

Chapter 6: Email Messaging

Important Points:

SESSION 1: WORKING WITH A CALENDAR

Calendaring software provides the user an electronic version of a calendar. It is a time management tool, a system of organizing days for social, religious, commercial, or administrative purposes.

Start the email program by: Click Start > Programs > Microsoft Office > Microsoft Outlook.

We can create appointments and schedule day-to-day activities using calendar. The application provides three views: • Day • Week • Month

SESSION 2: SCHEDULE AN APPOINTMENT

We can create appointments using the calendar. We can schedule an appointment in two ways:

1. Using Menu Bar

Go to File > New > Appointment

Once we create any appointment, we need to click on Save & Close.

2. Using Calendar View

Right click on the calendar and click on New Recurring Appointment.

SESSION 3: CATEGORIZE AN APPOINTMENT

We can categorize the appointments in time management software by giving the specific colors to the appointments. We can either categorize the appointments at the time of creation of the appointment or categorize after creating the appointment.

To use a category while creating an appointment, select a color from the Categorize dropdown list. To apply category for an existing appointment, double-click on the appointment and select a color from the Categorize dropdown list.

SESSION 4: SHARE A CALENDAR

You can also share your calendar with someone else by sending the calendar to the concerned person's email id.

Click on Publish My Calendar.

SESSION 5: PRINT A CALENDAR

Go to File > Print, the Print dialog box appears.

Select the range of the calendar by specifying the dates that we need to be printed and click OK. To print the details of private appointments, uncheck the Hide details of private

appointments check box. To print non-adjacent days, change to Week or Month view and then select the days you want to print, and then click File > Print.

SESSION 6: CREATING A MEETING REQUEST

A meeting is an appointment to which we invite people or reserve resources for (meeting hall, equipment etc.). Go to File > New > Meeting Request

SESSION 7: RESPOND TO A MEETING REQUEST

Open the email application to view the request. To respond, select Accept, Tentative, Decline or Propose New Time options.

SESSION 8: CREATE AND EDIT A TASK

Tasks refers to actions that can be performed by a user; tasks may include action items such as booking a conference room, booking tickets, reminder for a task completion itself, etc.

Go to File > New > Task, a Task window will be displayed.

Once we have entered the details click Save & Close at the top of the page.

SESSION 9: CREATE AND EDIT A NOTE

Notes are short text messages that can be used for taking quick notes. We can create notes in the calendar software. Go to File > New > Note

SESSION 10: CREATE AND EDIT A JOURNAL ENTRY

Journal entry creates a timeline of transactions that can be linked to a contact. A transaction might be an email, task, appointment etc. The following activities can be automatically recorded: • Emails Sent & Received • Telephone calls • Meeting requests & responses • Office documents you manage

Notice the following items that are displayed:

- Document file name and path
- Created time and date
- Duration (Amount of time spent on that document)
- Shortcut to the document itself! (Double-clicking the shortcut will open the document)

Notice the following items that are displayed: • Mail Subject • Timestamp (time and date) • Shortcut to the mail itself! (Double-clicking the shortcut will open the mail)

EXERCISES

Fill in the blanks:

1. **Time Management** is the act of planning to stay organized that will result in increased efficiency and productivity.
2. A **Calendar** software provides the user an electronic version of a calendar.
3. The three view supported by a calendaring software are **Day, View & Month.**
4. The two ways to schedule an appointment are: **Using Menu Bar & Using Calendar View.**

5. Calendar software prompts with an **Alert** based on entries scheduled in the calendar.
6. **Recurring** appointments can be used for scheduling repetitive tasks.
7. You can categorize appointments in time management software by giving specific **Colors** to appointments.
8. **Sharing** your calendar helps to share various segments of your time-centric life with your spouse, family, and others.
9. **Calendar Sharing** is the last frontier for true collaboration and social networking.
10. To share a calendar, you have to select **Publish My Calendar** option available in the Navigation Pane.
11. Print option is available under **File** menu.
12. To print the details of private appointments you have to uncheck **Hide details of private appointments** checkbox.
13. A **Meeting Request** is an appointment to which you invite people or reserve resources.
14. You can specify **Subject, Location and Timings** while sending a meeting request.
15. Calendar software allows the user to **respond** to other users meeting requests.
16. Responses to your meeting request appear in your **Inbox**.
17. Some of the response options for meeting request are **Accept, Decline, Tentative & Propose a New Time** .
18. You have received a meeting request for which the schedule is not convenient to you; however you would like to reschedule this meeting. Which option should be used when responding to this meeting request? **Tentative and Propose New Time**
19. **Tasks** refers to actions that can be performed by a user.
20. While creating a task you can define **subject name for the task, the start date and end date of the task , the status of the task and the priority** of a task.
21. **Notes** are short text messages that can be used for taking quick notes.
22. To view the list of notes you select the **Notes** option in the Calendar application.
23. **Journal Entry** creates a timeline of transactions that can be linked to a contact.
24. **Emails Sent & Received, Telephone calls, Meeting requests & responses, Office documents you manage** are some of the items that can be automatically recorded by the Calendar Software.

Assignment Questions:

- Pulkit has got a proposal for a meeting through Calendar. Suggest four types of responses that are available under calendar software.
- Write some of the categories in the time management software.