Calendar

Click on the Calendar tab to open your calendar.

Create a new event by clicking new event. An event can be an appointment, a meeting, or an all-day event.

Use the mini calendar to navigate from one date to another. Shading will show you what days you are currently viewing and darker shading marks the current date.

You can view more than one calendar at a time. This section lets you add other people’s calendars and select which to display.

Select the view you want, and share or print your calendar.

For more extensive tutorials on using the Office 365 calendar, click on this link for Microsoft’s Learning Center: