

## Download and save a copy of your Calendar (you will be required to do this at least annually)

A) Right-click anywhere in the grey button ribbon at the top of the screen and click 'Customize the Ribbon'

The screenshot displays the Microsoft Outlook calendar interface. At the top, the ribbon is visible with tabs for File, Home, Send / Receive, Folder, View, Help, ADOBE PDF, and Tell me what you want to do. The Home tab is active, showing various calendar-related buttons such as 'New Appointment', 'New Meeting', 'New Skype Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Add Calendar', and 'Share Calendar'. A context menu is open over the ribbon, listing options: 'Customize Quick Access Toolbar...', 'Show Quick Access Toolbar Below the Ribbon', 'Customize the Ribbon...', and 'Collapse the Ribbon'. The main calendar area shows a view for Tuesday, September 11, 2018, with a time slot from 08:00 to 19:00. The left sidebar contains a monthly calendar for September and October 2018, and a 'My Calendars' section with 'Calendar' checked. The bottom status bar shows '49.4 GB Free', 'Items: 0', 'Reminders: 2', and 'Connected to: Microsoft Exchange'. The Windows taskbar at the bottom shows the search bar and several open applications.

B) On the right hand side of the screen, ensure that Home Calendar is highlighted and click the New Group button below the list of options.

The screenshot shows the Outlook Options dialog box, specifically the 'Customize the Ribbon' section. The 'Main Tabs' dropdown is set to 'Main Tabs'. The 'Home (Calendar)' checkbox is checked and highlighted. Below the list of options, the 'New Group' button is highlighted. The background shows the Outlook calendar interface with the 'Calendar' option selected in the left-hand pane.

Outlook Options

General

Mail

Calendar

Groups

People

Tasks

Search

Language

Ease of Access

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Customize the Ribbon.

Choose commands from: Popular Commands

Account Settings

Address Book...

Automatic Replies...

Close All Items

Manage Rules & Alerts...

Meeting

New Appointment

New Contact

New Email

New Task

Options

Print

Save All Attachments...

Save As

Send/Receive All Folders

Undo

Work Offline

Add >>

<< Remove

Customize the Ribbon: Main Tabs

Home (Mail)

Home (Calendar Table View)

Home (Calendar)

New

Skype Meeting

Go To

Arrange

Manage Calendars

Groups

Find

Home (Contacts)

Home (Tasks)

Home (Notes)

Home (Journals)

Home (Group)

Send / Receive

Folder

View

Developer

Add-ins

Help

ADOBE PDF

New Tab

New Group

Rename...

