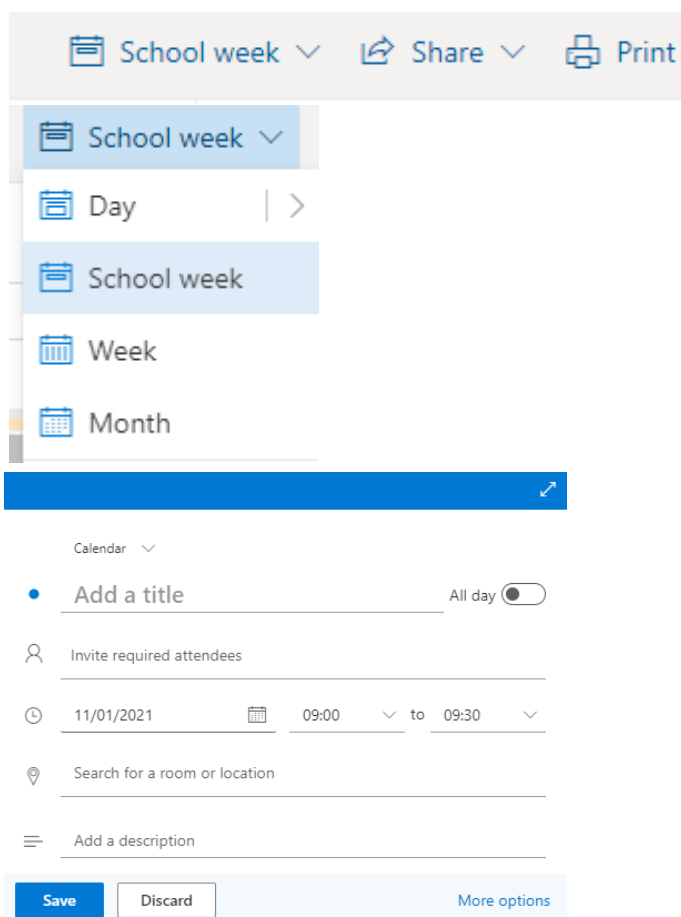
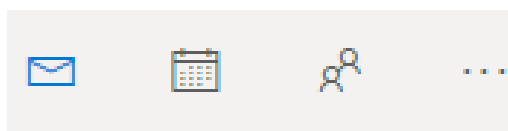


# Get Connected-Outlook

Get organised with your calendar

## O365 Calendar

- Left click on the calendar icon bottom LHS of the screen
- Set your calendar format to Day / School Week / Week or Month
- Click, on the format that best suits you
- Right Click on a time to schedule something i.e. Assignment draft or summative due date, your timetable, clubs, appointments, Hub appointment, work, sport. Don't forget to click Save



Save

# More Information...

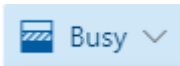


Calendar

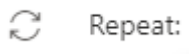
- ▶ You can colour code and label to personalise your calendar



- ▶ You can show your availability : Free, Tentative, Busy....



- ▶ You can 'Repeat' your events



- ▶ GGHS should be listed as a 'Private Network'

- ▶ Add a location or make it a Teams meeting

- ▶ For more information click on the link below

[Using Outlook Calendar](#)

