



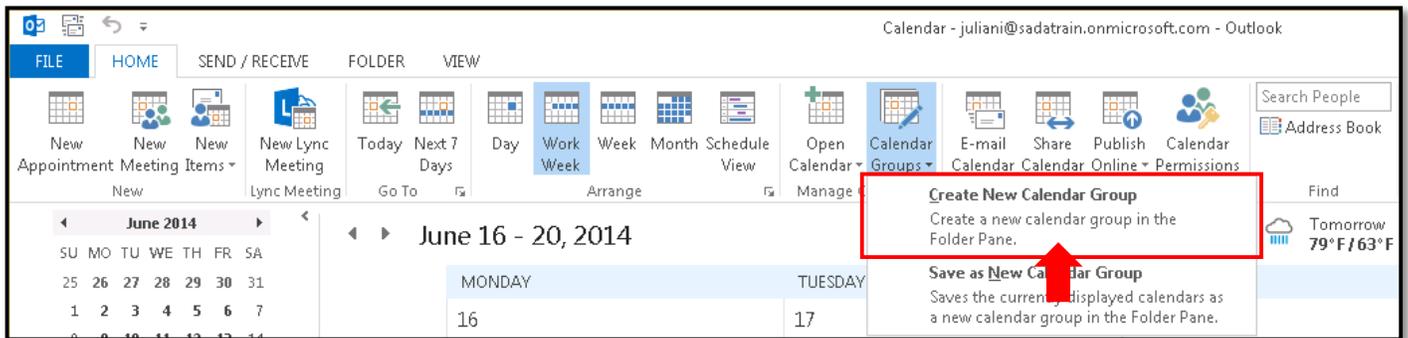
Creating a Calendar Group

Objective

This document provides instructions on how to create a Calendar Group in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365). You can create Calendar Groups to view availability for your team or department and more accurately schedule meetings based on that availability.

Part 1 – Create a Calendar Group

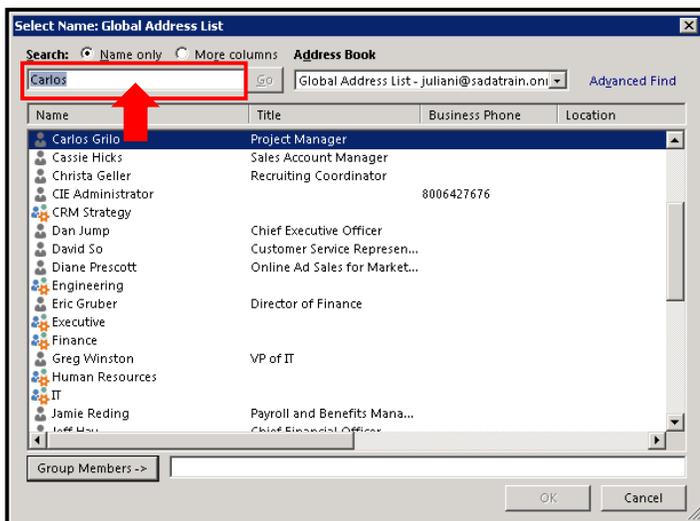
1. Select the **Home** tab in the top left corner, click the **Calendar Groups** menu, and select **Create New Calendar Group**.



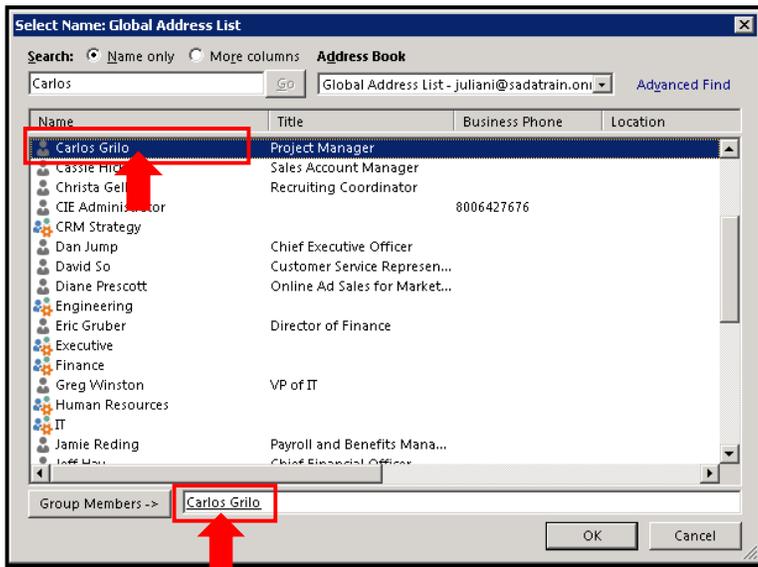
2. This opens the Create New Calendar Group window. Type a name for the new calendar group in the text field, and click **OK**.



