## How to Mark Personal Appointment or Sensitive Meetings Private

1. Open Outlook and click on the Calendar tab.

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New New New Appointment Meeting Items - New Meeting Items -	s Today Next Day Work Week Month Sche	Add Share Calendar - Calendar -	arch People Address Book				C tong som stand			
New Teams Meeting	i ofi ti gi Annay in Managelandan. Graga Find Today i i b April 2022									
27 28 29 30 31 1 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
3 4 5 6 7 8 9	Mar 27	28	29	30		Apr 1	2			
17 18 19 20 21 22 23	jug Cuty		8:45am ITRM-MIT Check-in; Microsoft Teams Meeting; Mark McEmeht	4 400pm Weekly Head Office Project Update; Microsoft Teams Meeting; Jed Stathwaste	© 45am trouble shoet Advan's adobe acrobat PDF reader; Advan 0 Entroll 9:00am (TRM.MT Check ing Microsoft Teams Meeting: Mark McKnight 10:00am TRCA Website Debrief and Planning; Microsoft	9:30am TRCA Executive Committee; https://trca1.mv.webes.com/trca1.mv/Loho/TMTID+m36622				
24 <b>25 26</b> 27 <b>28</b> 29 30			12:00pm TRCA 3CX Discussion; Microsoft Teams Meeting; Jonathan Rapoport 1:30pm MS EAS Contract; Microsoft Teams Meeting; Jeff			cca214522e09462c7bdH146ce3; Clerk's Office 9:30am TRCA Executive Committee; TBD; Waterfront Rosen; Humber Rosen; Daniel Ruberto				
May 2022			Otalia 200an II Operations Meeting Microsoft Teams Meeting		Teams Meeting: Mark McKnight 11/20am Microsoft / TBCA duit on SPD: Microsoft Teams	1:30pm Phone System AA; Microsoft Teams Meeting: James Dong				
SU MO TU WE TH FR SA			Keny Weng		Meeting: Chris Fortin	3:00pm Scheduling and Coverage; Microsoft Teams Meeting: Mark McKnight				
8 9 10 11 12 11 14			Meeting: Mark McKnight							
15 16 17 18 19 20 21										
22 23 24 25 26 27 28		4		6		8	9			
29 30 31 1 2 3 4			9:00am Weekly Head Office Project Update; Microsoft Teams Meeting; Jed Bratthwaite	9:00am Cybersecurity Training: Microsoft Teams Meeting: Jessica Nigro	9:30am (TRM-MT Check-in; Microsoft Teams Meeting; Mark McKnight	1.00pm TRCA Chat; https://checkfront.zoom.us/j/88521975077?pwd=MmmD				
5 6 7 8 9 10 11			9:00am ITRM-MIT Check-in; Microsoft Teams Meeting: Mark Microsoft		11:00am TRCA - Support Premium Deck review; Microsoft Texas Meeting: Geopoleve Laberge	F1352dzeEp6OFEmU112RXNLUT09; emmanuel.okpoene@checkfront.com				
VIT My Calendars			200pm IT Operations Meeting: Microsoft Teams Meeting:		200pm HR Onboarding memo edits; Microsoft Teams					
Canada holidays			And the full		Netting Mark Metalijik					
Eithdays										
Calendar - Kewy.Weng@trca.ca										
Calender - IT Admin										
Calendar - Ontis Moore	10		12	13	14	15	16			
_			Teams Meeting: Jed Braithwaite	11.00an wp-admin VPN protection option; Aliz Karani	Mark McKnight	Good Priday: TRCA Hondays Good Priday: Canada				
✓■ Other Calendars			9:00am ITRM-MIT Check-in; Microsoft Teams Meeting; Mark McKnight		2:00pm Manager Tactical Call - Return to Office Information; Microsoft Teams Meeting; TRCA HR	Good Priday; Canada				
TRCA 2020 Holidays			1:00pm Xerox Printer rollouts and support plan; Microsoft Teams Meeting: Mark McKnipht		2:30pm Canceled: Mainline script ; Microsoft Teams Meeting: Nina Ferraro					
TRCA 2021 Holidays			1:30pm Management Onboarding Communication							
- Inco Loss I somelys			200pm IT Operations Meeting: Microsoft Teams Meeting:							
~∎ П			Kevry Weng 3:00pm Management 1:1 - Kevry; Microsoft Teams Meeti							
Roger Hua										
Justin Sienes	17 Sector Des Canada	18 Exterior Mandae Canada	19 Selfer Wester Hand Office Broket Hadden Microsoft	20	21 Address (EDA) ME Charle in Minner of Tanan Masters	22 Bridgen TBC's Report of Directory	23			
asson Term	Easter Day, Canada	Easter Monday, Canada	Teams Meeting, Jed Brathwate		Mark McKnight	https://trca1.my.webex.com/trca1.mpj.php?MTID=mc5064 6a6c5410ccab4a798db77d92e1: Clerk's Office				
			Mark McKnight			9:30am TRCA Board of Directors; TBD; Daniel Ruberto				
~∎ Rooms			11:00am ITRM-MT Monthly Meeting: Microsoft Teams Meeting: Mark McKnight							
Highland Room			200pm IT Operations Meeting: Microsoft Teams Meeting: Kevry Weng							
Community Engineering Serv										
Humber Room										
Don Ream	24	26	26	27	20	20	20			
Waterfront Room	24	St. George's Day (Newfoundiand and Labrador): Canada	9:00am Weekly Head Office Project Update; Microsoft	21	9:00am ITRM-MT Check-in; Microsoft Teams Meeting:	27	30			
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Archetype House B			Mark McKnight							
BFC Basement Meeting Room			Meeting: Mark McKnight							
BFC Lower Lounge. Video Conferen			200pm IT Operations Meeting: Microsoft Teams Meeting: Kewy Weng							
BFC Upper Lounge										
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- 2. Click on either New Appointment, New Meeting or New Teams Meeting.
  - a. Fill in all the details of the appointment or meeting.
  - b. For personal appointments and sensitive meetings, these types of meetings should be marked as private.
  - c. Note: An example of a sensitive meetings is interview meetings.

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) Delete	$\leftarrow$ Calendar $\rightarrow$ Forward $\sim$	Teams Meeting	Send to OneNote	Invite Attendees	Show As:	Busy 15 minutes	Recurrence	Categoriz ~	Private Private ↓ High Importance ↓ Low Importance	Dictate	Immersive Reader	New Meeting Poll
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3. Click on the Private button as shown on the image above to make the appointment or meeting private.