

## Outlook 2007: Defining Calendar Activities

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### Defining Calendar Activities -

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

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

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

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

<b>Task</b>	Electronic to-do list.
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