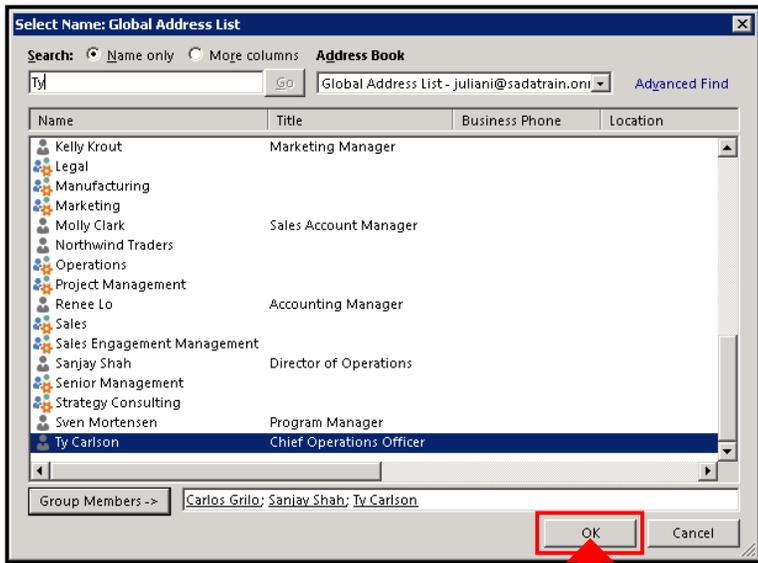
3. This opens the District's Global Address List in the Select Name window. In the search box of the top left corner, type the name of a person whose calendar you'd like to group.



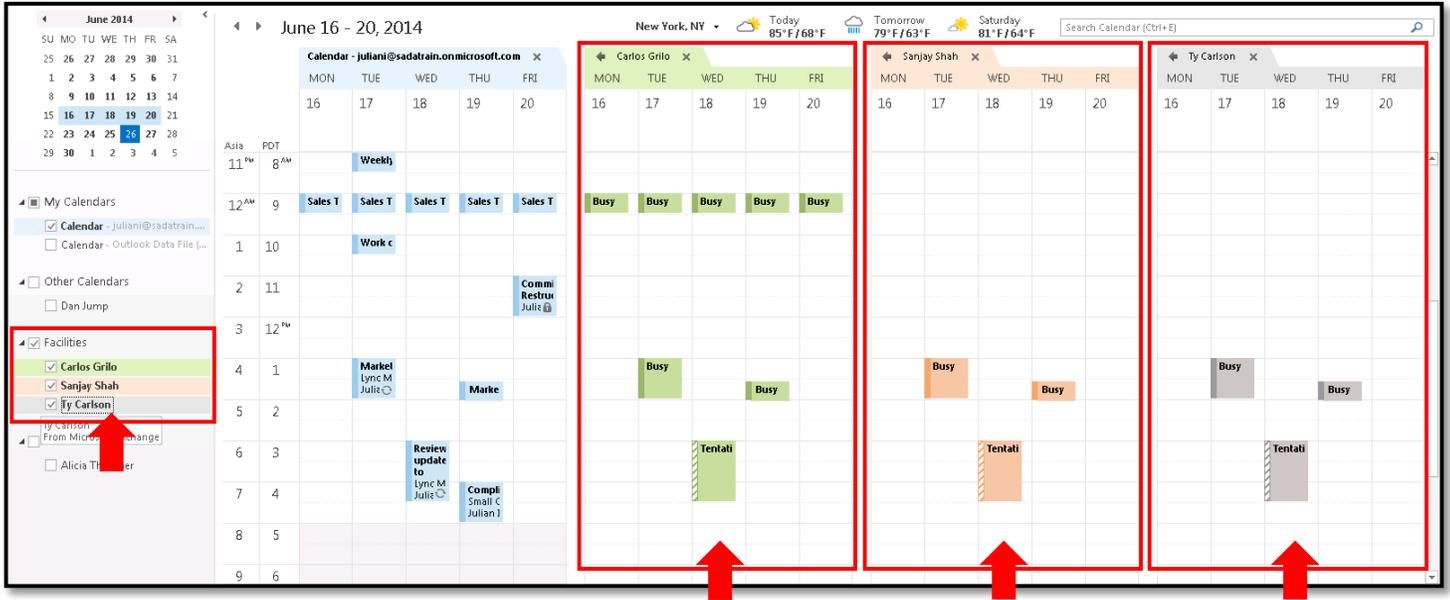
4. Double-click the person's name in the list, which adds it to the Group Members field below.



