Calendar in Office 365

Just like in Microsoft Outlook, Office 365 offers the use of a calendar to schedule events or appointments. In the upper left corner of the page, you can click on New Event or right click on the date you want to add an event on and click New.
This box allows you to:

- Name the event
- Name the location
- List the attendees
- Select the date and start time
- Set the duration of the event
- Provide reminders
- Set it to a repeating event
- Mark it as private
- Type in a message
Your added event will show up on the right side of your calendar. Clicking on the reminder will allow you to see details, edit, or delete the event.

You can view the calendar in four different views. **Month** view displays the entire month. **Week** view displays all seven days of the week. **Work Week** displays Monday through Friday. **Day** view displays all hours of a single day.