



ISSUE 3: FALL 2012

Welcome to The Weekly Geek

This is a new e-newsletter from the Information & Instructional Technology Departments at Dakota County Technical College. Each week will have a different technology related topic with (hopefully) useful information for you.

Using Outlook 2010 Calendar

Hey, can you meet on Tuesday? Seems like a simple question, right?

But it doesn't really give you enough information to make a firm commitment.

Which Tuesday? What time? Where? For what reason? How long? Who else are we meeting with?

Did you know that in addition to sending, receiving and organizing email – Outlook – has a calendar feature that you can use to keep your schedule organized AND PLAN MEETINGS!?!

You can use the calendar to keep track of your daily, weekly, monthly or even yearly schedule. Keep track of appointments, class schedules, meetings, and vacations. It can even be setup to pop-up with reminders so you don't forget something on your calendar.

Want to meet with someone or a group of people? Set it up as a meeting invitation, you can check other's schedules to see what time and date works best, send an invitation, get a confirmation of who is available – and when a person confirms – it puts the meeting on their calendar so they can't forget!

The Weekly Geek has attached a 1-page cheat sheet on setting up meetings.

Also available:

[Microsoft Training videos on using the Outlook 2010 Calendar](#) (This link works on-campus)

[Microsoft Training videos](#) (This link works both on- and off-campus)

Helpful Hint: Forget birthdays and anniversaries? Put it on the calendar once and set it to re-occur every year.

Questions or Topic Suggestions: Weekly.Geek@dctc.edu

An archive of The Weekly Geek: <http://blogs.dctc.edu/WeeklyGeek>