5. Repeat steps 3-4 to add other members to the group. When you are done, click **OK**.



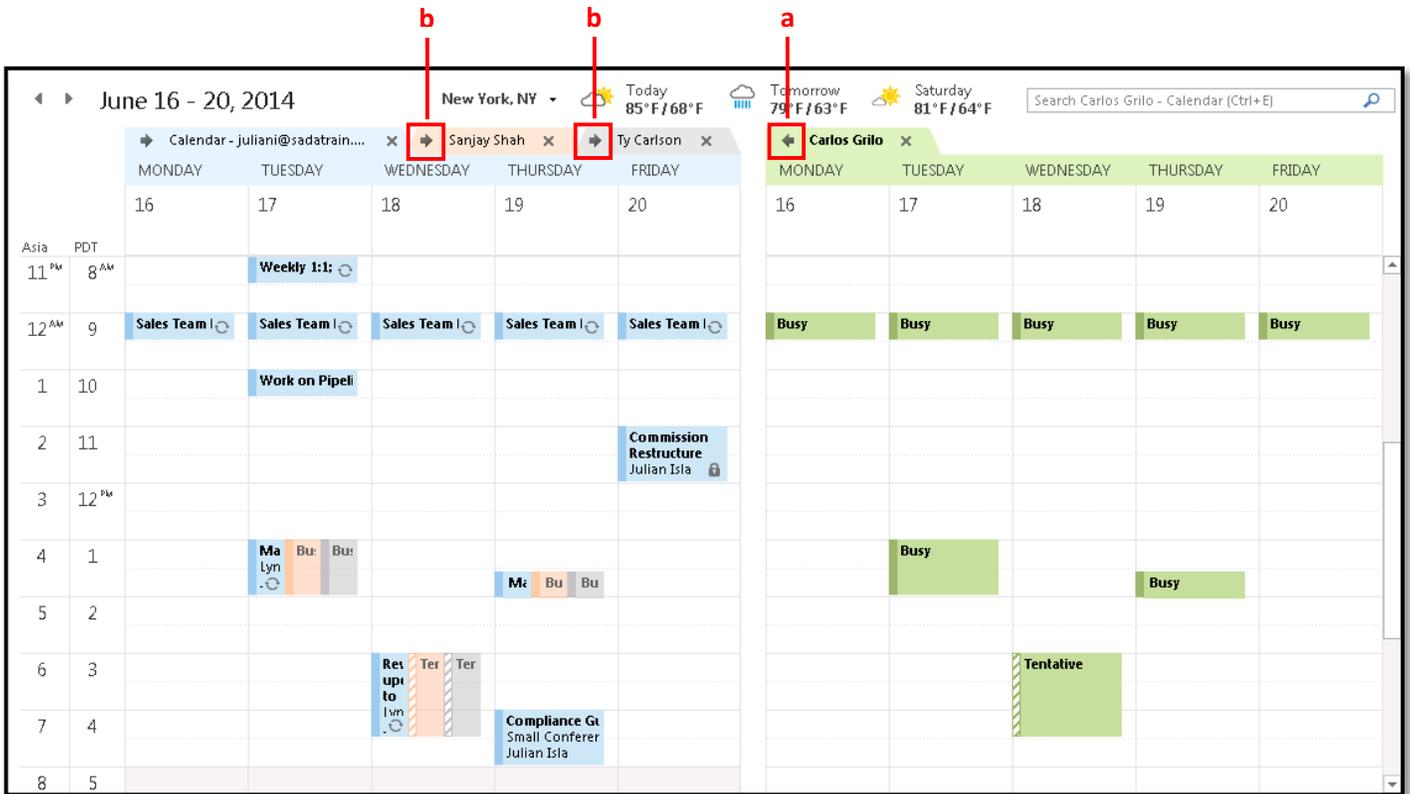
- The Select Name window closes. The Calendar Group appears in your Folder Pane listing the members below, and the calendars of the group members open in tabs next to yours.



Part 2 - Change the Calendar Group View

As calendars display side-by-side in your view, the harder it is to compare them. You have several options to change how calendars display in your view: Overlay Mode, Schedule View, and toggle calendars on and off.