Customizations: Reset

Import/Export

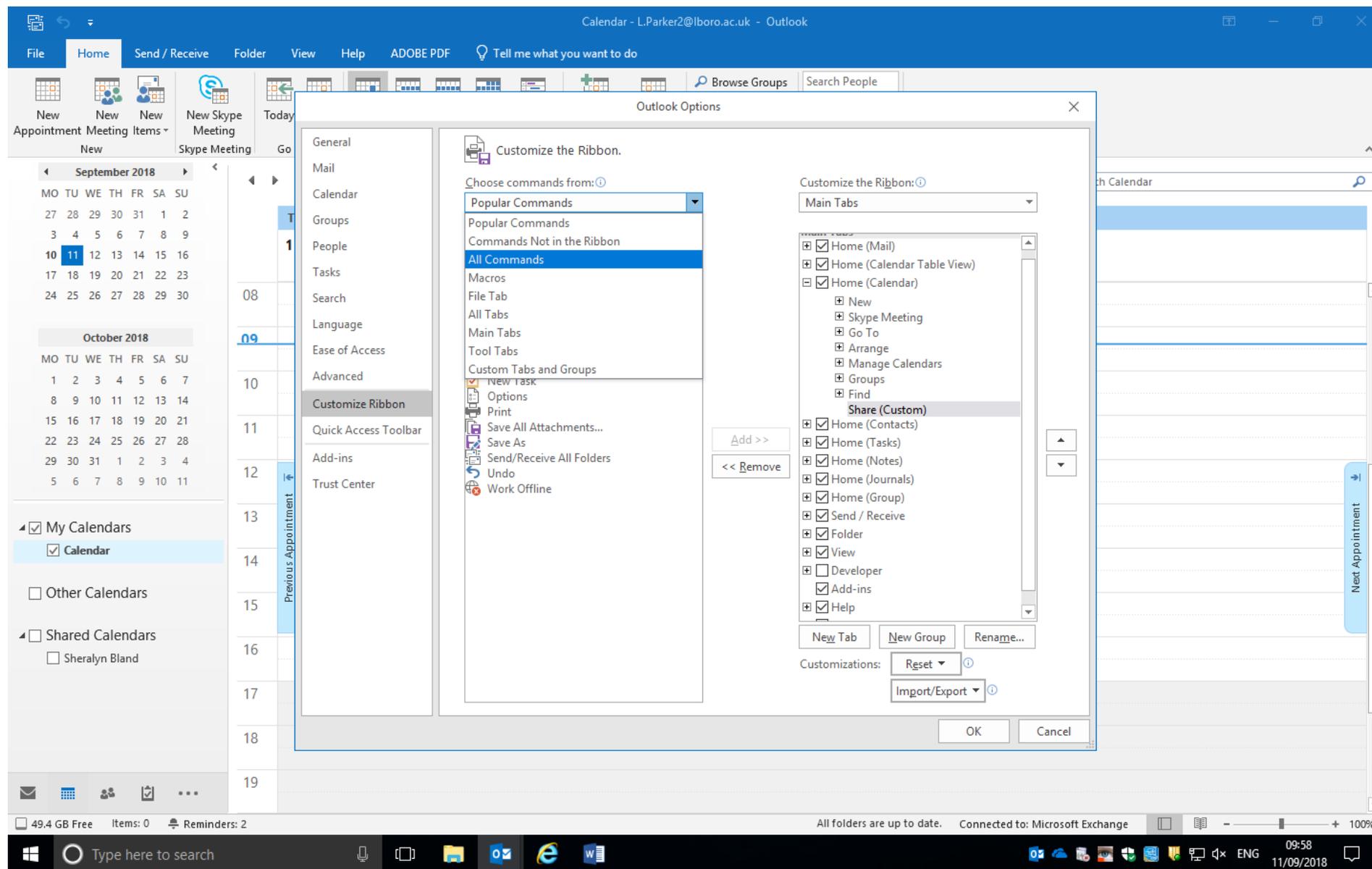
OK

Cancel

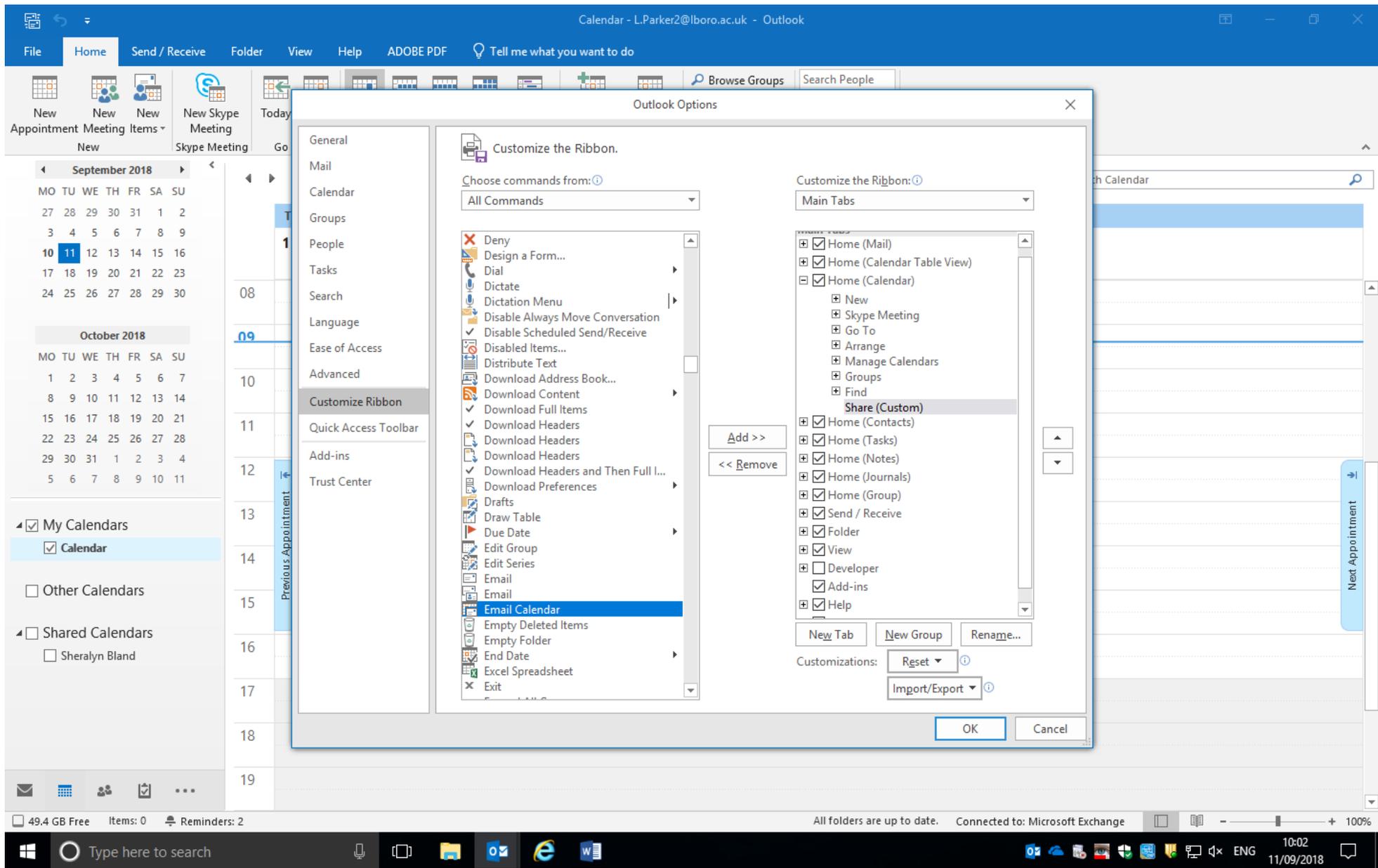
C) A new entry in the list will have appeared called 'New Group (Custom).' Right-click this and select Rename, rename it to Share

The screenshot shows the Outlook Options dialog box, specifically the 'Customize the Ribbon' tab. The 'Main Tabs' list on the right includes 'New Group (Custom)'. A context menu is open over this entry, with 'Rename' selected. The background shows the Outlook calendar interface with a calendar view for September and October 2018. The taskbar at the bottom shows the Windows Start menu, search bar, and various application icons, including Outlook, Word, and the taskbar clock showing 09:45 on 11/09/2018.

