


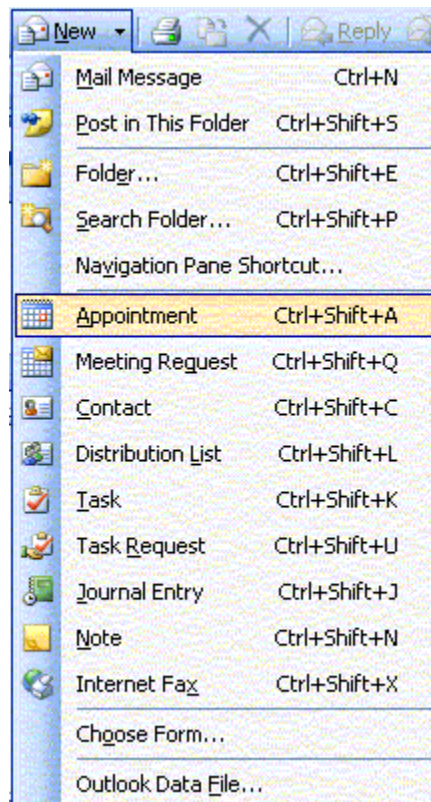
# How do I create an appointment? What are my appointment options?

Adding appointments to an Outlook Calendar is easy. They can be color coded based on the selections made with Calendar Coloring. Sensitive appointments can be marked as private so co-workers cannot see the details. An option is available to add all-day events.

## ***Starting a New Appointment***

There are several ways to start an appointment.

- Click **File > New > Appointment**.
- Click the **New Appointment** icon  on the *Standard* toolbar when the Calendar is displayed.
- Click the **New down arrow** on the *Standard* toolbar. Click **Appointment** on the menu.



- The *new appointment dialog box* displays.

## ***Adding an Appointment***

1. Type the **purpose** of the appointment in the *Subject* field.
2. Type the **location** in the *Location* field.
3. Add a label by clicking the **down arrow** and highlighting the **label**.
4. Set the date and time.
  - a. Click the **Start time down arrow** for the **day**.
  - b. Highlight the **date**.
  - c. Click the **Start time down arrow** for the **time**.
  - d. Highlight the **time**.
  - e. Repeat **steps a through d** for the **end time**.
  - f. The date and times can be typed directly in these fields.
5. The reminder defaults to 15 minutes prior to the appointment.
  - a. **Uncheck** the reminder box to remove it.
  - b. To change the **default time**, click the down arrow. Highlight a **new time**.
6. Click the **Show time down arrow**.
7. Highlight the time as **Tentative**, **Busy**, or **Out of Office**.

**Note:** The show time displays this information when group scheduling is used.

8. Click **Save and Close**.

## ***Private Appointments***

Private appointments are added the same way as a regular appointment. To make it a private appointment, check the Private box in the lower right-hand corner of the screen. Click the image to enlarge it. The appointment is locked and cannot be opened or viewed by co-workers.

## ***All-Day Events***

1. Add an **appointment**.
  2. Do not select a start and end time.
  3. Check the **All day event box**.
  4. Uncheck the **Reminder** box.
  5. Make other selections as needed.
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6. Click **Save and Close**.

The event shows at the top of the calendar.