



# How to Mark Yourself Out of Office in the Outlook 365 Staff and Event Calendar

Academy of Management  
Office 365 Training

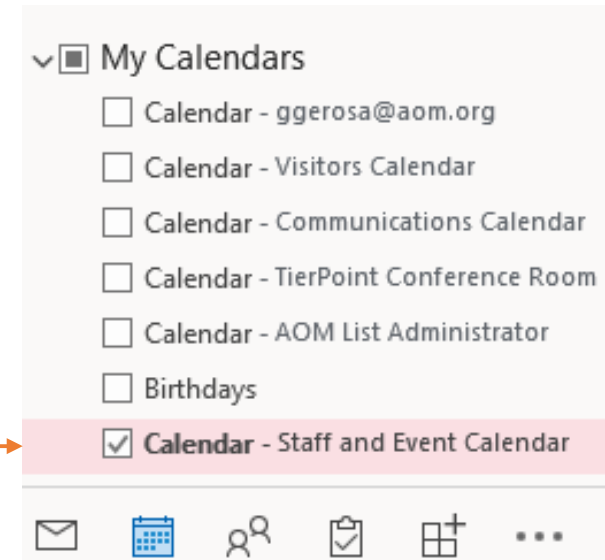
# Staff and Event Calendar – Out of the Office

- Whether you are out of the office on PTO, traveling for business or working at home please follow these guidelines on how to best enter it in the staff calendar

Open Outlook and click on the calendar icon on the bottom left and then select Staff and Event Calendar.

This will bring up our shared calendar where you will make your entry.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
← From May 20				
Arpan [PTO]				
← From May 31				
Miriam (PTO)				
Nancy/Lucy/Michael Mc. in London meeting with President Elect				
Stacey (AMLE PDW in Boston)				
Anne (PTO)	John WAH (646 522 4863)	79th AM BOS: Online...	Kerry WAH	Amy (WAH)
Dasia WAH PM	Kelly - Remote	Amy (S)	Steve (WAH)	Anne (WAH)
Elena (PTO)	Michael M (PTO)	Kelly - Remote	Terese PTO	Dasia PTO PM
Kelly - Remote		Lucy (WAH)		Greg (PTO)
Randye 1/2 PTO PM		Michael M (WAH)		Irina (wah)
		Mike McShane (WAH)		Jel (PTO)
		Susan (WAH)		John (WAH) 646-522-4863
				Kerry (PTO)
				Susan (PTO - PM)



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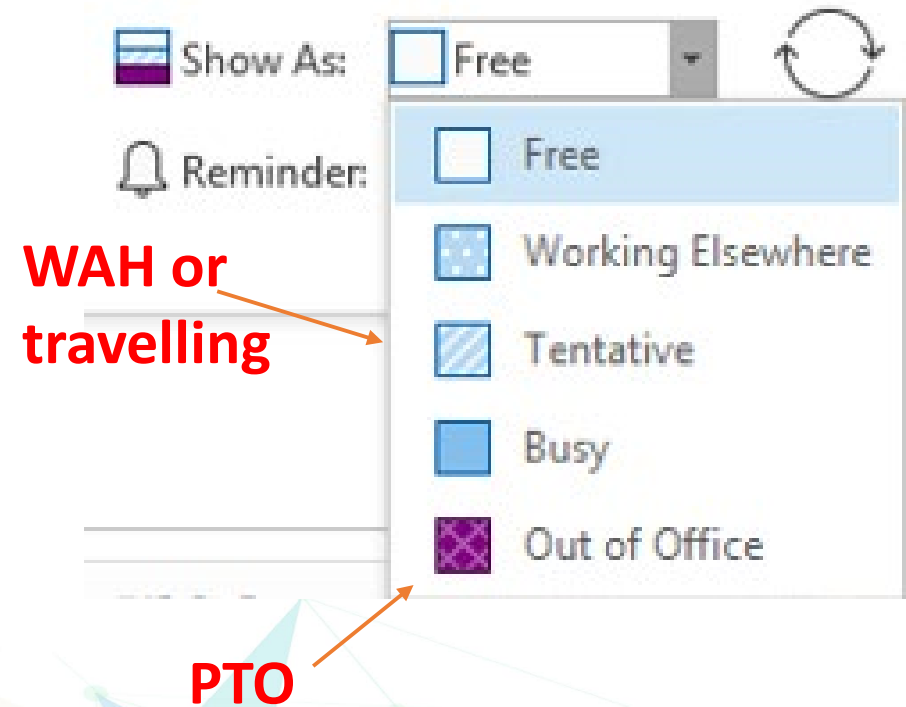
- Double click on the day (or first day) that you will be out of the office
- Enter the your name details and date time. (click the check box for All Day if it is.) Add (PTO) or (WAH) after your name in title.

Title Greg (PTO)

- Set the reminder to None

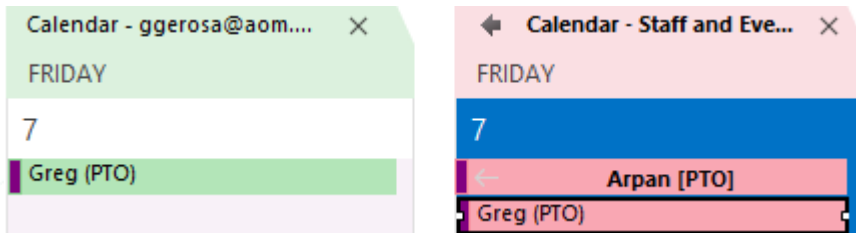
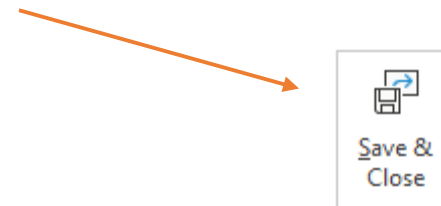
Reminder:

- **Be sure to select the correct “Show As” status to reflect your availability to the rest of staff!**
  - *“Working Elsewhere” for WAH or business travel*
  - *“Out of Office” for PTO*
  - *“Busy” to block of time when you are temporarily not available*



# Staff and Event Calendar – Out of the Office

- Once all the details are set and the your title is correct click on the “Copy to My Calendar” icon to make a copy onto your Personal calendar. This will help other staff see your availability through the scheduling assistant
- Now click on Save and Close and the entries will be made on the shared staff calendar and your personal calendar.



# Reference Links

- Outlook Help Center:  
[https://support.office.com/en-us/outlook?wt.mc\\_id=otc\\_outlook](https://support.office.com/en-us/outlook?wt.mc_id=otc_outlook)
- Outlook Training Center:  
[https://support.office.com/en-us/article/outlook-for-windows-training-8a5b816d-9052-4190-a5eb-494512343cca?wt.mc\\_id=otc\\_home&ui=en-US&rs=en-US&ad=US](https://support.office.com/en-us/article/outlook-for-windows-training-8a5b816d-9052-4190-a5eb-494512343cca?wt.mc_id=otc_home&ui=en-US&rs=en-US&ad=US)
- Outlook Automatic Replies Help:  
<https://support.office.com/en-us/article/send-automatic-out-of-office-replies-from-outlook-9742f476-5348-4f9f-997f-5e208513bd67>