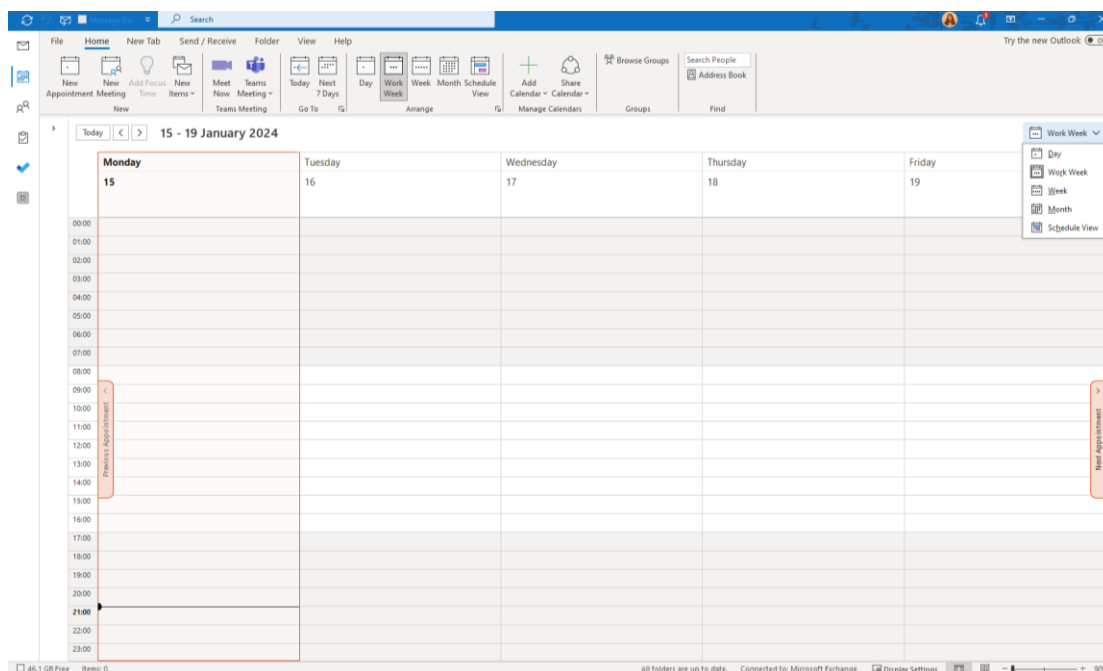
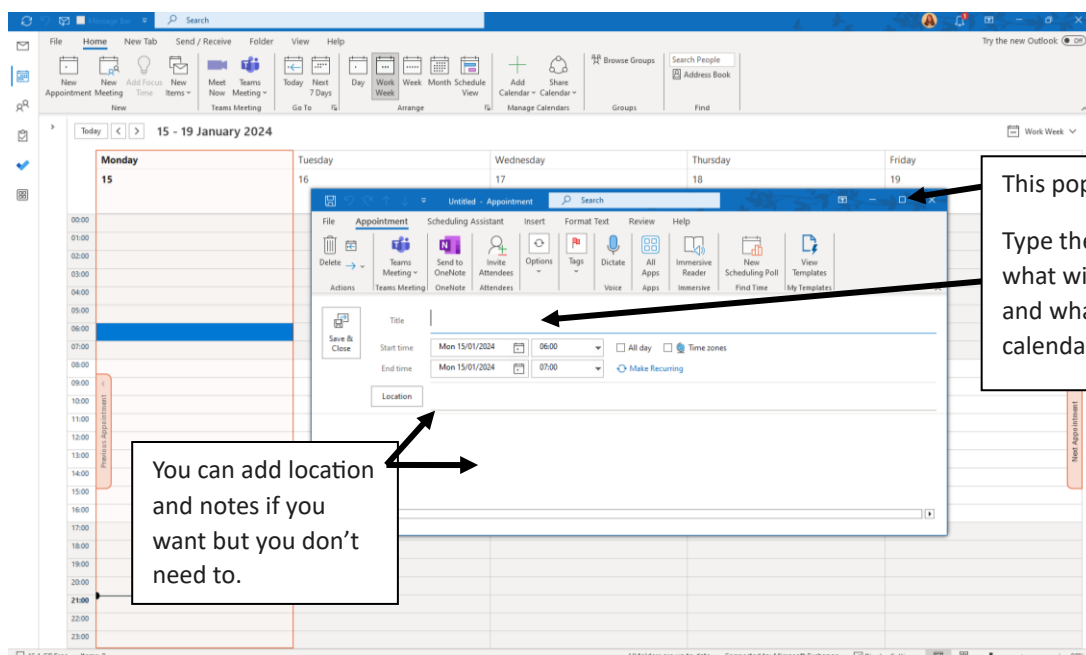


