Differences Between Outlook on Mac and PC

▷▷ Training and Certification, George Mason University

VS

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PC Interface

5 tabs

Schedule view located on the home tab rather than the appointment window

To allow mac users to view your calendar must set permission level to reviewer

Different views located on home tab

Mini Calendar Feature

Where your shared calendars are stored

Mac Interface

3 tabs

Is the mini calendar

Ability to filter by category on the home tab

Where your shared calendars are stored

Tabs on the PC version
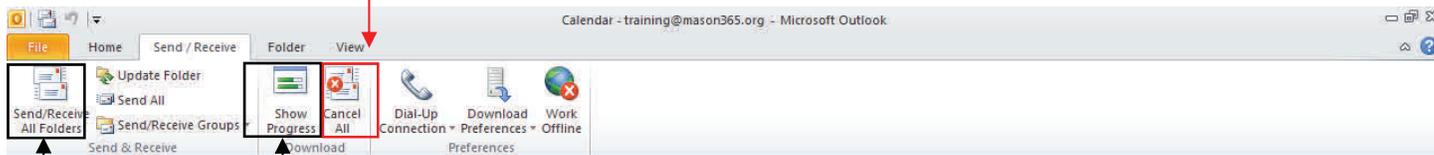
Sends and refreshes email and calendar

Shows progress and errors for refresh

Renames the selected calendar

Shares the calendar

Opens someone's else's calendar

Copy's selected calendar
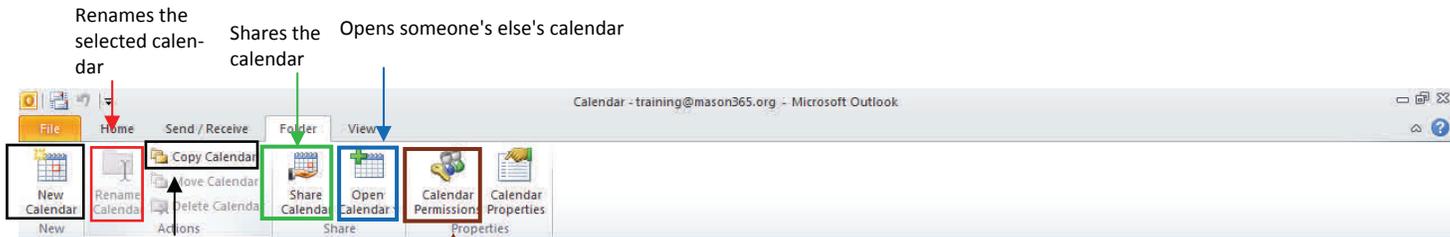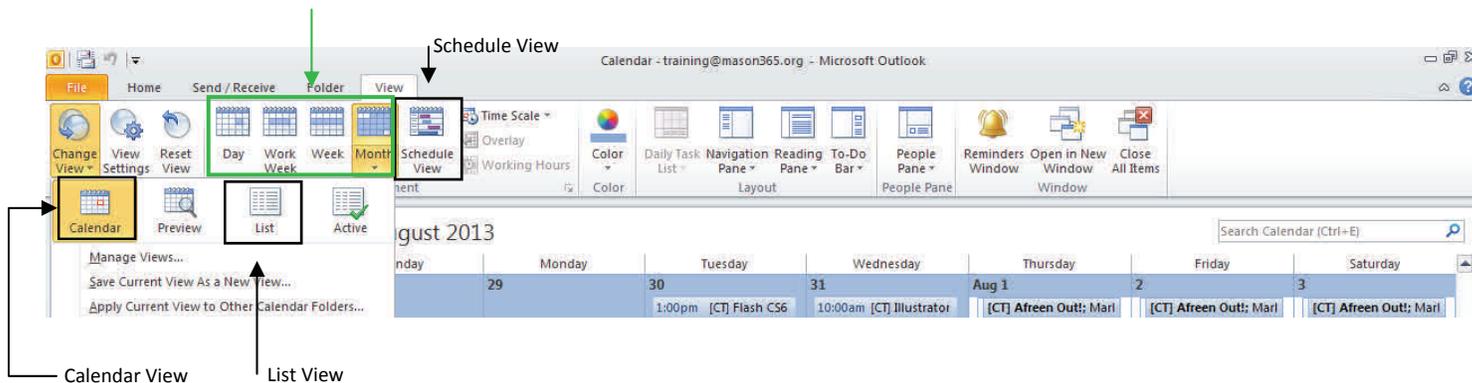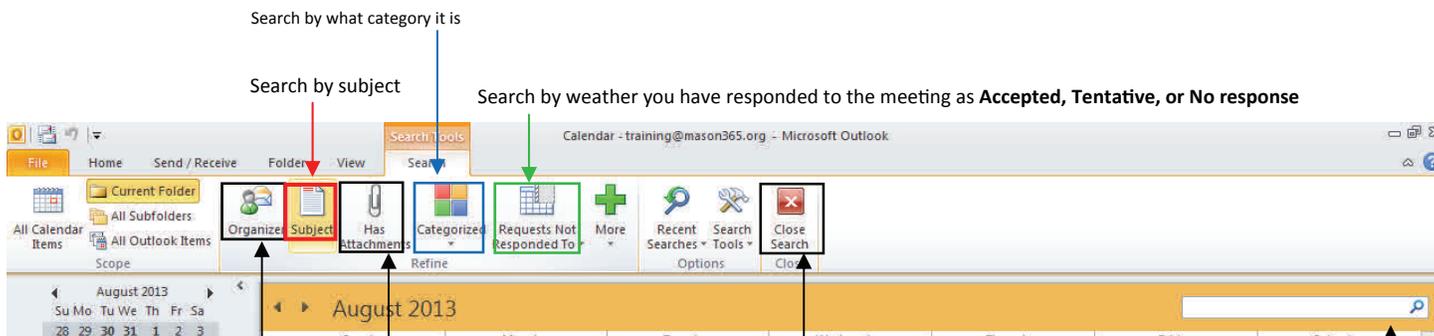
Creates a new calendar