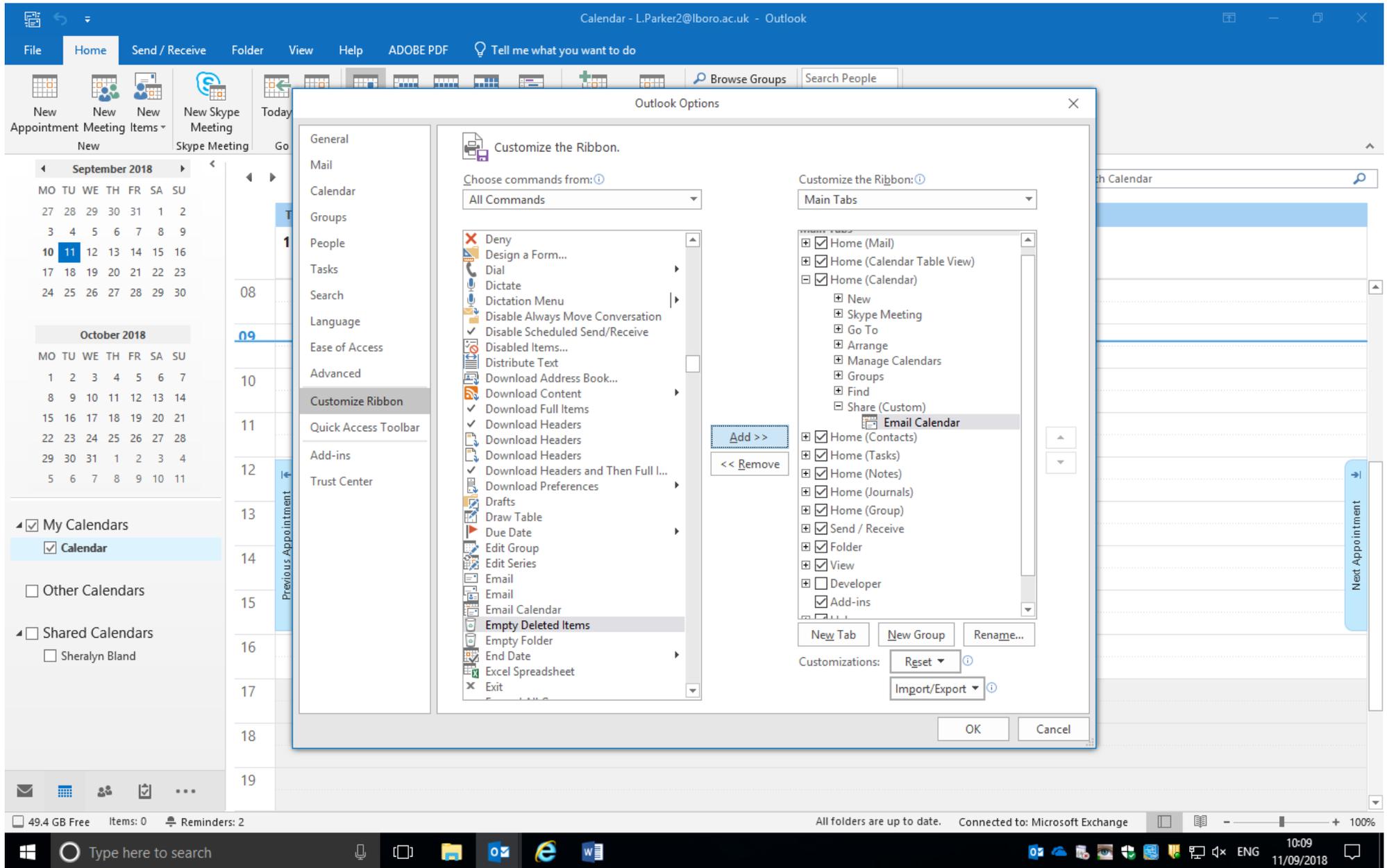
D) Keep this group selected in the list and in 'Choose commands from' drop-down list above the left-hand list on this screen, change 'Popular Commands' to 'All Commands.'



