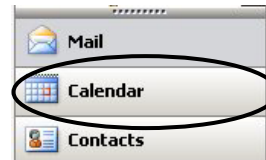
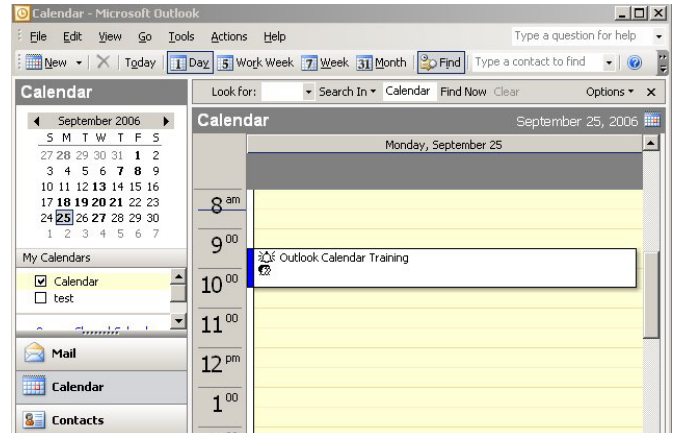


## Using your Outlook Calendar to Set Meetings or Appointments

1. To access your calendar open Outlook and then click the Calendar button



2. Your Calendar will open.  
This Calendar is in the **1 Day View**.



3. To Change the view of your Calendar use the tools on the toolbar



4. To change dates use the Small Calendar viewable in the left pane



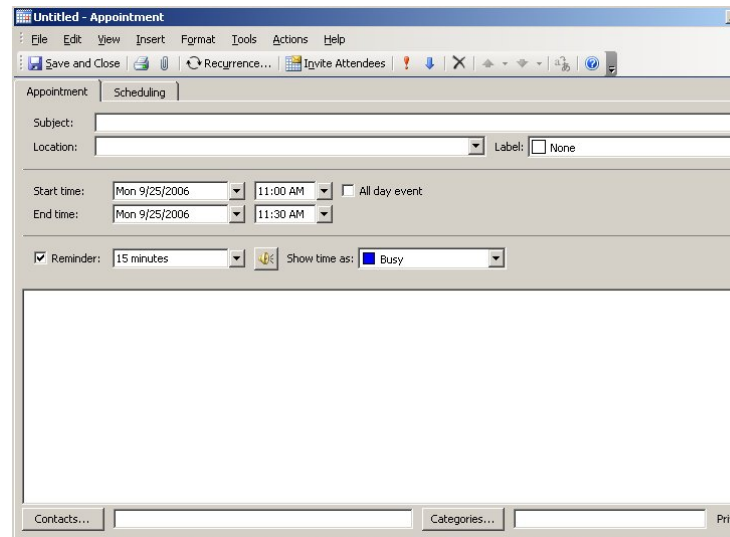
5. To schedule an appointment click New while in the Calendar



6. OR double-click the time on your calendar

7. The appointment box will open

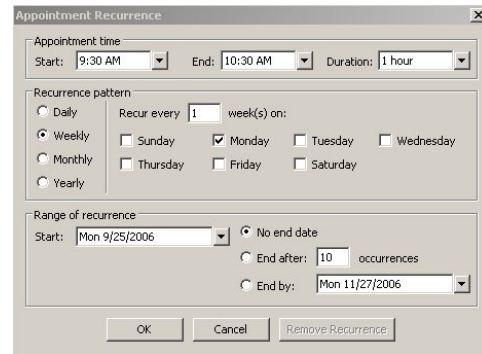
8. Enter a Subject, Location and anything else you want to enter about the appointment



9. To make an appointment recurring click the Recurrence button on the toolbar



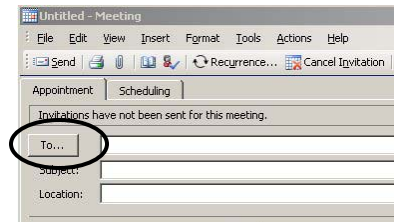
10. Then set the options for how often the appointment should reoccur



11. To change an appointment to a meeting click the invite attendees button on the toolbar

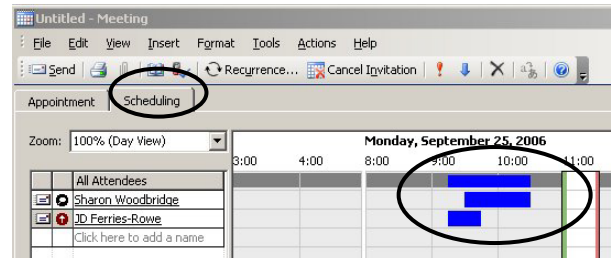


12. Once it becomes a meeting you are able to invite attendees by adding their names in the To field



13. To see check for the best time to schedule an appointment click the scheduling tab

14. A blue bar means the attendee is already busy



15. Complete the meeting request by filling in the Subject, Location and any other information you need to add

Click **Send** if it is a Meeting.

Click **Save and Close** if it is an Appointment.