Opens someone's else's calendar

Day, Work Week, Week and Month view   Month view has **Low** = free busy time, **Medium** = only all day events, and **High Detail** = everything

Schedule View

Calendar View

List View

Search by what category it is

Search by subject

Search by weather you have responded to the meeting as **Accepted, Tentative, or No response**
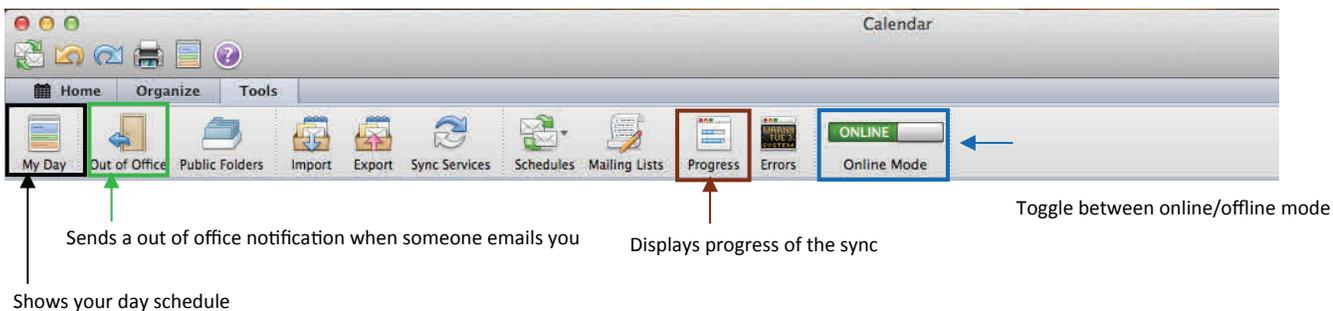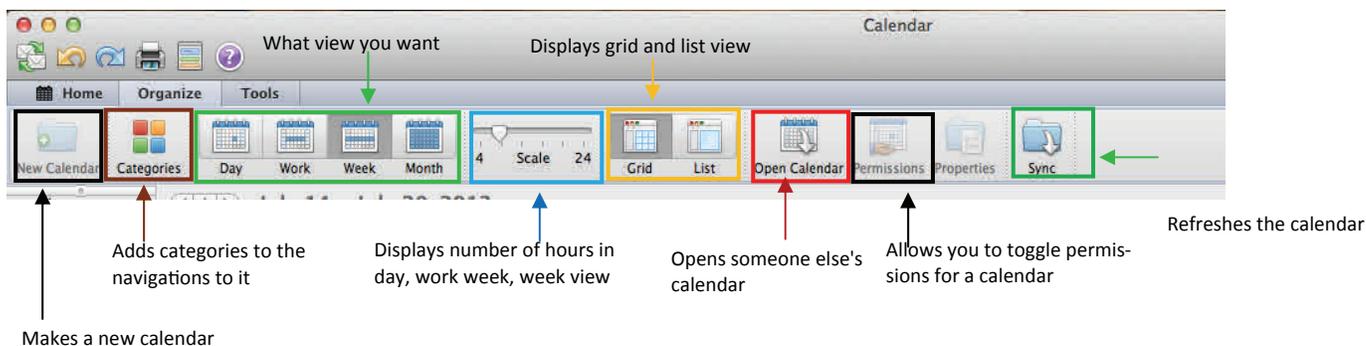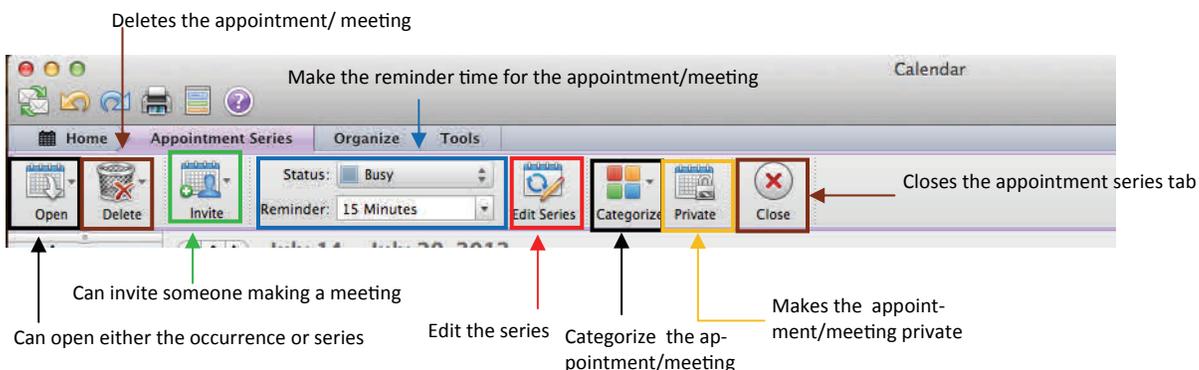
Search by who organized the meeting

