

Advanced Class Tips and Tricks in Outlook 2003

Information in this handout copied from Microsoft's "Help" index.

DRAGGING AND DROPPING

- from email into the calendar
- from email into contacts
- from tasks into the calendar

You can change any type of item into another type of item by dragging it to the folder button in the **Navigation Pane**.


HOLIDAYS AND YOUR CALENDAR

Add holidays to your calendar

By default, no holidays are loaded when you begin using Microsoft Outlook. The holiday information provided with Office Outlook 2003 includes calendar years 2003 through 2007.

1. On the **Tools** menu, click **Options, Preferences** tab, click **Calendar Options**.
2. Under **Calendar options**, click **Add Holidays**.
3. Select the check box next to each country/region whose holidays you want to add to your Calendar, and then click **OK**. Your own country/region is automatically selected.

Remove a holiday from your calendar

1. In **Calendar**, on the **View** menu, point to **Arrange By**, point to **Current View**, and then click **Events**.
2. Select the holidays you want to remove. To select multiple rows, press the CTRL key and click subsequent rows.
3. Click **Delete**  on the **Standard** toolbar.
4. To return to your original calendar view, select the **View** menu, **Arrange By, Current View, Day/Week/Month**.