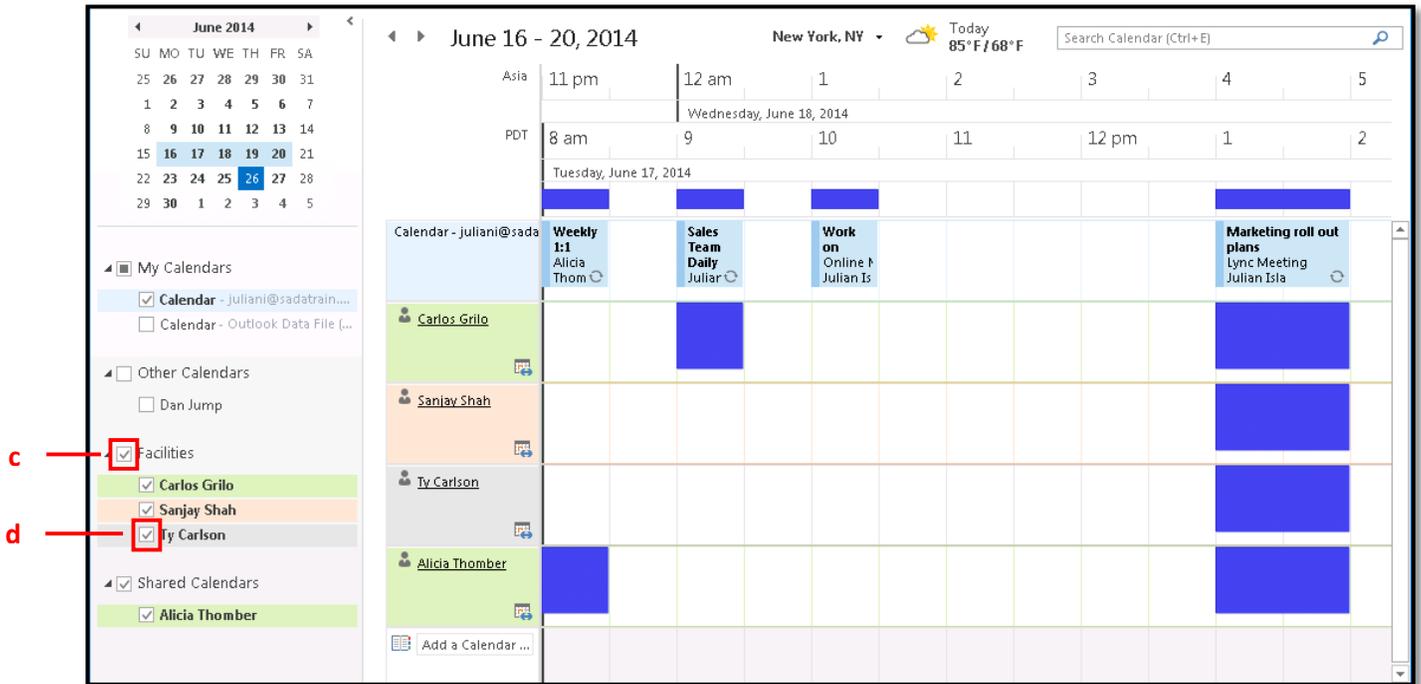
Overlay Mode (shown below left) stacks multiple calendars in one view, which makes it easier to see everyone's availability during the same block of time.



- a. To stack calendars on top of yours, click the left arrows in the calendar tabs beside each member's name.
- b. To remove a calendar from the overlay stack, click the right arrow beside a member's name. The calendar moves back to the right in a separate tab.

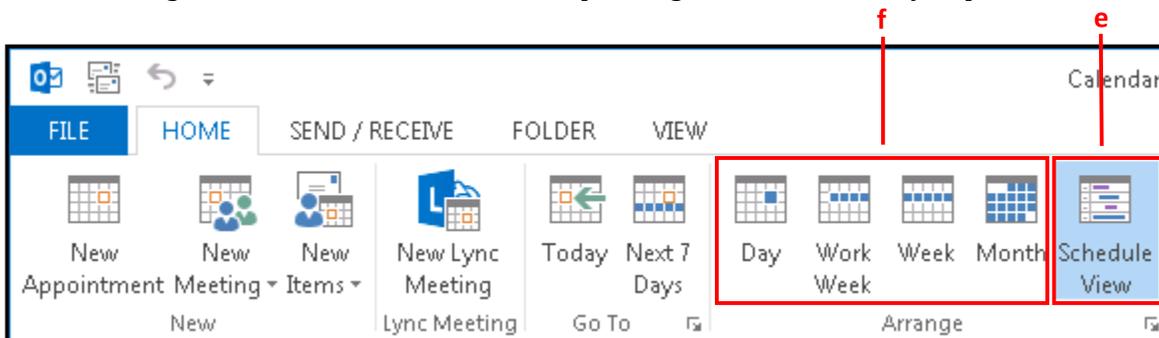
Toggle calendars: You can toggle calendars on and off in the Folder Pane (shown below).