To close search ribbon

Search by weather it has attachments or not

Click the search bar to bring up search ribbon

Mac Tabs
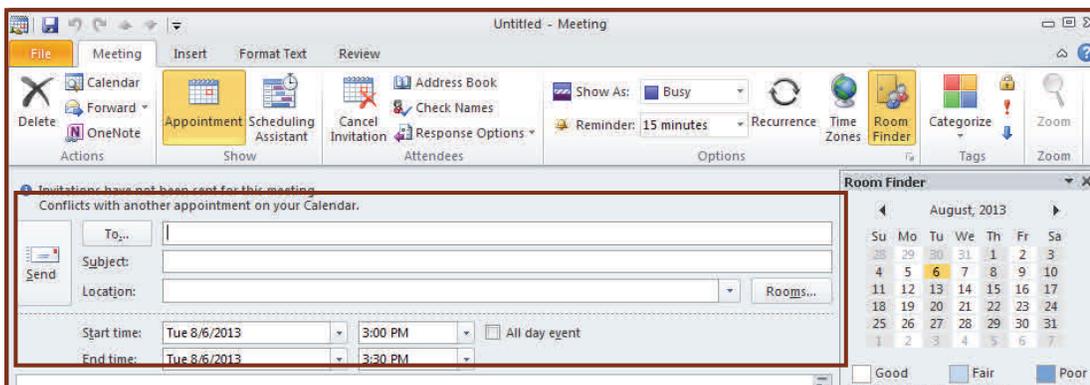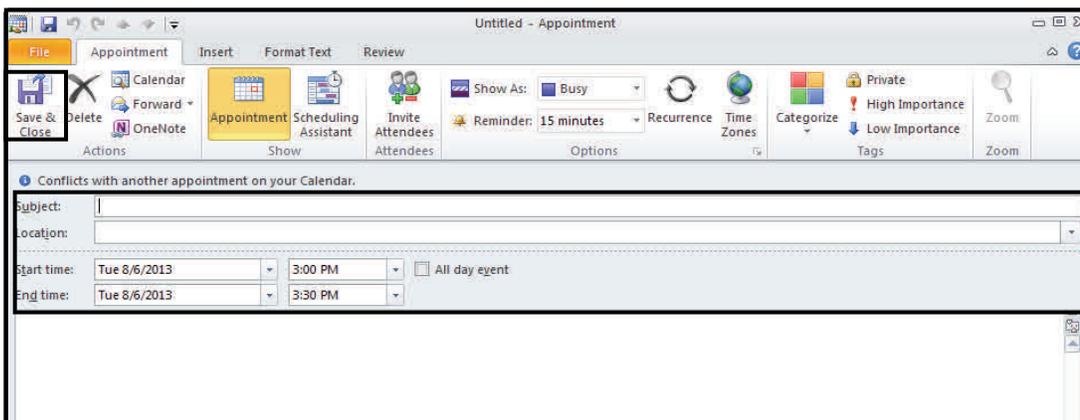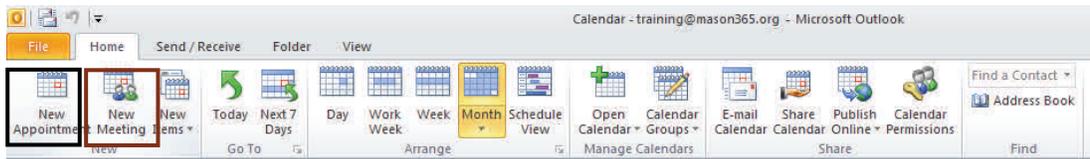
Deletes the appointment/ meeting

Make the reminder time for the appointment/meeting

Closes the appointment series tab

Can invite someone making a meeting

Can open either the occurrence or series

Edit the series

Categorize the appointment/meeting

Makes the appointment/meeting private

What view you want

Displays grid and list view

Adds categories to the navigations to it

Displays number of hours in day, work week, week view

Opens someone else's calendar

Allows you to toggle permissions for a calendar

Refreshes the calendar

Makes a new calendar

Sends a out of office notification when someone emails you

Displays progress of the sync

Toggle between online/offline mode

Shows your day schedule

Creating a Appointment/Meeting on an PC

Appointment	Meeting
Appointment	**Meeting**
1. Click the new appointment/ meeting	1. Click the new meeting
2. Create a subject for the meeting	2. Then add people using the to button or scheduling assistant
3. Then location	3. Then location
4. Then create a start and end time or an all day event	4. Then create a start and end time or an all day event
5. Click Save and close	5. Then send the meeting to your attendees

Creating a Appointment/Meeting on an Mac
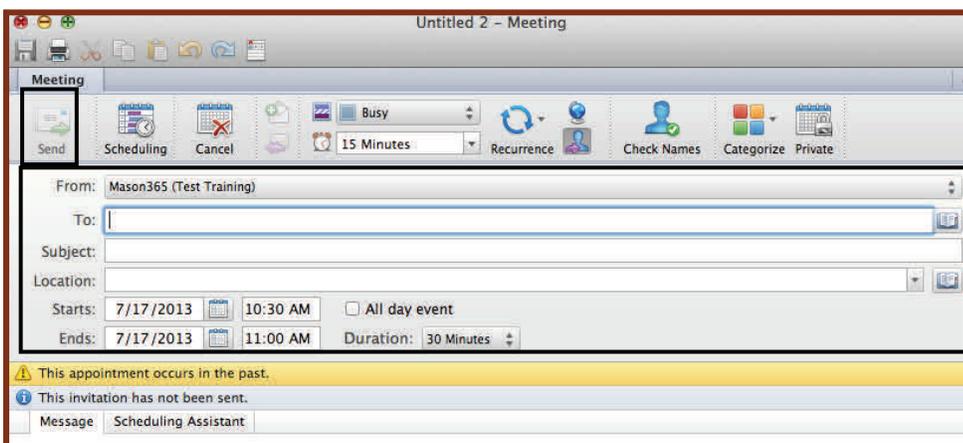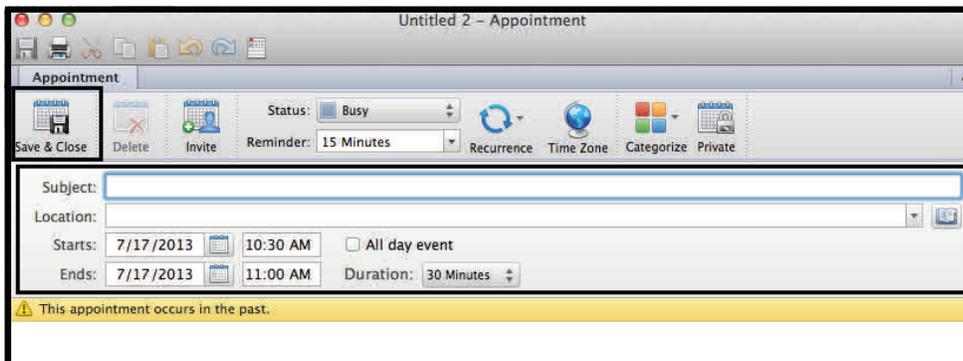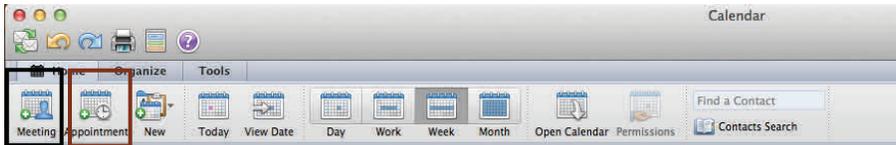
| **Appointment**	**Meeting**
1. Click the new appointment/ meeting	1. Click the new meeting
2. Create a subject for the meeting	2. Then add people using the to button or scheduling assistant
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5. Click Save and close	5. Then send the meeting to your attendees