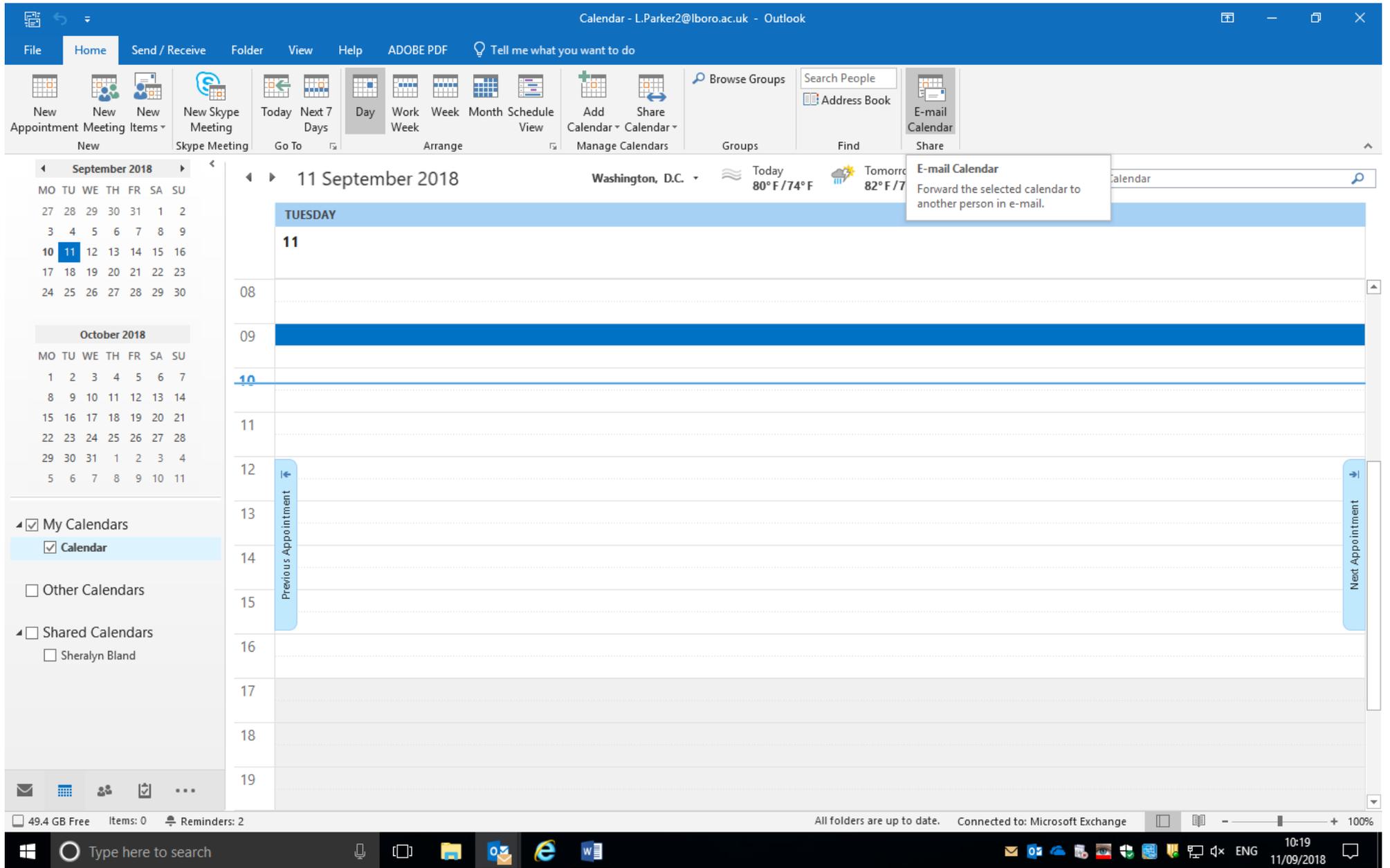
E) Scroll down the left-hand list to find E-mail Calendar.



