



Smart Tools – Better Results

Time Management–

Microsoft Outlook Calendar

Microsoft Outlook Calendar is a versatile effective time management tool for organising meetings, events, and tasks efficiently for all users, including university students. It is available across various devices, including desktops, tablets, and smartphones (even iPhones), making it a convenient tool.

Quick Video Tutorial & Welcome to Outlook Calendar

[This welcome page](#) by Microsoft offers a general introduction, starting with a quick video. It covers the basics, including setting up the calendar, creating events, managing appointments, and navigating the interface.

Introduction to Outlook calendar

[This introduction page](#) by Microsoft offers a slightly deeper dive into the features and settings, including different calendar views (Day, Week, Month), how to integrate multiple calendars, scheduling meetings, setting reminders, and managing time zones. It also covers how to customise the calendar to meet different needs.

Download Microsoft Outlook Calendar

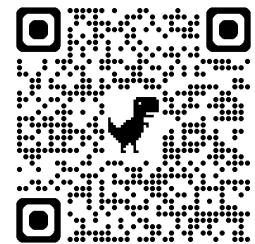
Microsoft Outlook Calendar is available on a variety of devices and platforms (except Windows Phone). The feature is fully integrated into the Microsoft Outlook app, meaning that you'll access the calendar alongside your email and tasks, all within the same app. It is built-in in Windows computers.

Smartphones and Tablets:

- Android devices (Samsung, Google, OnePlus, Xiaomi, Oppo, Motorola, Sony, Asus, Nokia, Honour, Huawei): Available for download from the [Google Play Store](#).



- iOS devices (iPhone, iPad): Available for download from the [Apple App Store](#)



Web Browsers: Google Calendar is accessible via [Outlook on the Web](#) on desktop and mobile web browsers, including Chrome, Edge, Safari, and Firefox.

External Resources

Below are the links referenced in this guide

<https://support.microsoft.com/en-us/office/welcome-to-your-outlook-calendar-6fb9225d-9f9d-456d-8c81-8437bfcd3ebf>

<https://support.microsoft.com/en-us/office/introduction-to-the-outlook-calendar-d94c5203-77c7-48ec-90a5-2e2bc10bd6f8>

<https://play.google.com/store/apps/details?hl=en-US&id=com.microsoft.office.outlook>

<https://apps.apple.com/us/app/microsoft-outlook/id951937596>

<https://outlook.office.com/>