Open someone else's calendar on a mac
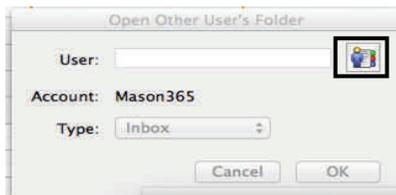
1. Click **open calendar** on the home tab ribbon
2. Click the **address book button** when it pops up
3. Type in the persons name then click find
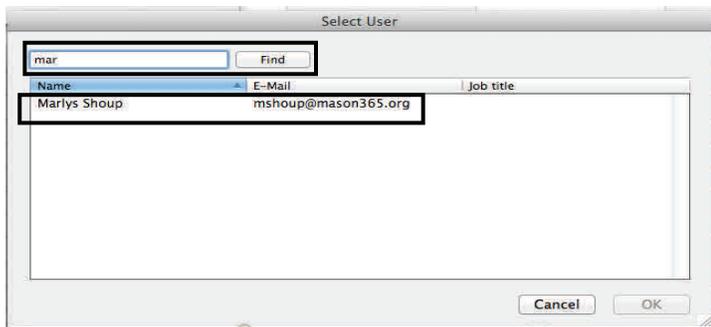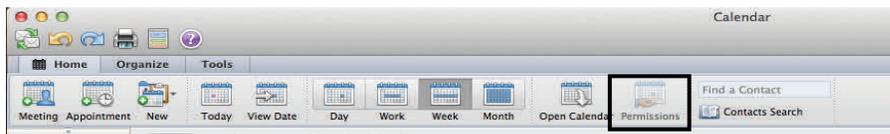4. Then OK
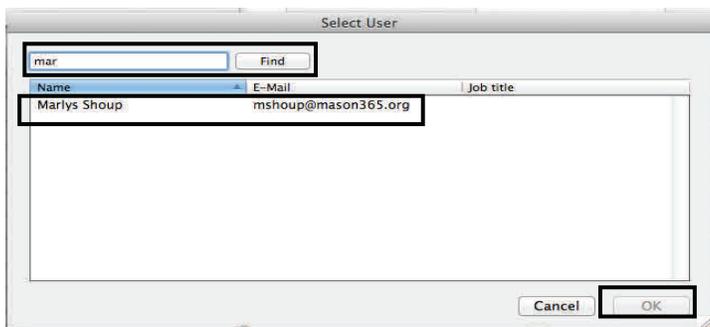