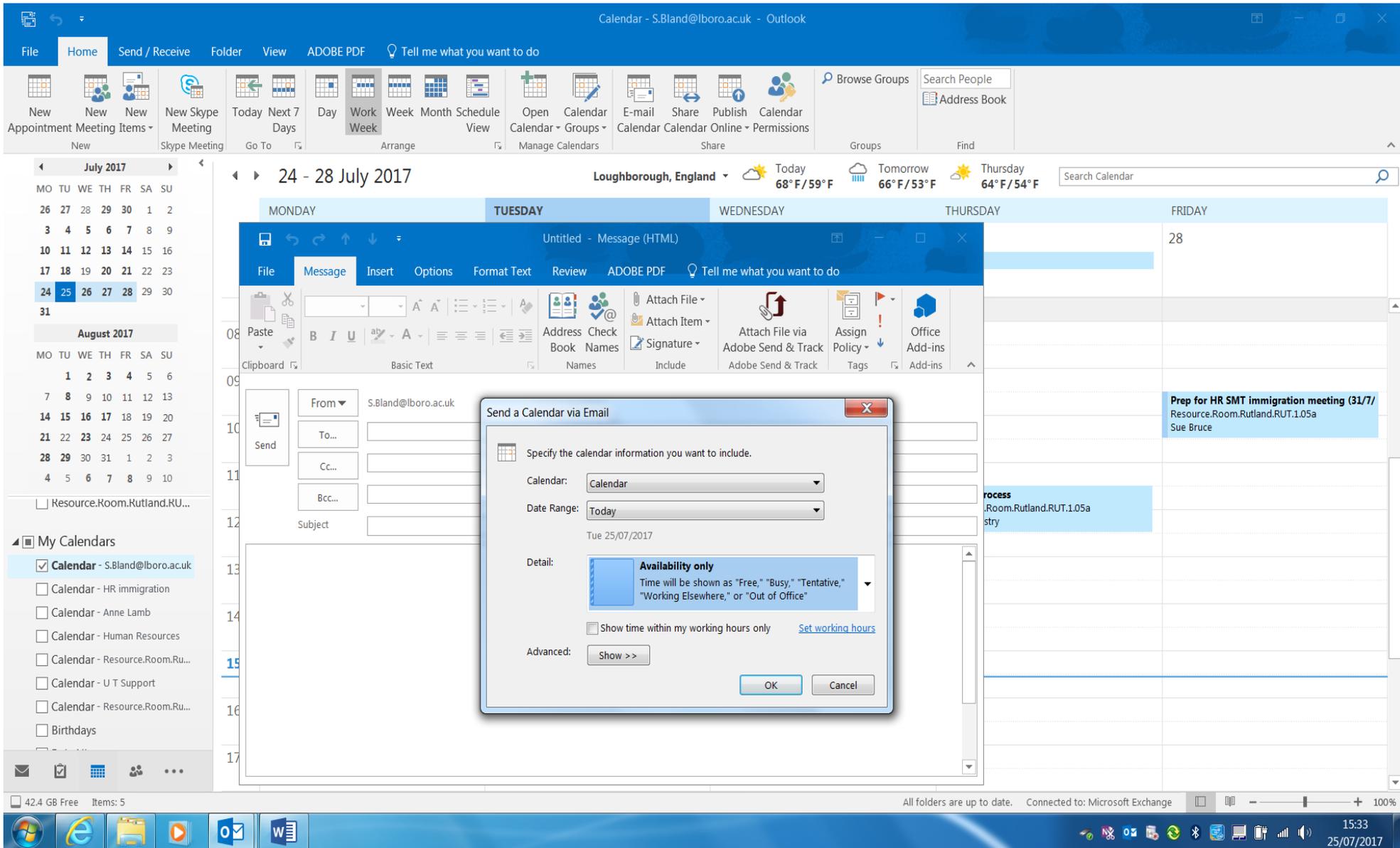
F) Select E-mail Calendar and click the Add >> button. Click OK



