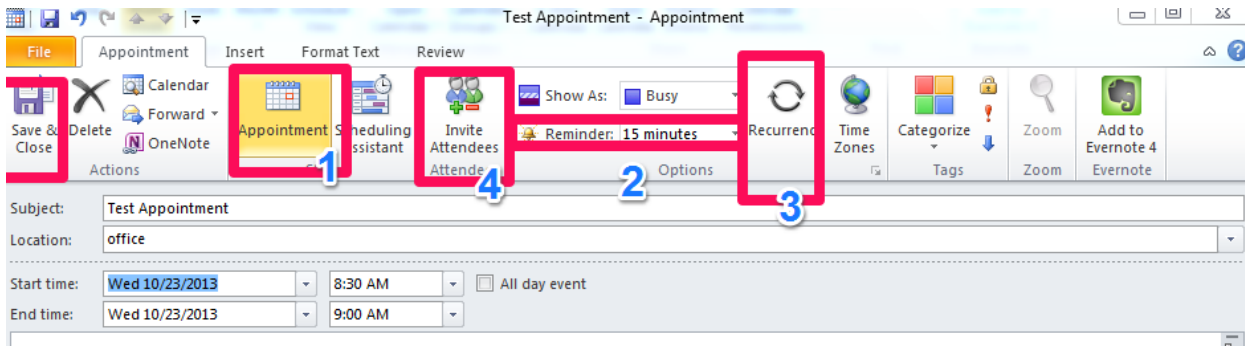


Outlook Calendars

Open Personal Calendar:

Click on calendar on your tool bar. You can choose: Day, week, or month view

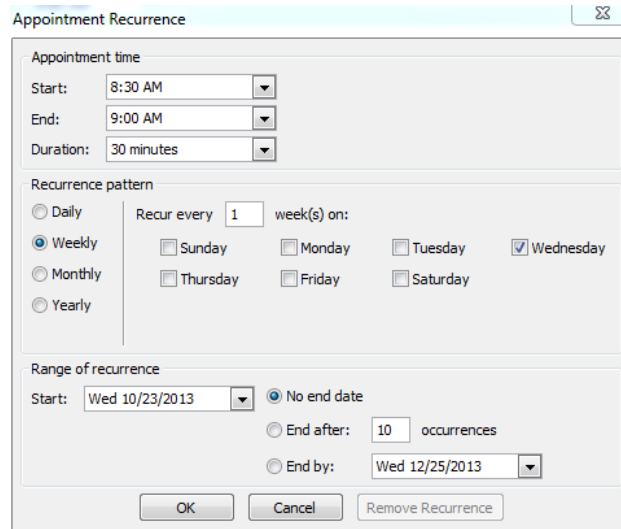
The screenshot displays the Outlook interface. On the left, there is a navigation pane with a 'Calendar' icon highlighted. Below it, a list of calendars is shown under 'My Calendars', with 'Calendar' checked. A red arrow points from the 'Calendar' icon in the navigation pane to the 'Calendar' checkbox in the list. Another red arrow points from the 'Calendar' checkbox to a text box that reads 'click on calendar and check calendar under 'My Calendars''. The main window shows a calendar view for October 21-25, 2013, with a time axis on the left ranging from 8 am to 8 pm. The 'Calendar' window title is visible at the top of the main view.



1. Set an appointment: Click on the time you want the appointment (or anywhere on the actual day box if you choose month view) click new and enter all information (subject, location, time or all day event)

2. Reminder: You can set a reminder and when to remind you (scroll down to see time)

3 Recurrence: If this daily, weekly or monthly occurrence you can set it there.



4. Invite Attendees: You can invite other people to you meetings. Just click here and enter their name in the “To” line. This will generate an email to you and your recipients as well as putting it on their calendars.

Make sure you Save and Close when you are finished