How to block out time in Outlook Calendar



The easiest view to do this in is the Work Week view (pictured) or Week view.

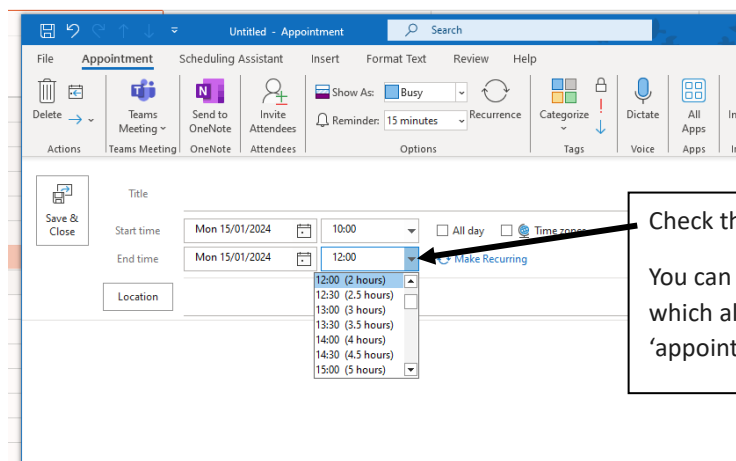
The easiest way to block out time in your calendar is to make an 'appointment'. To do this double click in the space on the time and day in your calendar that you want to block out.



This pop up will appear.

