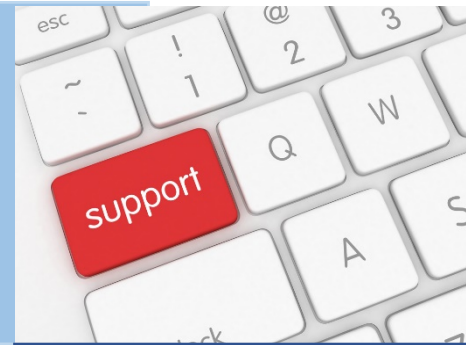


MGS Quick Guides



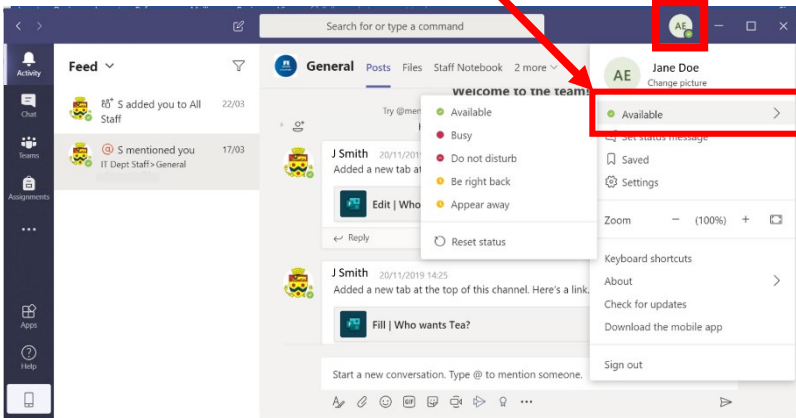
April 2020

Changing Status on Teams:

You can change your status from Available to busy, or in a meeting.

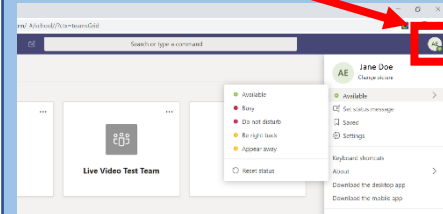
If using the application, click on your initials in the top right corner and it will open a list of options.

Click on your current status and then choose your availability:

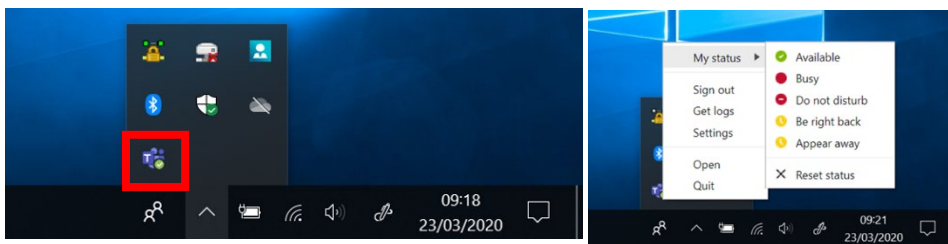


No App? No Problem.

This can also be done on the browser.



This can also be done with the Icon in the Task bar:

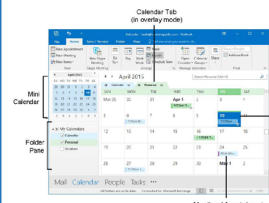


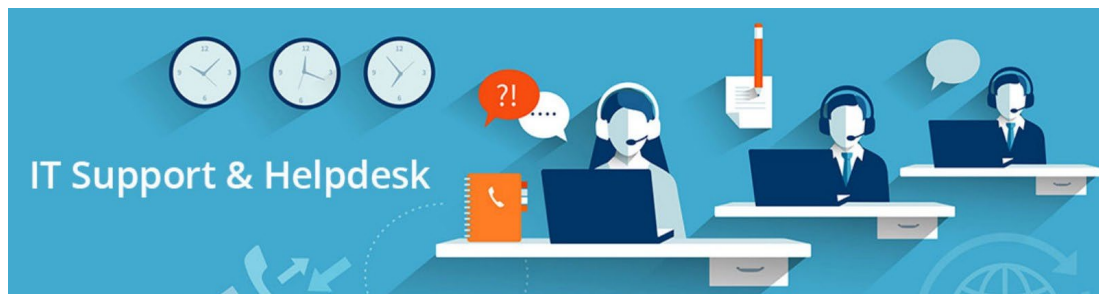
Why change your status?