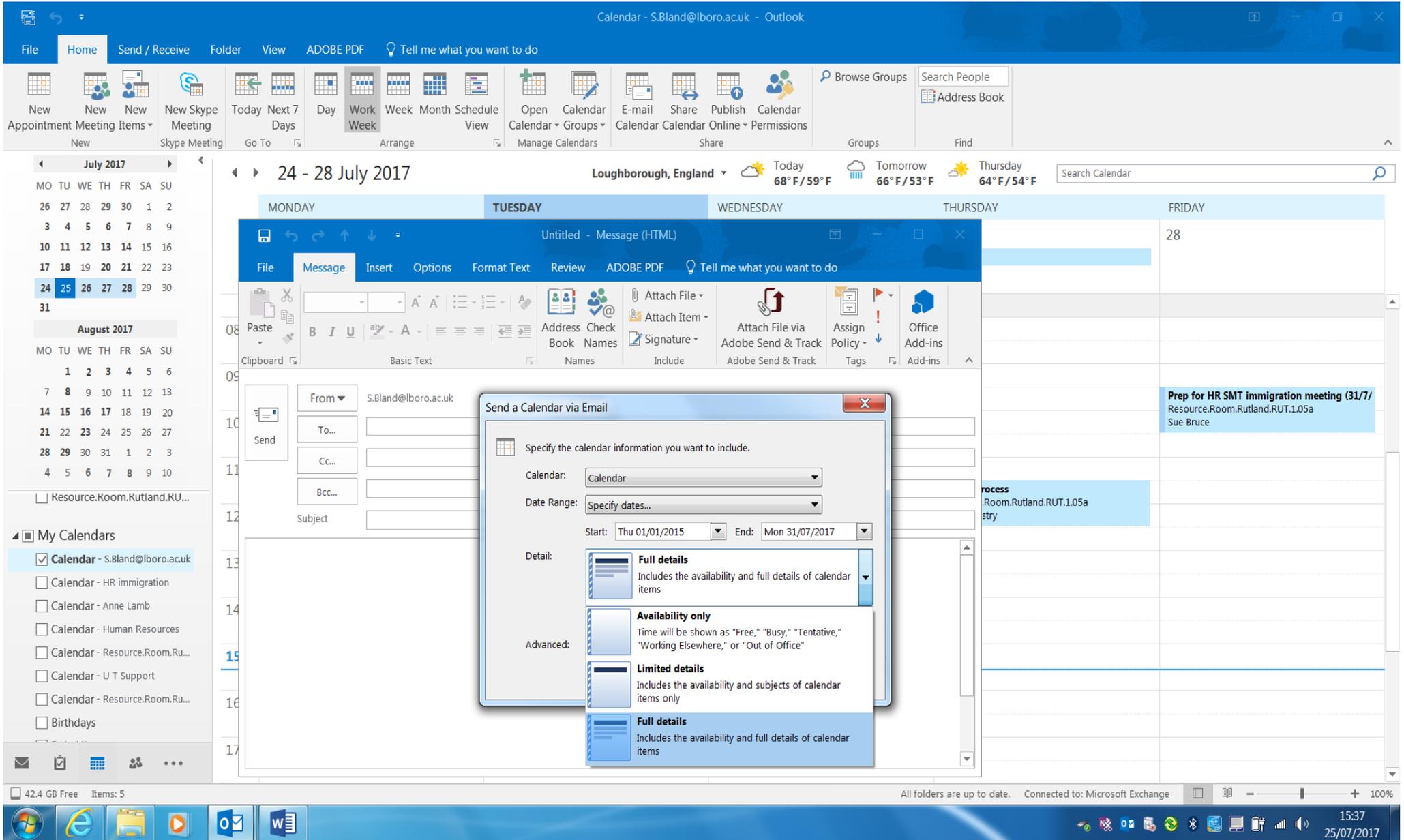
G) The E-mail Calendar button should now be at the top of the Outlook calendar window. Please click on Email Calendar



