Outlook Best Practices

Getting the assignment to use Microsoft Outlook calendar for me was kinda scary because in the past I have never set up and online calendar or even a normal calendar. So before starting the best option was to look up resources on the internet and see what the experts say. One of the most helpful sources for me was Northwestern’s IT “Best Practices for Managing a Calendar” article. It gave in depth advice on how to start with your normal most occurring meetings then work your way through your entire schedule until you find yourself with everything that you will need. On top of accessing this webpage on how to set up meetings and appointments I also watch the videos uploaded on the course eLearn page. These videos really gave me, a novice in Outlook, a foundation to which I could set up appointments, color coordinate and organize where it is necessary. While utilizing these two tools it was also in best interest to continue checking on the eLearn document uploaded with the academic calendar to see what all needed to be in the calendar and what was just unnecessary clutter that would take up to much space while not offering any real benefits.

For organization of the Outlook Calendar when setting up meetings the option to color coordinate different types of appointments was very helpful and something that should be used to help those who struggle to focus and know what’s needed and what’s not. For my classes I choose blue because it is the default color which to me means it is the aspect that will be taking up the most of my time which class will. Next, I wanted to add in my practices for tennis as they take up two hours of my day every day. For these I choose green due it being right under blue and for me my mind decided that is the second most important. After completing that I put in important school dates such as the dates to drop classes or withdraw. Lastly I put dates that are either breaks such as Thanksgiving and winter break as Out of the office so that I can know when I’m leaving and when I will have to come back so that when the time comes it will make everything a lot smoother. Professor Hitchcock’s advice to put all my finals in now was a great piece of advice as I can now see exactly what days my finals are with three being on the first Monday one on Tuesday and one on Thursday. Now going into that week of stress and high pressure I will not have to worry about knowing the times of when my finals are, I can just focus on studying and getting good finals grades

Overall, the use of Outlook calendar was something I never though would help me much in the beginning but now that I am done, I realize that this will help me remember important dates and times that before I would’ve just overlooked. I think that as time goes on, I will put assignments in here as well to ensure that I do not forget to turn anything in. From there who knows but the one thing I do know is that my calendar will continue to evolve and expand.



