

SECTION 400.29
OUTLOOK CALENDAR

Outlook Calendar is the calendar and scheduling component of Outlook that is fully integrated with email, contacts, and other features. The use of Microsoft's Outlook Calendar is the official means of scheduling to facilitate the business purposes of LRSC.

1. The primary purpose of Microsoft's Outlook Calendar is provided to all staff and faculty of the Lake Region State College (LRSC) as a management tool to enhance the communications and scheduling needed to conduct college business in a consistent and efficient manner.
2. The use of Microsoft's Outlook Calendar for personal events and scheduling is secondary but adds value and convenience when used in conjunction with official business planning.

Procedure

1. Calendar Properties should have the default set to: Free/Busy time, subject, location.
2. Create appointments, meetings, class schedules and events on your Outlook Calendar, to enable LRSC leadership, management and peers to view for event and meeting planning, open and available times for work related projects, and for times when staff or faculty are absent, on leave, or out of the office.
 - a. Mark class time, appointments, meetings and events on your Outlook Calendar to show if you are to be considered available or unavailable by using the Show As feature: Free, Working Elsewhere, Tentative, Busy or Out of the Office.
 - b. All work and class related events and times should be shared and open for viewing.
 - c. All personal events and appointments scheduled during the workday can be marked as private.

History

Administrative Council Approved 08/12/20