

## About Multiple Calendars

You can create multiple calendars in Microsoft® Office Outlook® 2007. Separate personal appointments from business appointments by creating two different calendars, and then view them at one time. If you schedule projects or team events in the calendar on a Microsoft SharePoint® Server 2007 site, you can connect the calendar to Outlook 2007 and then work with any of your calendars individually or together.

Topics in this guide include:

- Create Additional Calendars in Outlook
- Connect to SharePoint Calendars in Outlook
- View Multiple Calendars
- Move Appointments between Calendars
- Delete and Restore a Calendar
- Add a Second Time Zone to a Calendar

## Create Additional Calendars in Outlook

Follow this procedure to create additional calendars.

1. In the Outlook navigation pane, click **Calendar**. See Figure A.

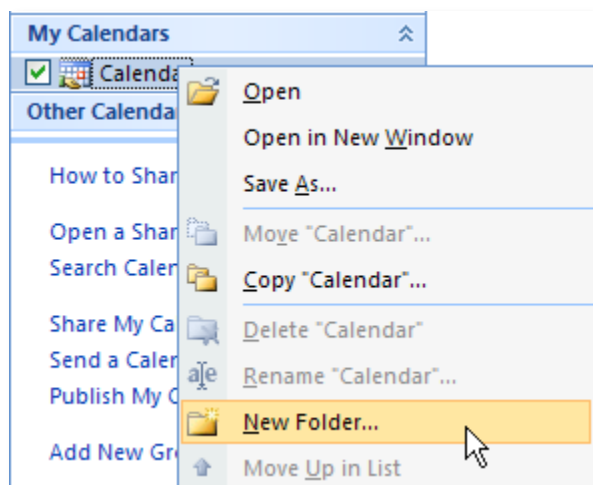


Figure A

2. In the Outlook navigation pane, under **My Calendars**, right-click **Calendar**, and then click **New Folder**.
3. In the **Name** box, type a name for the new calendar, and then click **OK**.  
The calendar name and a check box appear under My Calendars. See Figure B.

## Connect to SharePoint Calendars in Outlook

Connect Outlook 2007 to a calendar on a SharePoint Server 2007 site to view and use calendars in one location. For example, if your team uses a calendar on a SharePoint site to track vacations, you may want to view this calendar when scheduling team meetings or events.

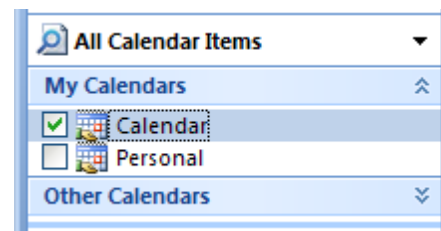


Figure B

## How to Create Multiple Calendars in Outlook 2007

When you connect Outlook 2007 to a calendar on a SharePoint Server 2007 site, you can view and work with the calendar from either Outlook 2007 or from the SharePoint site. Because the two calendars are linked, any changes you make are saved in both calendars.

**Important** A calendar on a SharePoint Server 2007 site is required to complete this procedure.

1. Navigate to a calendar on a SharePoint Server 2007 site.
2. Click **Actions**, and then click **Connect to Outlook**. See Figure C.
3. In the **Microsoft Office Outlook** dialog box, click **Yes**. The calendar from the SharePoint site will appear next to your other calendars in Outlook.



Figure C

### View Multiple Calendars

There are three ways to view your calendars: one at a time, side by side, or overlaid on top of each other. Whichever view you use, you can move calendar items between the calendars and create or delete items on the calendars.

#### One-at-a-time view

After adding additional calendars, there may be times when you want to view just one of the calendars.

1. In the Outlook navigation pane, click **Calendar**.
2. Under My Calendars, clear all the check boxes *except* the one next to the calendar you want to view. See Figure D.

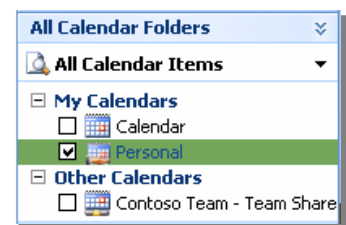


Figure D

#### Side-by-side view

Side-by-side viewing is ideal for moving appointments between calendars.

1. In the Outlook navigation pane, click **Calendar**.
2. Under My Calendars, select the check box next to each calendar you want to view. See Figure E.

As you select calendars, they appear side-by-side in the main window. See Figure F. To close a calendar, clear its check box.