This will let others know when you are available to send messages too.

Other Guides in this Series:

Microsoft®
Outlook 2016 Intermediate
 Quick Reference Card

Outlook 2016 Calendar View		Advanced Calendar
 <p>Calendar Tab (in everyday mode)</p> <p>Min Calendar</p> <p>Folder Pane</p> <p>Mail Calendar People Tasks</p> <p>Meeting / Appointment</p>		<p>Schedule Meeting Rooms: In a new meeting window, click the Rooms button, select a meeting room from the address book, click the Rooms button, and click OK.</p> <p>Forward a Calendar Item: Open a calendar item, click the Forward (F) button on the Meeting tab, enter a contact in the To field, then click Send.</p> <p>Share Notes: In a new meeting window, click the Meeting Notes (N) button, click Share notes with the meeting, expand a topic, expand a section, select a page, click OK, and then click Send.</p> <p>Access a Shared Calendar: Click the Open Calendar (O) button on the Home tab, select Open Shared Calendars, enter another user's name or click Name and select a user from the address book, then click OK.</p> <p>Send a Calendar Sharing Invitation: Click the Share (S) button on the Home tab, enter a contact in the To field, click the Details list arrow and select a level of detail, and click Send.</p> <p>Send your Calendar in an Email: Click the Email Calendar (E) button on the Home tab, select a calendar and date range, and click OK.</p> <p>Add New Calendars: Click the Open Calendar (O) button on the Home tab, select Create New Blank Calendar, give the calendar a name, and click OK.</p> <p>View Multiple Calendars: Check or uncheck a calendar's check box in the Folder pane to toggle it on and off.</p> <p>Overlay Calendars: While viewing multiple calendars, click the Overlay (O) arrow on a calendar tab.</p> <p>Delete a Calendar: Right-click a calendar tab or a calendar in the Folder pane and select Delete Calendar.</p> <p>Create a Calendar Group: Click the Calendar Groups (G) button on the Home tab, select Create New Calendar Group, give the calendar group a name and click OK, select contacts from the address book and click OK.</p>
<p>Flag a Message: In Mail view, select an item, click the Follow Up (F) button on the Home tab, then select a flag or right-click a message, select Follow Up, and select a flag.</p> <p>Change a Flag: In Mail view, select a flagged item, click the Follow Up (F) button on the Home tab, then select a new flag.</p> <p>Add a Reminder: In Mail view, select an item, click the Follow Up (F) button on the Home tab, and select Add Reminder. Choose a date, time, and location in the reminder section of the Custom dialog box, then click OK.</p> <p>Remove a Flag: In Mail view, select a flagged item, click the Follow Up (F) button on the Home tab, and select Clear Flag.</p> <p>Add a Task: Switch to Task view by clicking Tasks on the Navigation bar, then click the New Task (N) button on the Home tab (or click the New Item (I) button on the Home tab, then select New Task). Enter a subject, start date, due date, and other options, then click Save & Close.</p> <p>Mark a Task Complete: In Task view, check a task's check box or select a task and click the Mark Complete button on the Home tab.</p>	<p>View Tasks in the To-Do Bar: Click the View tab on the ribbon, click the To-Do Bar (T) button, and select Tasks.</p> <p>Change Task Views: In Task view, click the Change View (V) button on the Home tab (or, if available, select a view from the Views gallery).</p> <p>Create a Recurring Task: When creating a new task, click the Recurrence (R) button on the Task tab. Specify a recurrence pattern, then set the recurrence pattern's color range. Click OK.</p> <ul style="list-style-type: none"> Daily tasks recur every day, every set number of days, or every weekday. Weekly tasks recur on the same day of the week every week, or every certain number of weeks. Monthly tasks recur on the same day of the month (the 10th) or the same day of a specified week of the month (the third Friday). Yearly tasks recur annually on the same day of a month every year (July 4th), on the same weekday in a specified week and month (the second Tuesday of April). <p>Remove Recurrence: After opening a task with recurrence, click the Recurrence (R) button on the Task tab and click Remove Recurrence.</p>	



About MGS QuickGuides

MGS QuickGuides are a series of self-help documents designed to either show hints and tips on making better use of IT in your role in school or to show you something completely new. The main objective is to make you more efficient in your use of IT and therefore more confident and less stressed in your use of Technology. The MGS IT Dept will issue and update these guides as new features are released or a particular program option change. If you would like a guide on a particular subject, please email: