

MS Outlook

Exercise 1 Event Creation in Outlook

Objective: Practice creating an event using Outlook's calendar feature.

You are part of a retirees' club named "Golden Seniors" and need to organize a monthly gathering. Your task is to create an event in Outlook's calendar for the upcoming "Golden Seniors Social Hour."

Or you simply wish to gather your closest people to celebrate your birthday 😊.

Step-by-Step Guide:

1. Access Outlook Calendar: Open the Outlook application.
2. Navigate to Calendar: Find and access the Calendar section in Outlook.
3. Create the Event: Click on the date of the upcoming "Golden Seniors Social Hour" event in the calendar.
4. Event Details: Enter the event name as "Golden Seniors Social Hour."
5. Specify the date, start time, and end time for the event (e.g., a two-hour duration).
6. Add a location (can be a club meeting room or any chosen venue).
7. Invitation and Guests: Invite at least five fictional "Golden Seniors" club members to the event. Add their names or fictional email addresses to send invitations.
8. Event Description: Write a brief description of the event, mentioning the purpose (e.g., social gathering, discussion topics, or planned activities).
9. Reminder Setup: Set a reminder for the event to notify participants (e.g., a reminder one day before or a few hours earlier).
10. Confirmation: Verify that the event "Golden Seniors Social Hour" has been successfully created in the Outlook calendar.

Once you've completed these steps, you should have successfully created an event named "Golden Seniors Social Hour" in your Outlook calendar, added fictional attendees, specified event details, and set a reminder. This exercise aims to simulate the process of organizing an event using Outlook's calendar feature.