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Issuing Authority/Source: Information Technology	Policy Section: Internal Portal Services Contributors Resources
Issue Date: August 27 2014	Subject: Manage Internal Portal Service Calendar from Outlook
Review Date:	
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SUBJECT:

Manage Internal Portal Service Calendar from Outlook

PURPOSE:

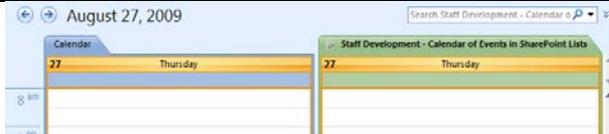
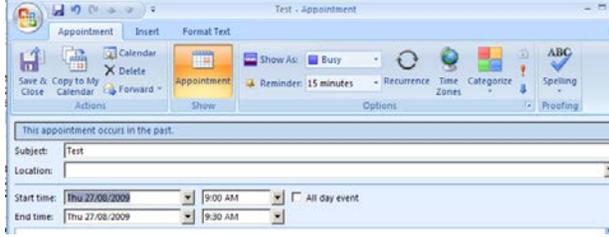
Procedure to manage Internal Portal Service Calendar from Outlook

PROCEDURE:

Southern Health-Santé Sud staff may be responsible for managing multiple calendars. To increase efficiency, staff with member permissions can create, edit or delete calendar events from Outlook

To manage an Internal Portal Service Calendar from Outlook, it must be connected. If not already done, please see Procedure Link Portal Calendar to Outlook.

To Create a Calendar Appointment for a Connected Internal Portal Service Calendar from Outlook

<p>1. From Outlook, select the Other Calendar(s) you want to manage.</p>	
<p>2. Double Click a timeslot on the calendar. An appointment screen will appear.</p>	
<p>3. Enter the appointment details. Click Save & Close.</p>	

To Edit a Calendar Appointment for a Connected Internal Portal Service Calendar from Outlook

<p>4. To edit an item, Double Click or hover the item and Right Click, then Select Open.</p>	
<p>5. The appointment will open allowing you to make any required edits or to delete the item.</p>	