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To: DOPM All Users <DOPMAllUsers@uabmc.edu>

Subject: Computer Tip of the Week -- How to “Overlay” calendars

How to “Overlay” calendars

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage
and Computer Tech in MT-
403



QUESTION:

I want to see “two calendars in one”.

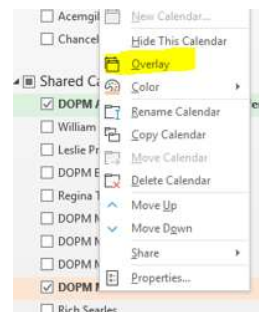
For example, I might want to see 2 (or more) conference room calendars display as just one calendar.

Can I do that?

ANSWER:

The term you are looking for is “overlay”. 😊

So in Outlook, just right-click on the name of the 2nd (or 3rd or 4th, etc.) calendar and choose “Overlay”.



Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>