- c. To toggle all the calendars in the Calendar Group on and off, click the checkbox beside the Calendar Group name.
- d. To toggle the calendar of an individual member on and off, click the checkbox beside the member's name.



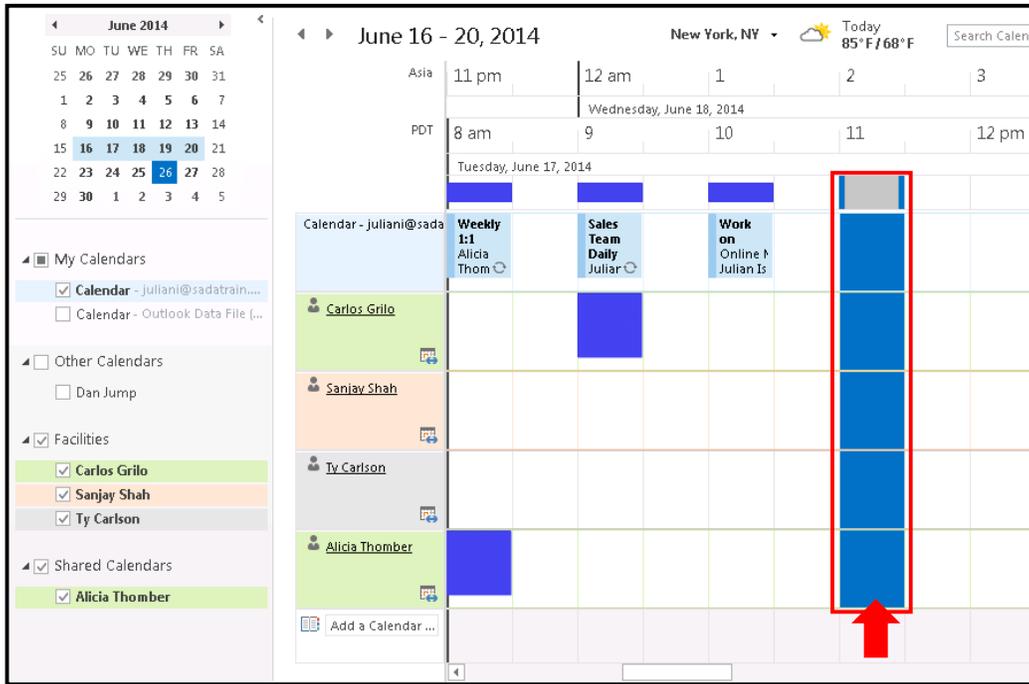
Schedule View (shown above) arranges multiple calendars on a horizontal timeline. It is automatically applied when you open more than 4 calendars. Schedule View is useful for viewing calendars in a more linear sequence.

- e. To turn Schedule View on, select the Home tab in the top left corner, and click the **Schedule View** button in the Arrange section.
- f. To turn Schedule View off, select the Home tab in the top left corner, and click a different button in the Arrange section of the Home tab corresponding to the time frame you prefer.

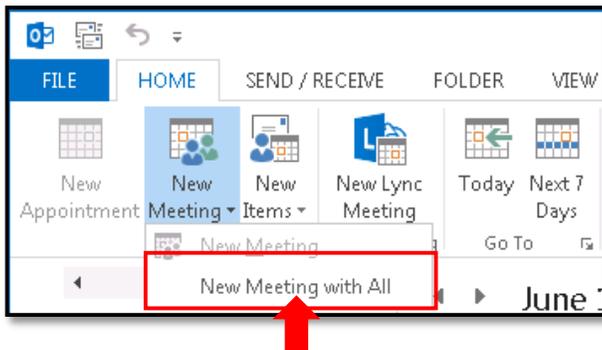


Part 3 – Schedule a Meeting with a Calendar Group

1. Select a block of time that is available on all of the calendars.



2. Select the Home tab in the top left corner, click the **New Meeting** button, and click **New Meeting with All**.



3. This opens a meeting invitation addressed to the members of the Calendar Group and set to the start and end times you selected in step 1. Complete the meeting invitation according to the instructions in the *Creating Meetings* training document, and click **Send**.

