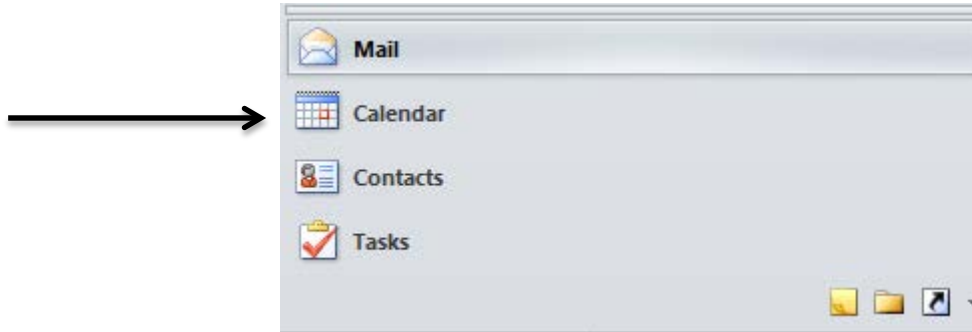
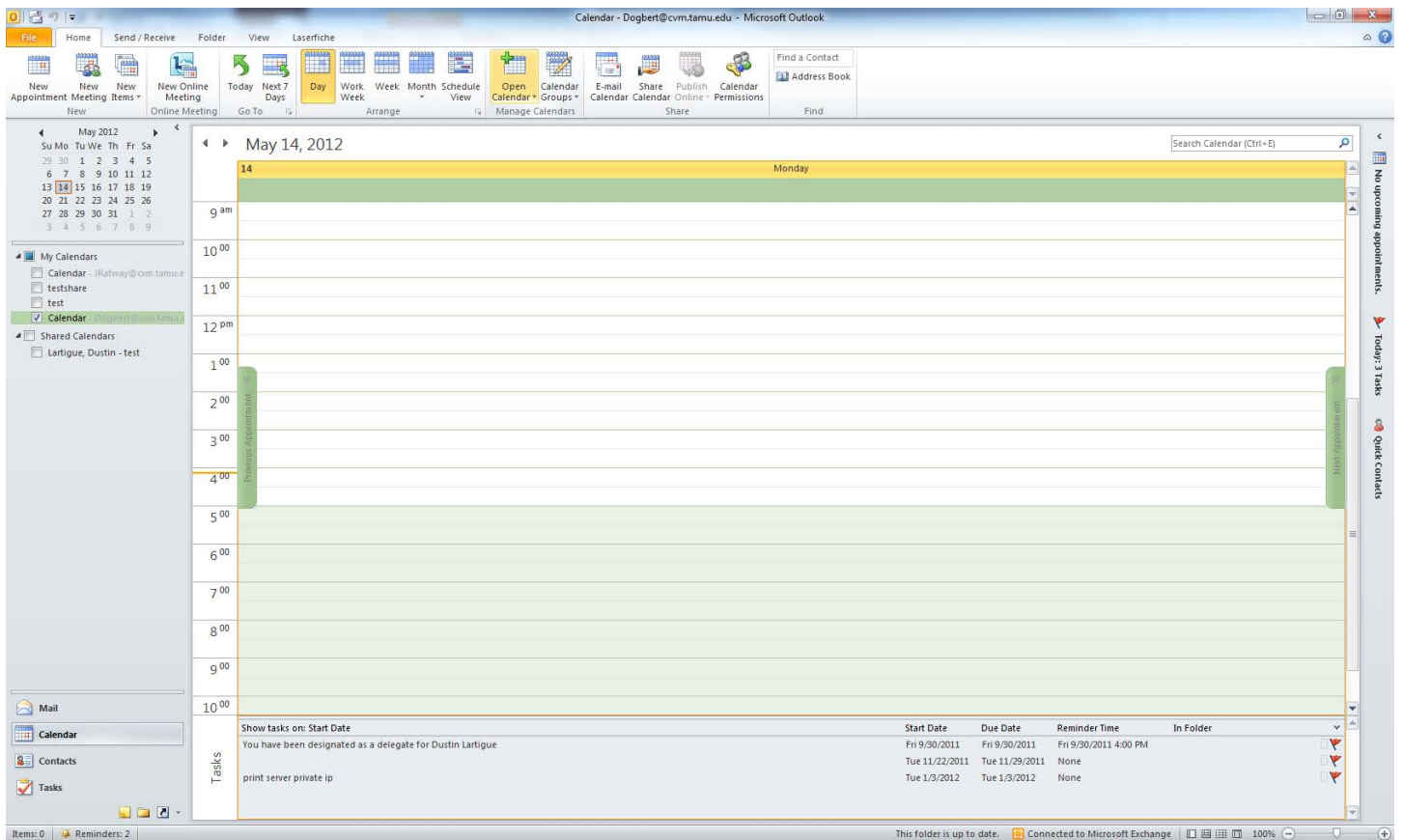


# Create a New Hire Work Schedule calendar in Outlook 2010

## Open up Outlook

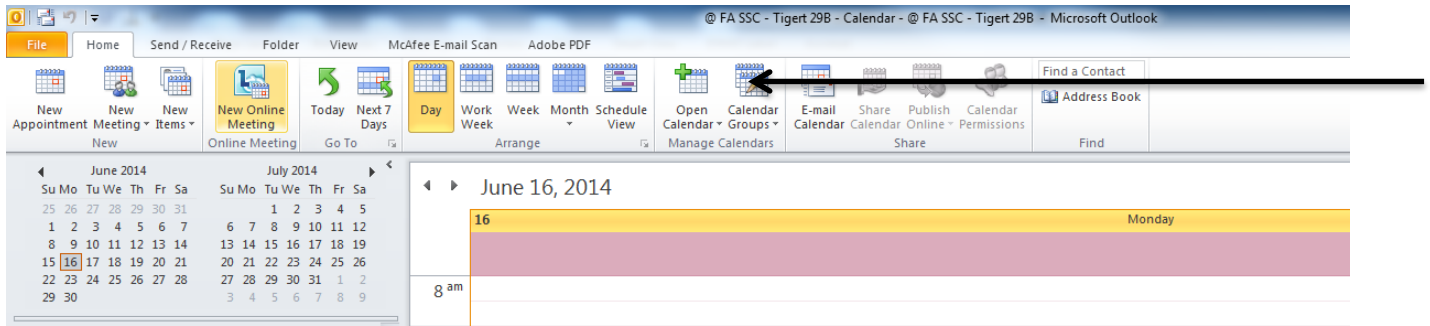


Click Calendar, which is located at the bottom left corner of the window, to switch Outlook to Calendar view.

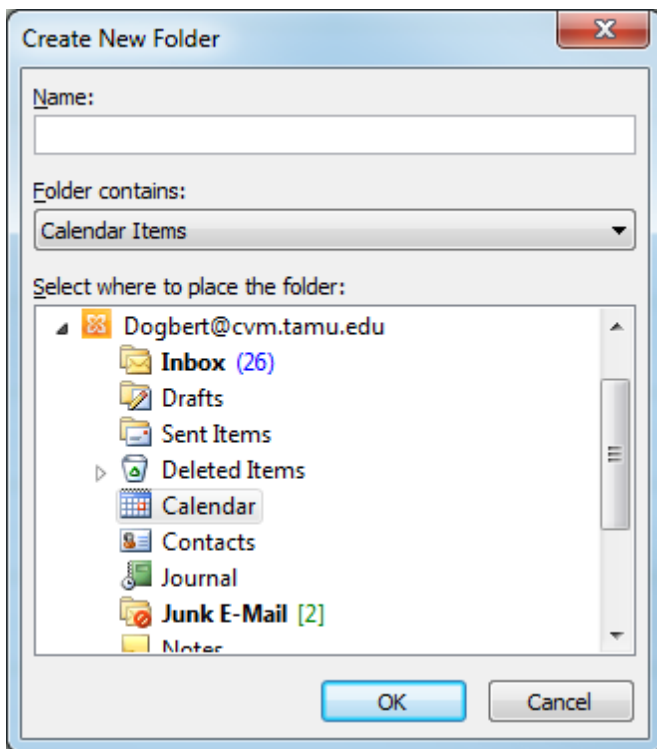


You should now be able to see your Outlook Calendar. Every exchange account has a default personal calendar. Now you are ready to create new calendar.

## Creating a calendar:



Click Open Calendar, and select **Create New Blank Calendar**



You will need to name the new calendar (Employee's name or New Hire Template).

You should see a new calendar added with the name you selected. You can add appointments, meetings and tasks. Populate with the calendar with the new employee's training schedule, meetings with various staff, instructional videos, simulations, orientation activities, campus tour, lunch with mentor, welcome luncheon, etc. See "New Hire Calendar Template" for guidance.