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WHAT's New?

Quickly Enter Calendar Date and Time in Outlook

Looking for a date in the Date Picker and typing the complete time format when sending an appointment or meeting request can be time consuming.

Below are some tips that will shave off some time when creating appointments and meeting requests in Outlook.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**

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Other Options in Entering Calendar Date and Time in Outlook

Selecting the Correct Date and Time

Creating an appointment or meeting request thru **Date Navigator** or **Calendar Area** of Outlook automatically fills in the new email appointment with selected date and time information.

From the **To-Do Bar**, go to **Date Navigator** and select (**Left Click**) a date.

This will direct you to the **Calendar Area** and will display the date you selected.
Select or highlight the time, then **Right Click** on your mouse.
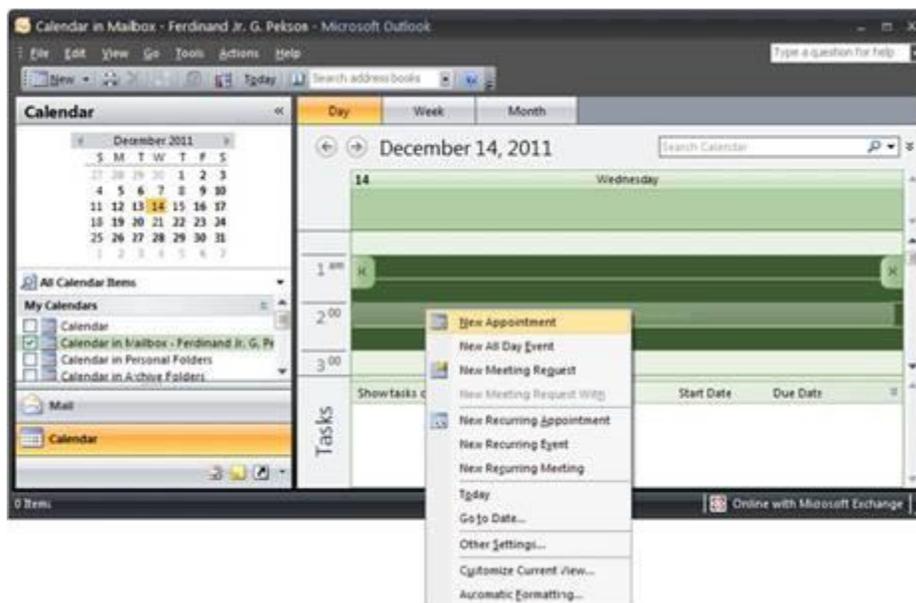
Choosing the **_New Appointment_** or **_New Meeting Request_** will launch a new email form containing the selected date and time information.
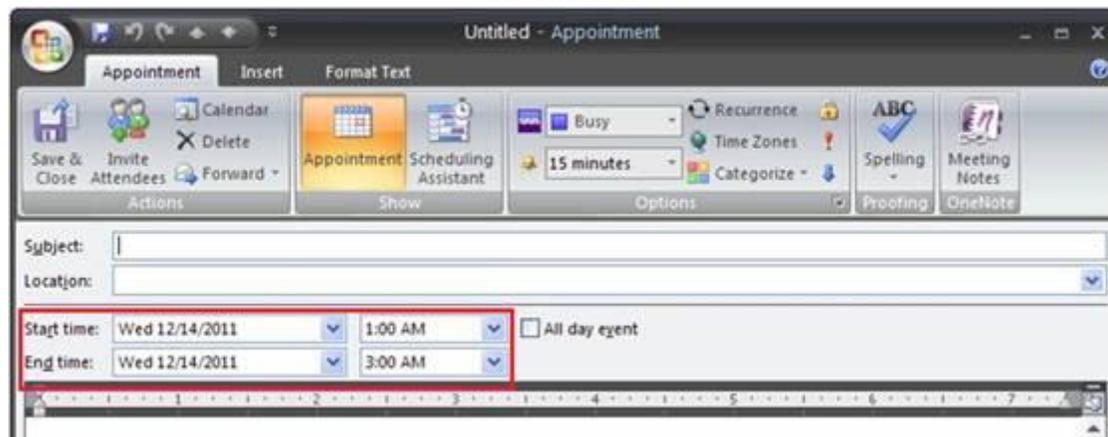
Using Date and Time Shortcuts

You can also lessen the time of selecting or typing certain date and time by using these shortcuts:

Unit	Shortcut
Minute	m
Hour	h
AM	a
PM	p
Day	e
Week	w
Month	mo
Year	y

Examples:

If you want to create an appointment three months from today, simply **type** *3mo* in the **date field** of **Sta<u>r</u>t Time row** and **press [Enter]**.

If you want to change the time from 8:00 AM to 8:30 AM, you can omit the colon (:) and just **type** *830* in the **time field**.

Or **type** *30m* to add thirty minutes to original time.