have



been for longer than 26 continuous weeks.

An employee will be able to request training which leads to a qualification or to help you develop skills relevant to your job, workplace or business. There is no time limit for the length of time that the study or training may take.

The most important requirement is that the training you want will help improve business performance and your effectiveness within it.

For more information please see: [DirectGov website](#)

Other scheduled courses

[View](#) our course diary for the coming month. We have courses scheduled in March for **Word, Sage, PowerPoint, Excel, Access, Project** and **Dreamweaver**.

In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include **SharePoint, Adobe Acrobat, and Contribute**. Call us to discuss your requirements.

We offer training on a one-to-one basis or tutor-led for groups of up to 4 people.

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