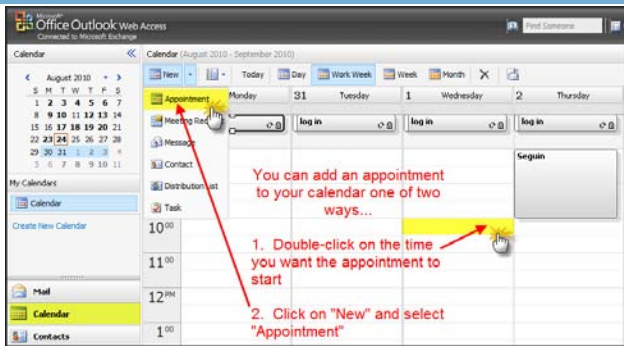


Viewing the Calendar/Creating an Appointment

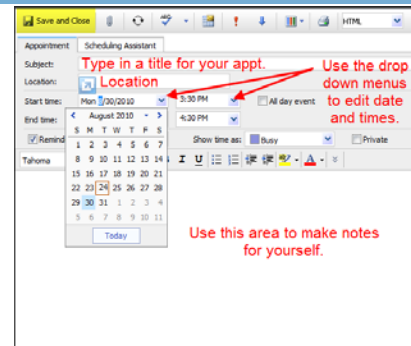


To access your calendar, click on the Calendar tab in the task pane. The calendar will appear. There are options at the top to choose how you want to view your calendar...by day, week, month, etc.

There are 2 ways to add and appointment to your calendar:

- Double-click on the time you want the appointment to start
- Click on the "New" drop down button and select "Appointment"

The Appointment Editor



The appointment editor opens. From here you can...

- Title your appointment in the "Subject" field
- Fill in the "Location" field as a reminder
- Use the drop-down box to choose the start and end date
- Use the drop-down box or click and edit the start and end time or choose "all day event"
- Check to send a reminder
- Write notes for yourself

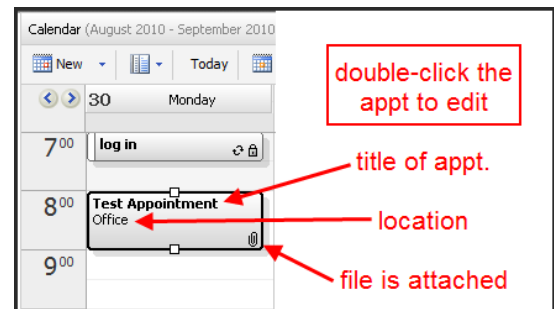
Appointment Editor Toolbar



Here is a brief look at the editor toolbar and what each icon means.

- Save and close-** must be done after each entry or edit
- Attach file-** file can be accessed from your calendar
- Recurrence-** make an appt occur every day, week, etc.
- Check spelling-** works much the same as Word
- Invite attendees-** email contacts to send invitations
- High or Low Importance-** set your level of importance
- Categories-** add it to an existing category for labeling
- Printable view-** print appt info as well as any notes
- HTML/Plain text-** choose how you view your event

Viewing Your Calendar



Once your appointment has been created and saved it will appear in your calendar when viewing. When viewing it directly on your calendar you will see...

- The appointment title
- A location if it was added
- Whether a file has been attached

To view more information, or to edit the appointment, double-click on the appointment. The appointment editor will re-appear. You will have all the options available to you earlier as well as an option to delete.