Figure E

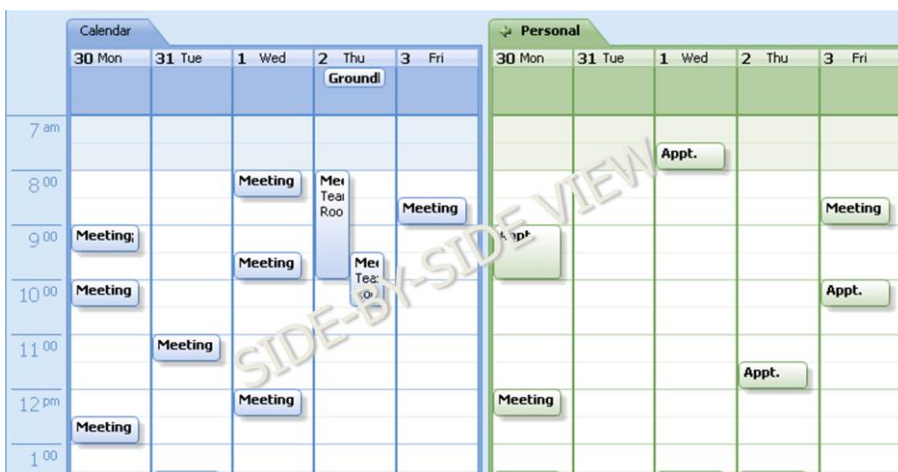


Figure F

**Tip** To create more viewing room on your screen, collapse the left navigation pane or the To-Do Bar. To collapse one of these, go to the top of the left navigation pane or the top of the To-Do Bar, and then click the arrow. To expand the pane, click the arrow again.

## Overlay view

Overlay view is ideal for identifying scheduling conflicts. By using a transparent overlay with color-coded calendar items, overlay view allows you to see all your meetings as if they are on one calendar.

1. In the Outlook navigation pane, click **Calendar**.
2. Under My Calendars, select the check box next to each calendar you want to overlay. See Figure G. The calendars appear side-by-side by default, as shown in Figure F.
3. On the tab of any calendar you want to overlay, click the arrow. As you click the tab arrows of various calendars, the calendars overlay across each other. See Figure H.



Figure G



Figure H

## Tips

- To bring a calendar to the front, click the calendar tab or an appointment.
- To move a calendar back to side-by-side view, click the tab arrow.

## Move Appointments Between Calendars

Moving appointments keeps them attached to specific calendars, and prevents others from seeing personal items. For example, if you move personal appointments to secondary calendars, they cannot be shared with others because only your main (default) calendar or calendars from SharePoint sites can be shared.

1. Open two or more calendars in side-by-side view.

2. To move or copy appointments, do one of the following:
  - To move an appointment, right-click it, click **Cut**, and then paste it on the other calendar.
  - To copy an appointment, right-click it, click **Copy**, and then paste it on the other calendar.

**Note** Single occurrences of an appointment series cannot be moved to another calendar; however, you can copy a single occurrence. To move an entire appointment series, you must move the first meeting in the series.

### Delete and Restore a Calendar

If you no longer need a calendar, remove it.

1. Under My Calendars, right-click the name of the calendar you want to remove.

**Note** Your main calendar cannot be removed.

2. Click **Delete** [calendar name].

The way you restore a calendar depends on whether the calendar was created in Outlook or in SharePoint.

#### Restore a calendar created in Outlook

1. From the **Go** menu, click **Folder List**. In the Folder List, expand the **Deleted Items** folder.
2. Drag the calendar from the Deleted Items folder to the Calendar folder.

**Note** If the calendar no longer exists in the Deleted Items folder, it is permanently deleted and cannot be restored.

#### Restore a SharePoint Calendar

If you mistakenly remove a SharePoint calendar from Outlook, restore it by going to the SharePoint site and reconnecting the calendar to Outlook. For details, see the "Connect to SharePoint Calendars in Outlook" topic of this guide.

### Add a Second Time Zone to a Calendar

If you work with people in other geographic locations, adding a second time zone to your calendar can help you manage the time differences.

1. On the **Tools** menu, click **Options**.
2. Under **Calendar**, click **Calendar Options**.
3. Under **Advanced options**, click **Time Zone**.
4. Select the **Show an additional time zone** check box.
5. In the Label box, type a description, such as "Tokyo."
6. In the **Time zone** list, click the time zone, and then click **OK**.  
The second time zone appears next to your default time zone. See Figure I.



Figure I