<https://www.youtube.com/watch?v=WcVUJh-zjwU>

This is a great video for learning about all the little details of the outlook calendar. This video shows how to use the Microsoft Outlook Calendar to schedule appointments, meetings, and more. Outlook can also send invitations to those events and track who is going to attend. Because it is a video, it shows you exactly where everything is! There is little to no confusion on what he was saying or demonstrating. Overall, this was a good video that helped me understand all the little time saving and easy tricks Outlook Calendar has to offer.



