Cheat sheet - Outlook Calendar for Windows 🪟 Microsoft
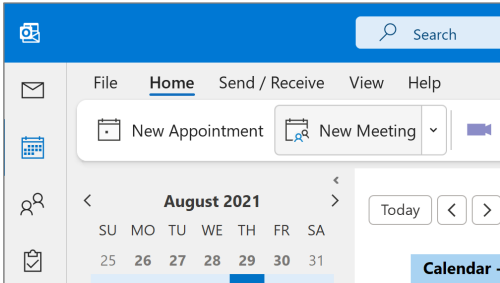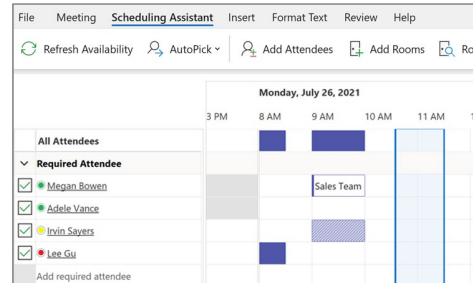
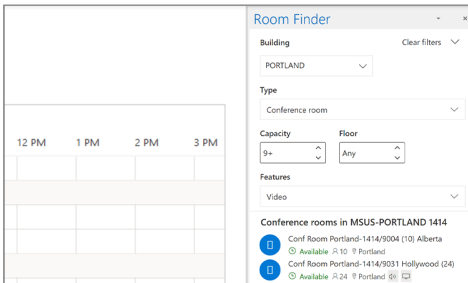## Schedule meetings and track responses

Step 1

Select **New Meeting**.

Step 2

Select **Scheduling Assistant,** and then add attendee names to get free/busy times.
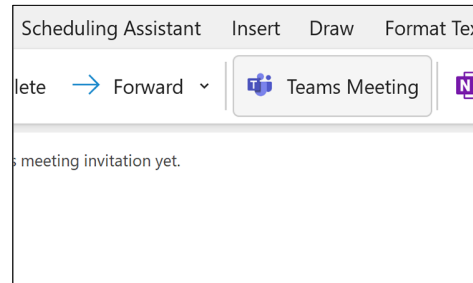

Step 3

In **Room Finder**, select a location from the room list, and then choose a room.
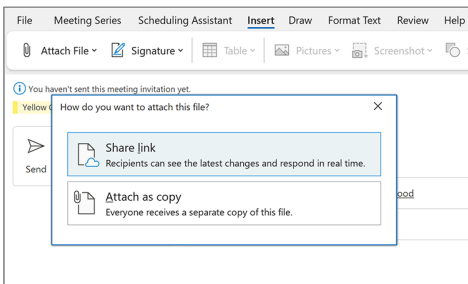

Step 4

Select **Teams Meeting** to make an online meeting. (Your organization may be using **Skype for Business**.)
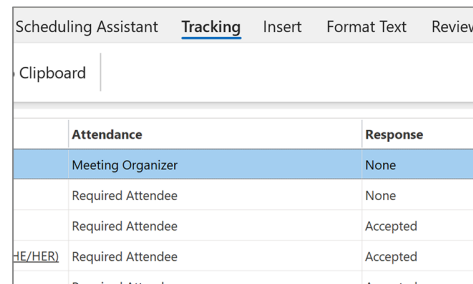

Step 5 – Attach a File

Select **Insert > Attach File >** select a file, and then **Share link**.

Step 6 – Track invite responses

Once you've sent your invitation, open the meeting for your calendar then select your meeting and then **Tracking** to see responses.
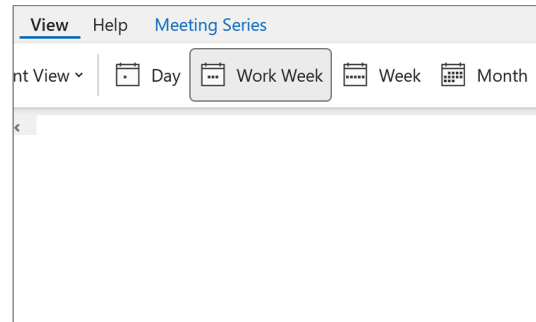
Microsoft

Organize events with categories

Right-click an event, select **Categorize**, and then select the category. You can use multiple categories.
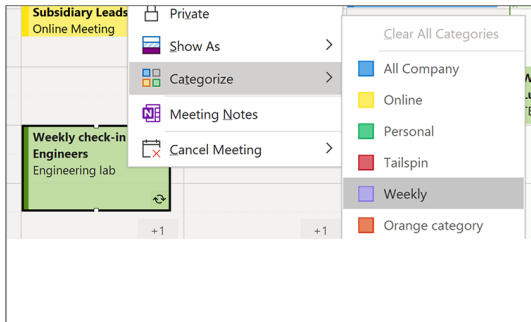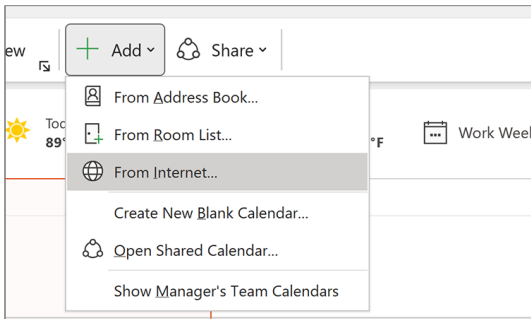
Switch calendar views

From your Calendar, select **View**, and then select a view option like **Day**, **Work Week**, **Week**, or **Month**.

Add a calendar to your view

From your Calendar, select **Add > From Address Book** and enter a contact to see calendars from people in your organization. Or **From Internet** to view online calendars.

Create a meeting from an email

In an open message, select **Other Actions** (···) > **Meeting**. A request is made inviting everyone on the **To** line as **Required Attendees**. Title and message body are copied over and can be edited.
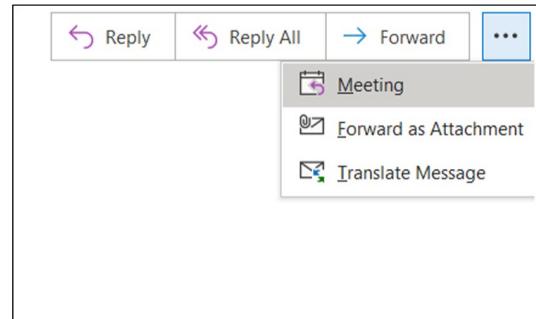
Keyboard shortcuts

Go to Calendar	Ctrl + 2	Go to Mail	Ctrl + 1
Switch view to include today	Ctrl + T	Create new meeting request	Ctrl + Shift + Q
Open selected calendar event	Ctrl + O	Create Appointment	Ctrl + Shift + A

See keyboard shortcuts for Outlook at: https://go.microsoft.com/fwlink/?linkid=864503

More info

Outlook Training
https://go.microsoft.com/fwlink/?linkid=864509

Outlook Quick Start Guide
https://go.microsoft.com/fwlink/?linkid=864510

Differences between desktop, online, and mobile
https://go.microsoft.com/fwlink/?linkid=864504

Differences between Windows and Mac version of Outlook
https://go.microsoft.com/fwlink/?linkid=864506