Electronic Diaries
A Basic Guide to Outlook Calendars
inspiring excellence
The Rationale

Traditional paper diaries are becoming increasingly less relevant in a connected world. Our boys use a variety of devices for work, leisure and communication. Electronic diaries allow flexibility across these devices and convenience in the viewing and modification of their calendar events.

Given that every boy in the Middle and Senior Schools has access to a mobile computing device, this is a logical progression in the implementation of the One to World Computing program.

In brief, the benefits of this shift include:

- Alerts and reminders for events
- Access to calendar across multiple devices
- Calendar is automatically backed up online
- Teachers can add assignments to boys’ calendars
- Ability to share calendars
- Reduced environmental impact
- Familiarity with organisational tools used in industry
What do I need to know?

As a bare minimum, you need to be able to:
• Enter assignments and homework tasks
• Set reminders
• Understand how to edit and delete events/reminders

These items can be seen as the Red items in the next page

A Video Companion

to this guide can be found at:
http://goo.gl/O4VX3 for students/parents
http://goo.gl/IX39d for staff (PAC login required)
A PDF of this guide can be downloaded from http://goo.gl/1d5OV
## An example student calendar

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
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<td>English</td>
<td>Science</td>
<td>English</td>
<td>Science</td>
<td>History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Technology</td>
<td>Maths</td>
<td>Music</td>
<td></td>
<td>Maths</td>
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<td>Maths</td>
<td>Technology</td>
<td>Art</td>
<td>History</td>
<td></td>
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</tr>
<tr>
<td>25</td>
<td>History</td>
<td>WWII Podcast</td>
<td>Music</td>
<td></td>
<td>English</td>
<td></td>
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<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td>TEST - Binomials</td>
<td></td>
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</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cricket - PAC/SPSC @ PAC</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Lesson times
Rounded to the nearest half hour. Set to repeat every week.

### Important events
Marked with an obvious colour. Appropriate reminders set to allow for adequate preparation.

### Homework items
Entered into the calendar.
Reminders

With Outlook open in the background, you will get reminders for events you have entered in. A screen like this will appear and present you with options.

This drop down menu allows you to choose how long you want to snooze your reminder for - select the duration, then click the Snooze button.

If you no longer require the reminder, click Dismiss to make it go away.
Adding Classes

1. Click Calendar

2. Click and drag over the time slot for your event. Then type in a label. Press the Enter Key and a new menu will appear at the top.

3. Set reminder to None

4. Click here and then press Enter. This will set your lesson/event to appear weekly

To see a video of this process scan in this QR Code or follow this link [youtu.be/aJG9niZS0zE](http://youtu.be/aJG9niZS0zE)
Adding Homework + Assignments

1. Click Calendar

2. Click and drag over the time slot for your event. Then type in a label. Press the Enter Key and a new menu will appear at the top.

3. Set an appropriate reminder

4. Set an obvious colour for your event

To see a video of this process scan in this QR Code or follow this link:
www.youtube.com/watch?v=D8a4KbmfUyA&t=1m12s
Categorising activities
This should at least be done for important events like assignments and tests to make them obvious.

1. Hold down Ctrl while selecting all the lessons that belong to a subject

2. Once all selected, right click on one, choose Categorize, then choose a colour

To see a video of this process scan in this QR Code or follow this link:
www.youtube.com/watch?v=D8a4KbmfUyA&t=0m50s
Editing/Deleting events

To edit details of events: Double click

To delete an event: Click on it, and press delete on your keyboard

If you try to edit or delete a recurring event: You will get a dialogue box like the image (left).

If for example, you no longer attend sports training, you would ‘Delete the Series’. On the other hand, if training is just cancelled for this week, you would just ‘Delete this occurrence’
Syncing with Phone etc.

You can sync your Live calendar with your phone using the following settings:

Microsoft Exchange Server
Email: jsmith12345@students.pac.edu.au
Server: sixprd0111.outlook.com (use this if it does not auto-detect)
Domain: students.pac.edu.au
Username: jsmith12345@students.pac.edu.au

This allows multiple devices to add and edit events and for alerts to appear.
Tasks - Optional

Another way to organise yourself is by using the Tasks function. This can be useful if you like to have a prioritised ‘To Do’ list.

1. To mark an email as a task that needs following up...
   - Select Follow Up
   - Choose when you need to look at this again
   - Add a Reminder as desired

2. See all your tasks by clicking here.

3. You can create new tasks by typing in here
   - Double click on the task to edit it or see the originating email
   - Click the flag to mark the item as completed and remove from list
Sharing a Calendar

To share your calendar, click here and then send it off like you would an email. You can choose whether others can only see your events, or if they can also make changes.

You can Right Click here to create a new calendar to separate School and Personal commitments.
For Teachers – Adding Events and Reminders to Student Calendars (1/2)

1. Switch to Calendar Mode
2. Choose New Meeting
3. Enter the date/time that you want this item to appear
4. Send when done
5. Optional: To add a document. You can go to Insert / Attach File
6. Select a previously created email group of your class
5. Students will get an email which looks like this and your event will be added to their calendar.

By default, a reminder will appear 15 minutes prior. This will only disappear if they select 'Decline' above. That is, it will remain, even