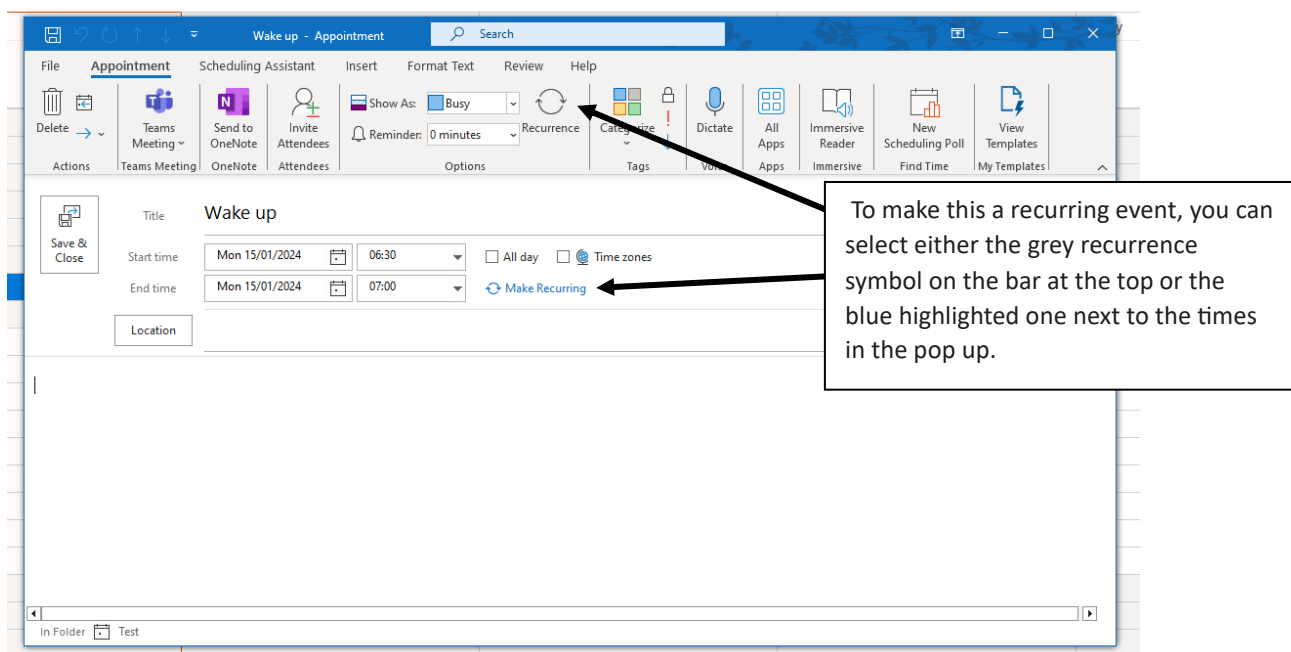
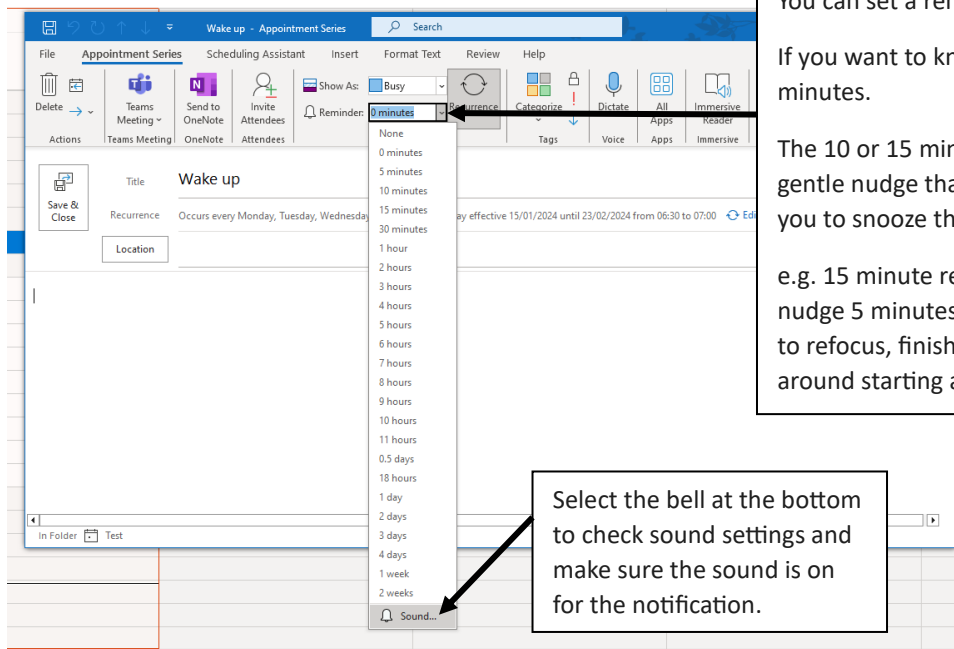
Type the text for the title – this is what will appear in your reminder and what you will see in your calendar.

You can add location and notes if you want but you don't need to.

