

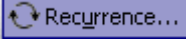
## Outlook Calendar Appointments

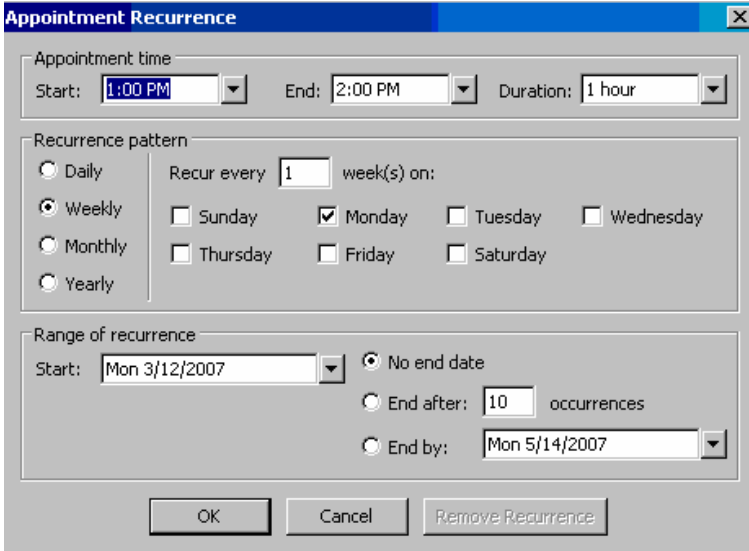
### Create an Appointment

1. Open your calendar on the navigation pane.
2. In the **Date Navigator**, select the date of the appointment (you can also select the date and time in the appointment form.)
3. On the toolbar, click the **New Appointment** button to display a new appointment form.
4. Type subject and location.
5. From the start time drop-down list, select the appropriate starting time of the appointment.
6. From the end time drop-down list, select the appropriate ending time of the appointment.
7. Save and close the appointment.

**Note:** An appointment reminder is a visual and auditory alarm notifying you that you have an appointment. By default, each scheduled appointment has a reminder of 15 minutes.

### Creating a Recurring Appointment

1. On the toolbar, click the **New** → **Appointment** button to display a new appointment form, **or** Double-click date and time of appointment on calendar.
  2. Type subject and location.
  3. From the start time drop-down list, select the appropriate starting time of the appointment.
  4. From the end time drop-down list, select the appropriate ending time of the appointment.
  5. On the toolbar, click Recurrence icon  to display the dialog box.
- If necessary, in the Recurrence Pattern box, select the recurrence pattern.  
If necessary, in the Range of Recurrence box, select the range of recurrence.



6. Click **OK**.
7. **Save and close** the appointment.

### Create an Event

1. In the **Date Navigator**, select the date of the appointment
2. On the toolbar, click the **New Appointment** button to display a new appointment form.
3. Type subject and location.
4. Check the **All Day Event** check box.
5. From the end time drop-down list, select the appropriate ending time of the appointment.
6. From the show time drop-down list, select the desired option.
7. **Save and close** the appointment.

### Assign a Category to an Appointment

You have added business appointments to your calendar. You can also add a category to quickly identify which appointments were the most important. A **Category** is a keyword or phrase that you assign to related items so that you can easily track the items.

#### To add a category to an existing appointment

1. Open the appointment to which you want to assign a category or Right-click the appointment and choose **Category**.
2. In the Available Categories list box, check the category to which you want to assign the appointment, **or** create a new category.
3. Click **OK**.

### Edit an Appointment

1. Open the Appointment form of the appointment that you want to edit.
2. Make the appropriate edits in the appointment form.
3. Click **Save and close**.

### Delete Appointments

There are a few options for deleting an appointment:

- Right-click the appointment and choose **Delete**.
- Select the appointment and on the toolbar, click the **Edit** → **Delete**.
- Open the appointment in calendar, click **File** → **Delete**.