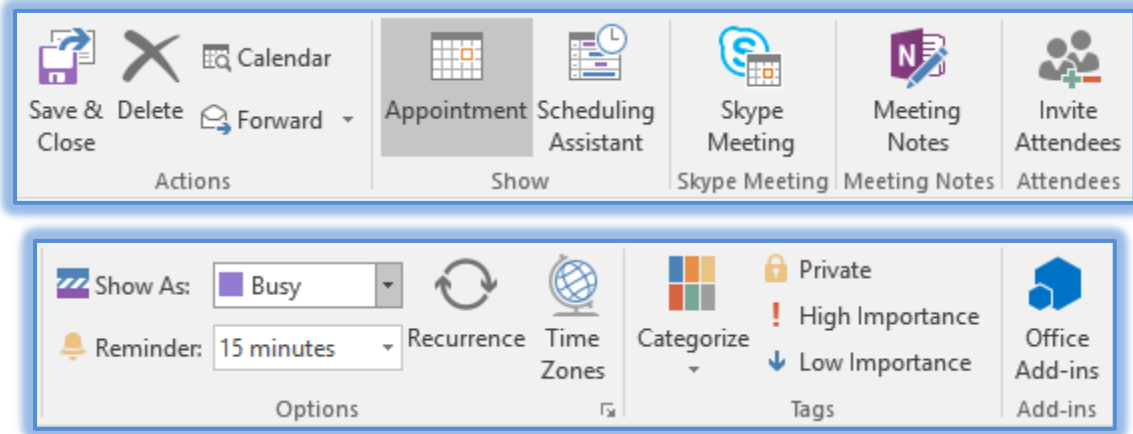


APPOINTMENT RIBBON - APPOINTMENT TAB

The ribbons on the appointment or meeting window are used to perform different tasks such as inserting tables, pictures, hyperlinks, files, and so forth. The Appointment Tab is used to save the appointment or meeting, to invite other people to an appointment or meeting, to specify free busy options, plus many other features.



Group/Button	Description
Actions Group	
Save and Close	Click this button to save and close the scheduled appointment or meeting.
Delete	To delete the appointment or meeting, click this button.
Calendar	Use this button to view the Calendar to see if the appointment or meeting time will work for other participants.
Forward	Click this button to forward the scheduled appointment or meeting to someone else.
Show Group	
Appointment	When the Untitled Meeting window is displayed, this button is selected by default. It is used to display the appointment or meeting window.
Call Handling Mode	This button will appear when the ShoreTel Manager is integrated with Outlook. Clicking the button will allow you to change your Call Handling Mode while in Outlook.
Conferencing	This is feature is also available when the ShoreTel Communicator is integrated with Outlook. It allows you to schedule a conference for the selected appointment.
Scheduling Assistant	This button is used to show the scheduling page. In this window, it is possible to view free/busy times for conflicts so that an appointment or meeting can be scheduled.
Skype Meeting Group	
Skype Meeting	Use this button to create a new Skype Meeting. The default options might allow uninvited people to join a Skype Meeting. Using the Meeting Options will help to control access to the meeting.

Group/Button	Description
Meeting Notes Group	
Meeting Notes	When this button is clicked, appointment or meeting notes can be created in OneNote. OneNote is a program that comes with the Microsoft Office Suite of Programs.
Attendees Group	
Invite Attendees	This button is used to invite other people to the appointment or meeting. When the button is clicked, a To button will appear at the top of the window. Addresses are input the same as if an email message was sent.
Options Group	
Show As	With the list for this button, it is possible to show one of five options: Free , Working Elsewhere , Tentative , Busy , or Out of Office .
Reminder	Click this list arrow to select a how long before an appointment or meeting a reminder should be displayed. If a reminder is not to be given, click None in the list.
Recurrence	To schedule appointments or meetings that occur on a weekly, monthly, or yearly basis, click this button. The Appointment Recurrence window will display. In this window, it is possible to specify the options for a recurring appointment or meeting.
Time Zones	Use this button to display different time zones around the world. Appointments or meetings can be scheduled using these different zones.
Tags Group	
Categorize	This button is used to specify a category for an appointment or meeting. New categories may be added to the list. The categories are color coded. The colors for each category may be changed. A color may be specified when a new category is added.
Private	To code the scheduled appointment or meeting as Private, click this button. When others view the Calendar, this type of appointment or meeting will display as Private Appointment, instead of displaying the actual text of the appointment or meeting.
High Importance	Click this button to specify that this appointment or meeting is high priority; it is important.
Low Importance	To specify that an appointment or meeting is of low importance, click this button.
Office Add-Ins Group	
Add-Ins	Add-ins are small programs/features that can be added to a program. It allows you to use the web to enhance your work.