Open someone else's calendar on a PC
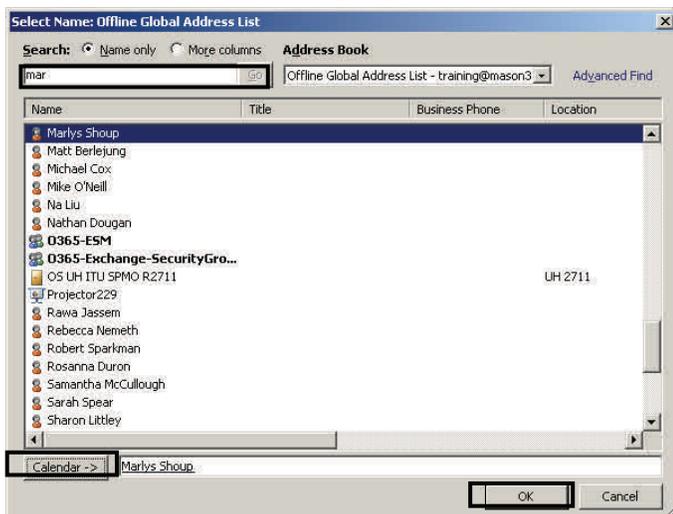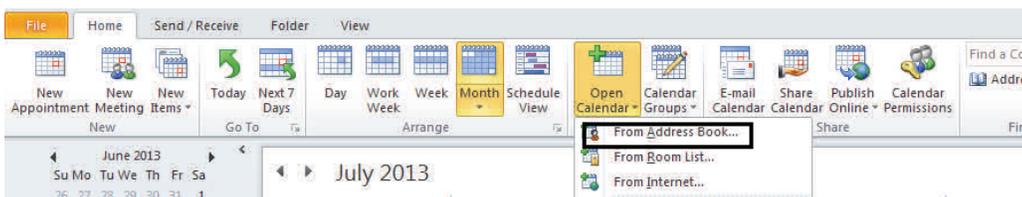
1. Click **open calendar** on the home tab ribbon
2. Click the **address book button** when come from the drop down list
3. Type in the persons name then click find
4. Then click the calendar button to add them to the field
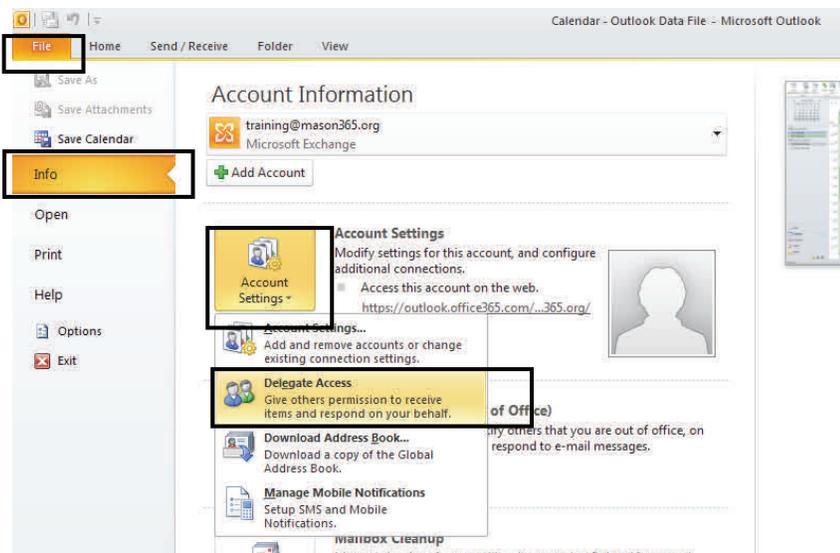5. Then click OK to add the person to your shared calendar

Delegates on a Mac

1. Click the **Permissions** button on the home tab
2. Click **Add** user
3. Type in the persons name then click find
4. Then OK to add them as a delegate
5. Click permission level drop down
6. Only use:
     Editor
     Author
     Review
7. Click OK