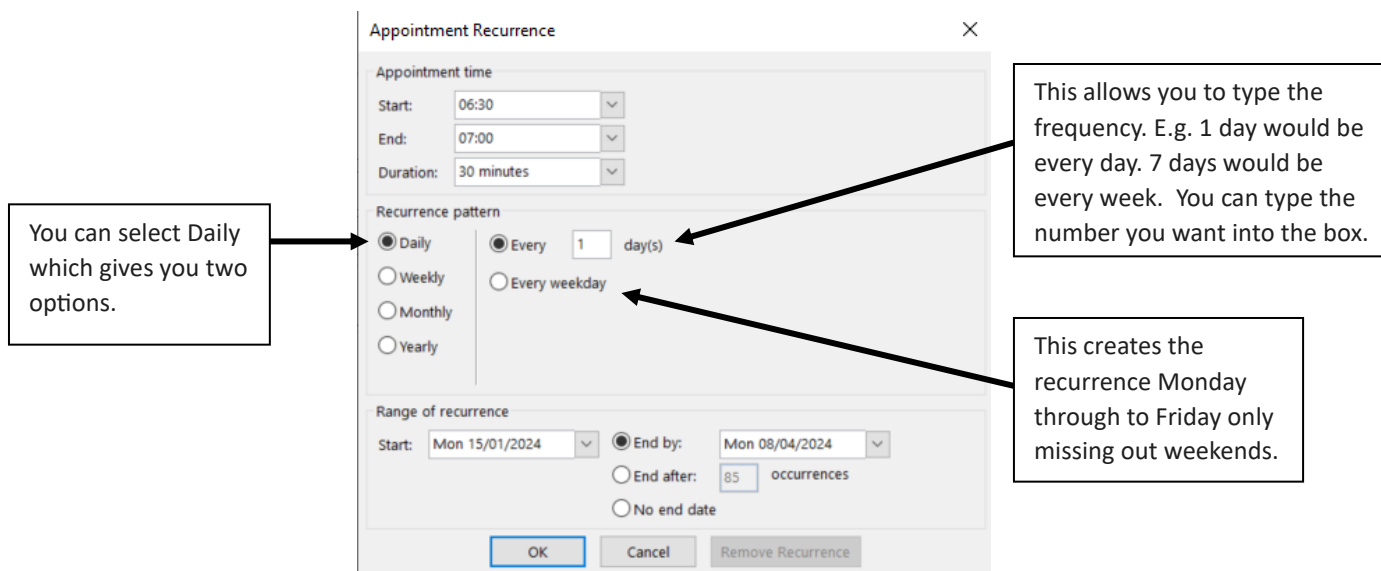


Check the date and times.

You can select the time from the dropdown which also shows you the duration of your 'appointment'.



This pop up will open with options to choose from.



You can select Weekly which gives you options.

You can choose if it is every 1 week or every X number of weeks. E.g. 2 would be every other week. You can type the number you want into the box.

You can select specific days. This works well if you have days where your routine or schedule needs to be a little different.

There are three options to choose from for the range of recurrence:

End after allows you to type a number of instances in. This works if you have a number of instances you want this scheduled for in mind.

You can set it to end the recurrence by a certain date. Useful if you are trialling something or if you have an end date for something.

No end date for if you want it to keep repeating until further notice.

If you are setting up study time blocks, you might use the below settings:

2-hour duration.

Recurrence pattern of Weekly.

Every 1 week on a Monday.

Start now and end by your assessment due date or end of semester.

Once happy with the settings, click OK to save them to the appointment.

When you are happy with your settings, you can click the Save & Close button.

To edit or change the appointment, you can click, drag and release to move it to a different time or double click the block to open it and change other details.

You can make a change to just one 'appointment' or make a change to all of the instances of the 'appointment' you have set up.

To edit, double click on the appointment block.

If it is a single 'appointment', it will open for you to edit.

If it is a recurrence, it will open this pop up.

You can choose to open and change just this one, or the entire series of 'appointment'.

You can also block out a full day by using the same process.

Today < > 15 - 19 January 2024

Monday 15 Tuesday 16 Wednesday 17 Thursday 18 Friday 19

Wake up

Study time

Not available - Event

File Event Scheduling Assistant Insert Format Text Review Help

Delete Teams Meeting Send to OneNote Invite Attendees Show As: Out of Office Reminder: 18 hours Recurrence Categorize Dictate All Apps Immersive Reader New Scheduling Poll View Templates

