

## Osprey Approach: Create a Calendar View in Outlook

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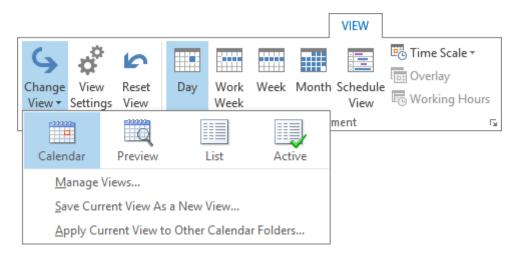


## This guide will take you through creating a new calendar view in Outlook

Your diary might be cluttered and you may need to view appointments that occur in a specific location

Microsoft Outlook allows you to create views which can be applied to your calendar so that only specified items appear. For example, you may create a view which simply shows appointments happening in a particular location, but the general principle would be the same for any view type.

Open your calendar in Outlook, then click the 'Views' tab. You will have an icon named 'Change View'. Select this and from the panel which appears, select 'Manage Views'.



A new 'Manage All Views' panel will now open.

Your current views will now be displayed.

Select the 'New' button on the right-hand side of the new panel.

Manage All Views					
Views for folder "Calendar":					
View Name	Can Be Used On	View Type	A	New	
<current settings="" view=""></current>	All Calendar folders	Day/Week/Month			
Calendar	All Calendar folders	Day/Week/Month		Copy	
Preview	All Calendar folders	Day/Week/Month			
List	All Calendar folders	Table		Modify	
Active	All Calendar folders	Table		Rename	
				Reset	
			$\sim$		
Description					
Fields:	Fields: Start, End				
Filter:	Off				
Only show views created for this folder					
OK Apply View Close					

You will now be prompted to give your new view a name.

Give the view a relevant name, for example, 'Meeting Room'.

Choose 'Day/Week/Month' in the Type of View (this is the default view type that Outlook uses so will look like your regular calendar).

Choose 'All Calendar Folders' from the bottom series of radio buttons if you wish to use this view in both your own personal calendar and the All Staff Calendar.

Select 'OK' once finished.

Create a New View			
Name of new view:			
Meeting Room			
Type of view:			
Table Timeline Card Business Card People Day/Week/Month Icon			
Can be used on			
◯ This folder, visible to everyone			
O This folder, visible only to me			
All Calendar folders			
OK Cancel			

You will now see the below panel appear:

Advanced View Settings: Meeting Room				
Description				
Columns	Start, End			
Group By				
Sort				
Filter	Off			
Other Settings	Fonts and other Day/Week/Month View settings			
Conditional Formatting	User defined colors for appointments			
Format Columns				
Reset Current View	OK Cancel			

Select the button for 'Filter' to open up additional filtering options. On the 'Advanced' tab, click the 'Field' button.

Under Define More Criteria. Choose 'All Appointment Fields' and then select 'Location' from the available list.

Leave the condition as 'Contains', and enter the name or part of the name of your location in the 'Value' box.

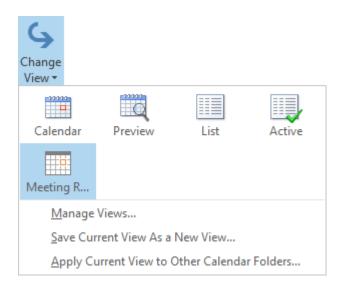
	Filter	×
Appointments and M	leetings   More Choices	Advanced SQL
Find items that mat	ch these	
< Add criteria from I	pelow to this list>	
Define more criteria: F <u>i</u> eld ▼	Condition	Remove Value:
Location	contains 🗸	Meeting Room Add to List
	ОК	Cancel Clear All

Click 'Add to List' and then select 'OK'. Select 'OK' again on the 'Advanced View Settings' to return to your list of views with your newly created entry present.

View Name	Can Be Used On	View Type
<current settings="" view=""></current>	All Calendar folders	Day/Week/Month
Calendar	All Calendar folders	Day/Week/Month
Preview	All Calendar folders	Day/Week/Month
List	All Calendar folders	Table
Active	All Calendar folders	Table
Meeting Room	All Calendar folders	Day/Week/Month

Your new view has now been created. To use the new view, click the 'View' tab in your Outlook calendar and select 'Change View'.

You will see that the new calendar is present here. Select this to only show appointments made in the location specified previously in the Filters screen.



To change back to viewing all appointments, select 'Calendar' from the 'Change View' area.