



Office 365 FAQs

Calendar Management

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General Information

Best Practices

Preferred Clients

- Process meeting requests only on one Computer, i.e. avoid processing the same meeting request on multiple computers or devices running different versions of Outlook.
- Avoid using a third-party application to process your calendar items.

Creating and Editing Meetings

- Do not add yourself as an attendee if you are a meeting organizer. This creates addition conflict.
- Schedule end dates on recurring meetings.

Handling Meeting Requests

- Do not forward meeting requests if you are not the meeting organizer.
- Meeting organizer should not accept the same meeting created by him/her.
- Do not delete meeting requests.
- Process meeting requests and updates from the Inbox: Always accept or decline a meeting request from your Inbox.

Delegates

- Limit the number of delegates who have access to your Calendar.
- The owner and delegate should use the same version of the Outlook client. This includes the same service pack and hot fixes. This is especially important for manager/delegate relationships.

Resources

- [Best practices for Outlook - Calendar and meetings](#)
- [Introduction to the Outlook Calendar](#)

Calendar Management – Outlook for PC

Basics

How do I create a meeting or appointment?

Please visit [Create or schedule an appointment](#) and [Schedule a meeting with other people](#).

How do I create a Teams meeting?

Please visit [Schedule a Teams meeting from Outlook](#).

How do I share my calendar?

Please visit [Share an Outlook calendar with other people](#).

How do I change permissions for my calendar?

Please visit [Share an Outlook calendar with other people](#).

How do I set up or change calendar delegate access?

Please visit [Allow someone else to manage your mail and calendar](#).

How do I create or respond to meeting requests on behalf of another person?

Please visit [Manage another person's mail and calendar items](#).

How do I open a shared calendar?

Please visit [Sharing A Departmental Calendar](#).

Calendar Management – Outlook for Mac

Basics

How do I create a meeting or appointment?

Please visit [Create a meeting or appointment in Outlook for Mac](#).

How do I create a Teams meeting?

Please visit [Schedule a Teams meeting in Outlook for Mac](#).

How do I share my calendar?

Please visit [Share your calendar in Outlook for Mac](#).

How do I change permissions for my calendar?

Please visit [Share your calendar in Outlook for Mac](#).

How do I set up or change calendar delegate access?

Please visit [Add and manage delegates in Outlook for Mac](#).

How do I open a shared calendar?

Please visit [Sharing A Departmental Calendar](#).

Calendar Management – Outlook on the Web

Basics

How do I create a meeting or appointment?

Please visit [Create, modify, or delete a meeting request or appointment in Outlook on the web.](#)

How do I create a Teams meeting?

Please visit [Set up an online meeting in Outlook.](#)

How do I share my calendar?

Please visit [Share your calendar in Outlook on the web.](#)

How do I change permissions for my calendar?

Please visit [Share your calendar in Outlook on the web.](#)

How do I set up or change calendar delegate access?

Please visit [Calendar delegation in Outlook on the web.](#)

How do I create or respond to meeting requests on behalf of another person?

Please visit [Manage someone else's calendar in Outlook on the web.](#)

How do I open a shared calendar?

Please visit [Adding and Removing Shared Calendar using OWA.](#)