

Outlook 2007: Defining Calendar Activities

Defining Calendar Activities -

Activities which only pertain to a **single user** (with no resources needed)

Appointment	Example: a medical appointment.
All-Day appointment	Lasts one day or longer. User is unavailable during that time. Example: a conference.
Event	Lasts one day or longer, but does not prevent user from scheduling other activities. Example: a birthday

Activities attended by the **user and others which may require resources.**

Meeting	Example: a staff meeting.
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A user's projects or projects that the user has asked other to do.

Task	Electronic to-do list.
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