STOP

Don't change these settings
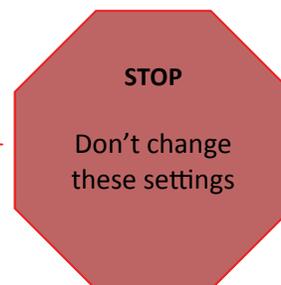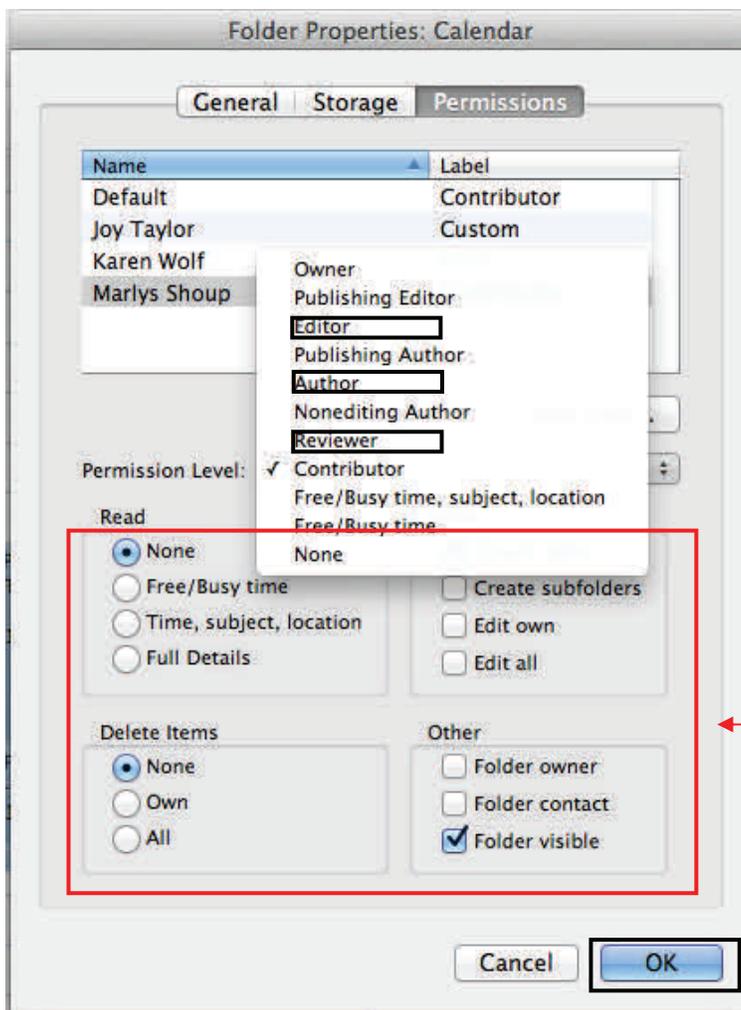
Delegates on a PC

To allow a PC outlook calendar to be viewed on a Mac you must use the Reviewer Permission
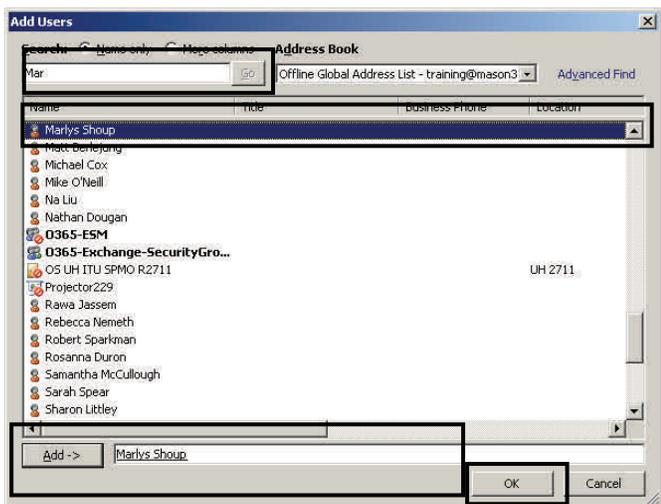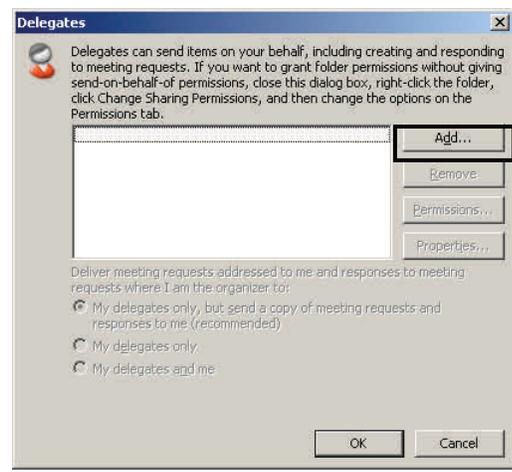
1. Click the **File** tab
2. Click Info then **Account Settings**
3. Click **Delegate Access**
4. Click **ADD**
5. Type in the persons name then click find
6. Then OK to add them as a delegate
7. Click permission level drop down
8. Use: (*for task and calendar only*)
   Editor
   Author
   Review
   None
7. Click OK

STOP

Don't change these settings