

MSO 110 - Adding Work Hours and Location in Microsoft Outlook

Pronunciation Guide:

- Mon = Monday
- Tue = Tuesday

Learning Objective(s): After completing this course, you'll be able to:

1. Locate the work hours and location settings in Microsoft Outlook.
2. Demonstrate how to add your work hours and location.
3. Demonstrate how to make your location visible to others.

Step	Video Capture Notes	Narration - Audio	Notes for Editor
1	Microsoft Outlook intro animation		Microsoft Outlook intro music
2	Dashboard log-in: <ul style="list-style-type: none"> • Username: Username • Password: Password • Database: Database • Role: Role Start on the Microsoft Outlook application inbox homepage.	In this video, we'll cover the process of updating your calendar settings to show your work hours and location in Microsoft Outlook.	Use standard annotations.
3		When you need to keep your colleagues informed about your work location and availability, it's important to update your calendar settings in Microsoft Outlook. Having accurate calendar settings helps your colleagues schedule meetings at times that work best for you.	
4	Click Settings .	Start on the Settings screen. From the top option bar, click Settings .	
5	Click Calendar .	From the Settings screen, you can customize your Microsoft Outlook account. To adjust your calendar settings, from the menu on the left, click Calendar .	
6	Click Work hours and location .	To change the settings related to your availability, click Work hours and location .	
7	Select the checkboxes for Mon and Tue .	To specify your workdays, select the checkboxes next to each day you are scheduled to work. Each day of the week is abbreviated.	
8		After selecting your workdays, use the dropdown menus to enter your work hours and location.	
9	Click Mon start dropdown menu. Select 9:00. Click Mon end dropdown menu. Select 5:00. Click Tue start dropdown menu. Select 9:00.	Click the Time dropdown menus to choose the start and end times of each workday.	

	Click Tue end dropdown menu. Select 5:00.		
10	Click Mon location. Select Remote . Click Tue location. Select Office .	Next, from the Location dropdown menu, select your work location for each workday. The Remote option indicates that you are working from a location outside the office, such as your home. The Office option signifies that you are working at your designated onsite workplace. Check your office policies about remote work for more information.	
11	Select the checkbox Show work location on my calendar .	If you prefer to make your work location visible to others, select the checkbox next to Show work location on my calendar .	
12	Click Save .	When you are finished customizing your work times and locations, click Save .	