

Calendar harmony tips

Outlook Calendar sometimes behaves in unwelcome, surprising ways. Learn to recognize them, and learn the work-arounds possible for for many aggravations. It's not you; it's the software. 😊

Using electronic calendaring is good!

Outlook Calendar can be a very effective tool to efficiently schedule people and resources. It can reduce the time and effort for invitees to enter the particulars into their own calendars, it reduces errors and ensures feedback to detect errors, and it communicates changes more effectively and efficiently. People who use calendaring effectively are puzzled by those who don't, which is one measure of a tool's effectiveness.

- The main barriers to effective use of calendaring tools are local departmental culture and subsequently growing the requisite knowledge and promoting the expectations of good calendaring practices among the staff.

Please contact Chemistry IT to learn how you can more effectively use calendaring in your work.

Microsoft's Outlook Calendar tool is not perfect

Even as we may acknowledge that calendaring tools can be used effectively, Outlook Calendar is not perfect. CIT has produced some good, real-world (honest and sincere) write-ups on this topic:

- http://www.it.cornell.edu/services/guides/facstaff_email/harmony/index-brief.cfm (short version)
- http://www.it.cornell.edu/services/guides/facstaff_email/harmony/ (understanding the "why" behind the above tips)
- http://www.it.cornell.edu/services/guides/facstaff_email/harmony/delegate-harmony.cfm#recur
- http://www.it.cornell.edu/services/guides/facstaff_email/compare-group.cfm

If you learn of any other work arounds, please share them with us and your colleagues. Thank you!