

Outlook Calendar

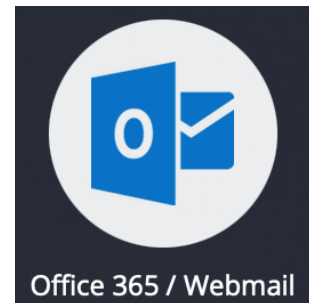
The call center will be sourcing and contacting candidates for stores based on the job requisitions that are posted for each store. When the call center schedules interviews, the interviews will appear on your Outlook Calendar. The best practice is to check our Outlook Email and Calendar once or more a day to ensure that you know when interviews are scheduled.

Open Outlook

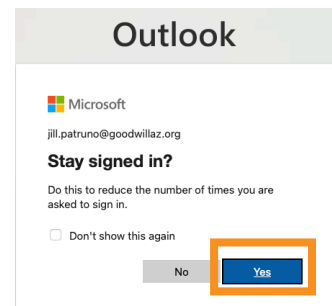
1. Go to the Gazette and open the **My Goodwill** link.



2. Choose the **Office 365 / Webmail** icon.

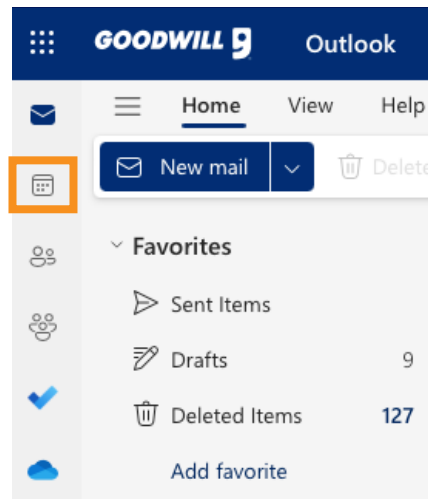


3. Choose **Yes**.



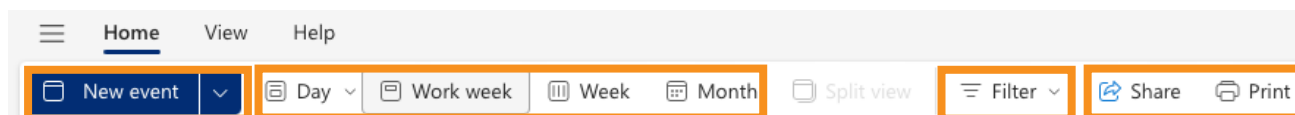
Note: The Outlook Mailbox will open by default.

4. Choose the Calendar icon from the left side bar to open the calendar.

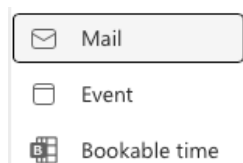


Navigate and Customize

1. Home



Create a new event



Introducing bookable time

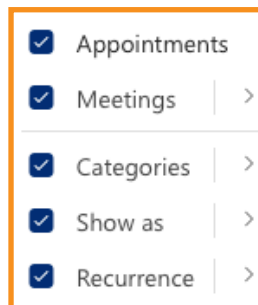
Set your bookable time and let others know when you're available.

Share a link of your booking page that can be used by people both inside and outside your organization to schedule time with you based on mutual availability.

Choose a view

Play around with each of these buttons to see which calendar view works best for you.

Filter event type

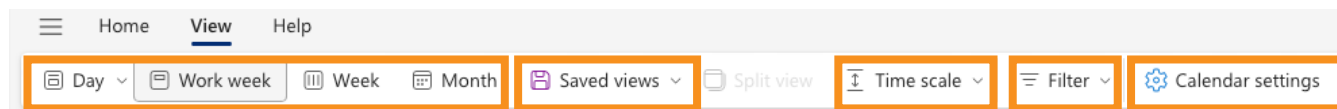


See the calendar events most relevant to what you need.

Sharing

Share your calendar with the people who need to see it or print it so you have a hard copy for the day or week

2. View



Choose a view

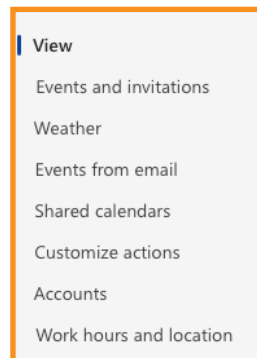
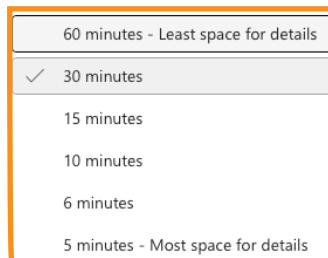
Saved views
Save your favorite views so you can toggle quickly between them.

Time scale
Choose the time blocks you'd like to see on your calendar

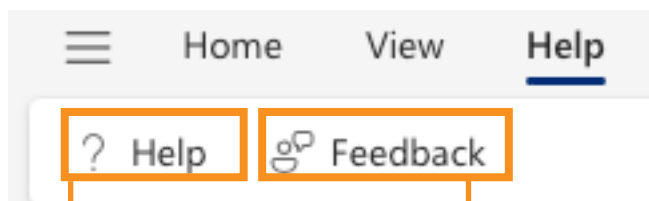
Filter event type

Calendar Settings

Further customize how you view and use your calendar.



3. Help



Help menu

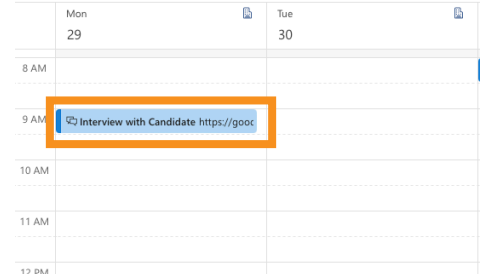
Get answers to questions about using Outlook Calendar. Menu opens in the right sidebar

Offer feedback to Microsoft

Leave a compliment, report a problem, or make a suggestion. This menu will appear in the right sidebar.

View and Manage

1. Events will appear in a colored box on the calendar.
2. Double click the event to expand the details.



Manage event

- Edit - make changes
- Cancel - cancel the event
- Forward - include someone else
- Reply all - send a message to all invitees

Manage window

- Open in new tab
- Close

Event title

Body

- Title
- Date and time
- Webex info (as needed)
- Location (as needed)
- Any additional notes (as needed)

Tracking Sidebar

- Organizer
- Attendees and their responses