



Dteq Calendar Policy

CALENDAR POLICY

Primarily you are to use your calendar in Outlook for managing appointments, workload and meetings. You can create multiple calendars, link to other people's calendars, and share your calendar with other people.

You can view your calendar four different ways, (Day, Work week, Week and Month). You can delegate access to your calendar and suggest event locations.

Calendar and events

Leave

Dteq staff are expected to access and use the Calendars in Outlook to advise supervisors of upcoming holidays and leave.

Meetings

Dteq staff are to respond appropriately to events and meetings sent to their Outlook calendar. A declined response should contain advice for the sender indicating a reason for non-attendance.

Tasklists

Tasklists and alerts should be used to prioritise workload and establish work completion goals and timelines.

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