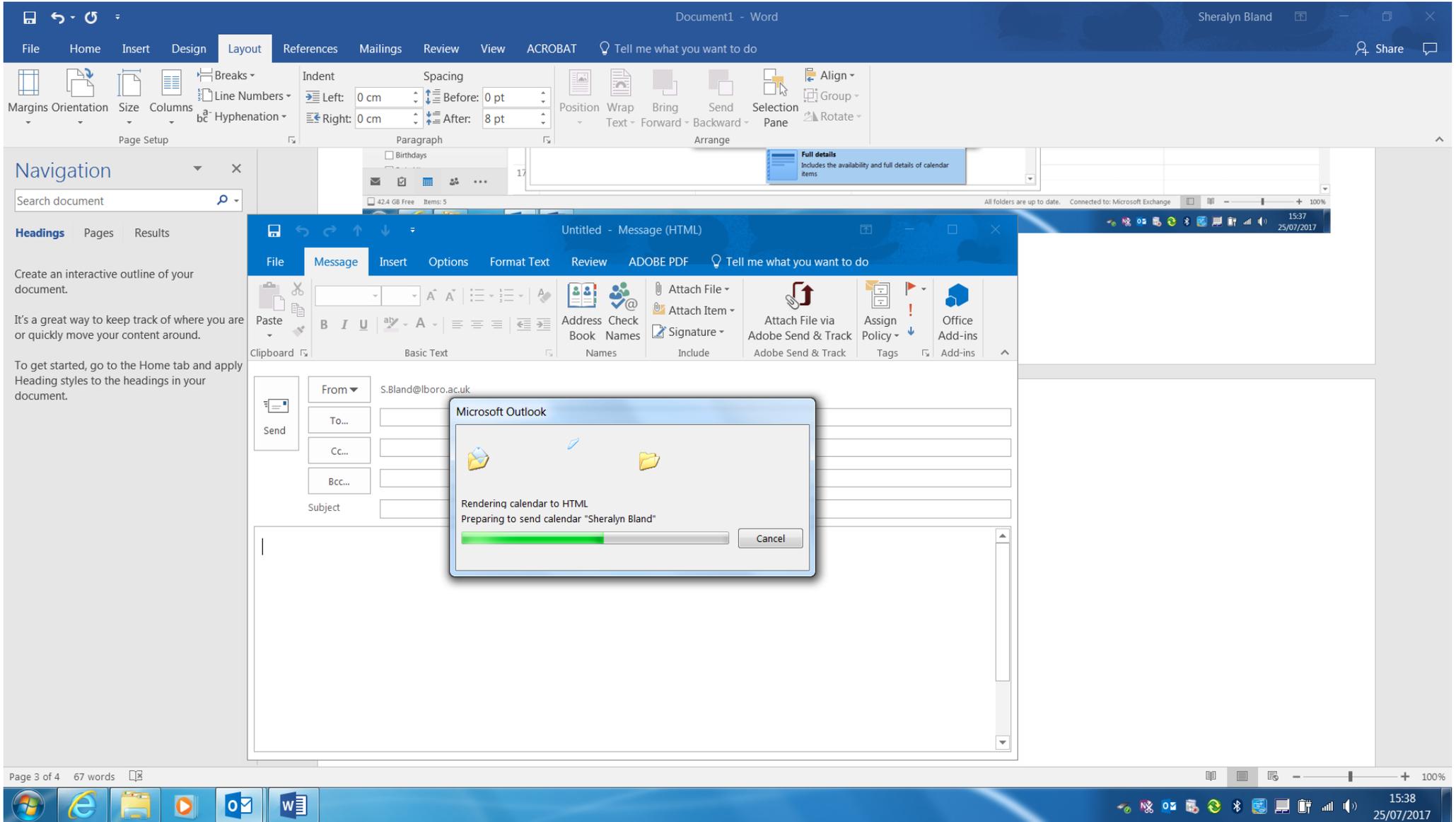
H) This will open a new email message and ask you to indicate the date range, as well as the details of the contents i.e availability only,full details



I) Change the Date Range to 'Specify Dates' and insert dates of employment. Change the details to 'Full details'



J) Click OK – Outlook will generate all the information – which may take SEVERAL minutes.



K) Once complete the email should be sent to [HRImmigration@lboro.ac.uk](mailto:HRImmigration@lboro.ac.uk)

Document1 - Word

Sheralyn Bland

File Home Insert Design Layout References Mailings Review View ACROBAT Tell me what you want to do

Margins Orientation Size Columns Line Numbers Hyphenation Indent Spacing Position Wrap Bring Send Selection Align Group Rotate

Left: 0 cm Before: 0 pt Right: 0 cm After: 8 pt

Page Setup Paragraph Arrange

Navigation

Search document

Headings Pages Results

Create an interactive outline of your document.

It's a great way to keep track of where you are or quickly move your content around.

To get started, go to the Home tab and apply Heading styles to the headings in your document.

Sheralyn Bland Calendar - Message (HTML)

File Message Insert Options Format Text Review ADOBE PDF Tell me what you want to do

Paste Attach File Attach Item Signature Address Check Book Names Attach File via Adobe Send & Track Assign Policy Office Add-ins

From: S.Bland@lboro.ac.uk

To: HR\_immigration@lboro.ac.uk

Subject: Sheralyn Bland Calendar

Attached: Sheralyn Bland Calend... 2 MB

**Sheralyn Bland Calendar**  
S.Bland@lboro.ac.uk  
01 January 2015 – 31 July 2017  
Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London  
(Adjusted for Daylight Saving Time)

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15:40 25/07/2017