Save & Close

Title Not available

Start time Wed 17/01/2024 00:00 All day Time zones

End time Wed 17/01/2024 00:00 Make Recurring

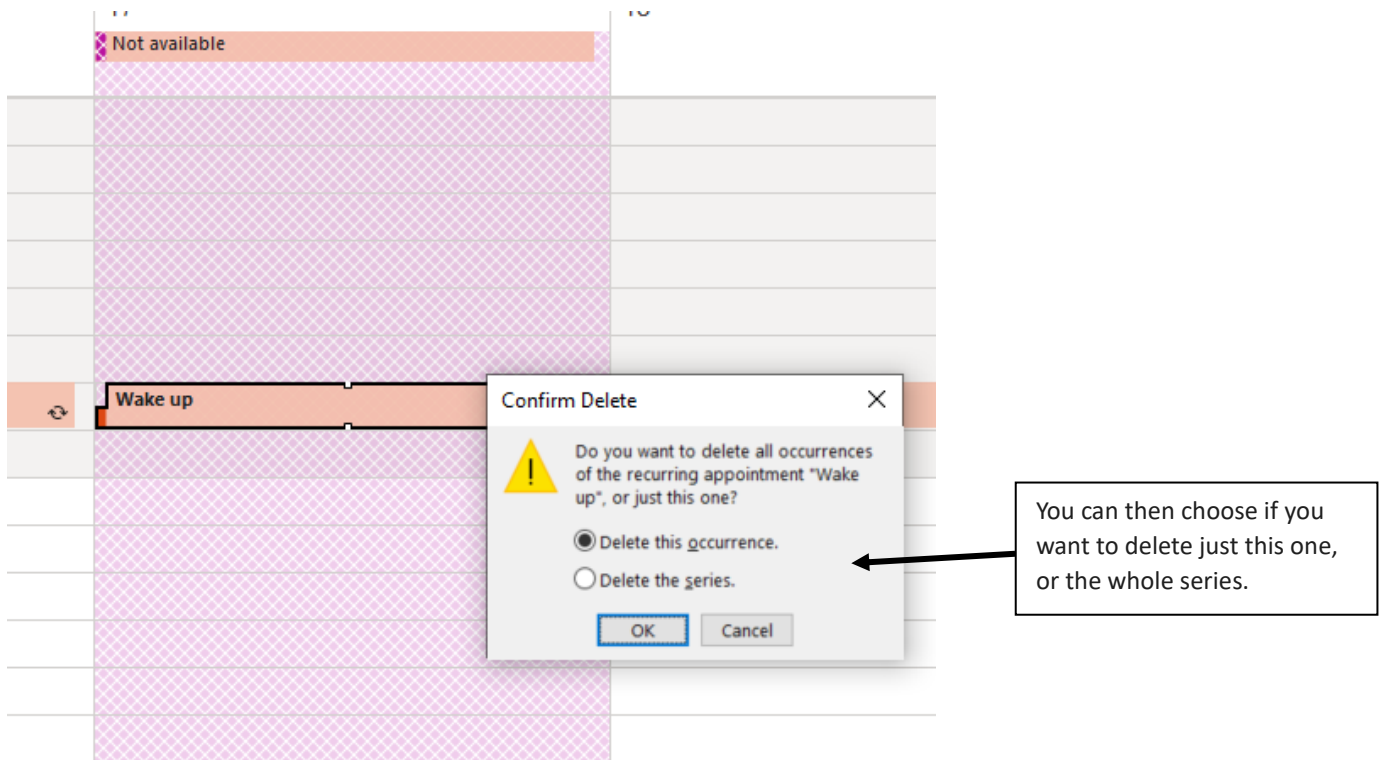
Location

In the appointment, you can tick the 'All day' box next to the time and date. This will block out the whole day.

You can add recurrences to this too if you want to.

You can delete appointments by simply clicking on the 'appointment' in your calendar and then pressing delete on your keyboard.

To delete items that are part of an occurrence, you can do the same as above. This will open a pop up.



If you want these notifications to display or sound on your phone, check your phone settings.

To make sure your calendar notifications are turned on for your phone, go to **Settings > Notifications > Calendar**. If the Events and Sound toggles are turned off, turn them on and you should start receiving notifications.