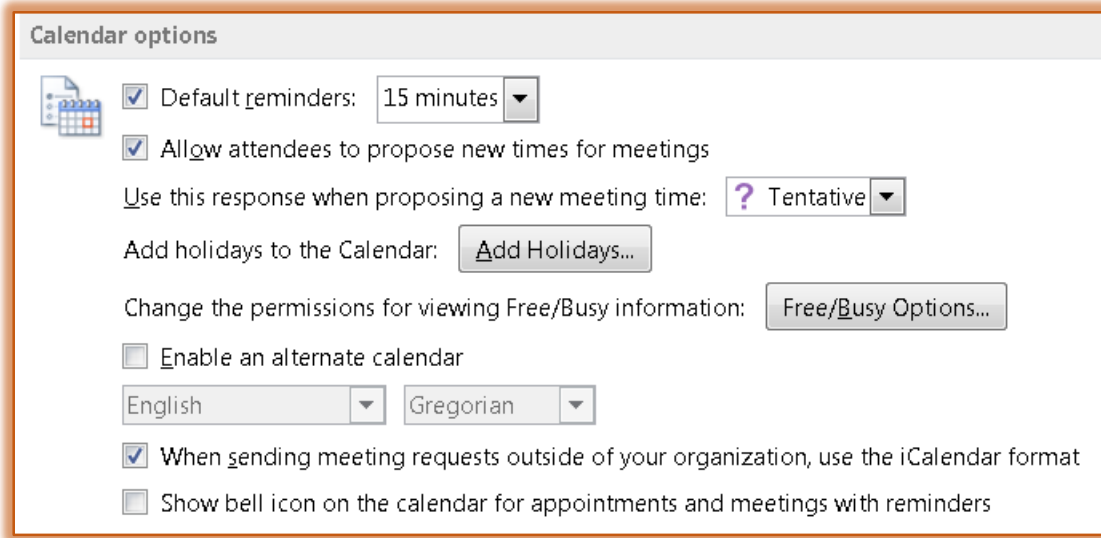


## Appointment/Meeting Reminder

Reminders can be set for an upcoming meeting or appointment. The Reminder Window will display at the time specified. The default is 15 minutes before the start of the meeting or appointment.

### Add or Remove Reminder

- ✦ Click the **File Tab**.
- ✦ Click the **Options** link that appears on the left side of the window.
- ✦ The **Outlook Options** window will display.
- ✦ Click the **Calendar** tab on the left side of the window.



- ✦ Under **Calendar Options** check or uncheck the **Default Reminders** box.
- ✦ Click the **Default Reminders** list arrow to specify the amount of time before a meeting or appointment the reminder is to appear.
- ✦ Click the **OK** button to close the **Word Options** window.

### Set Reminder for Existing Appointment or Meeting

- ✦ Open the **Appointment** or **Meeting**.
- ✦ If a **Recurring Appointment** or **Meeting** has been created, the **Open Recurring Item** dialog box will appear.
  - ✦ Click one of the options in the **Open Recurring Item** dialog box (see illustration).

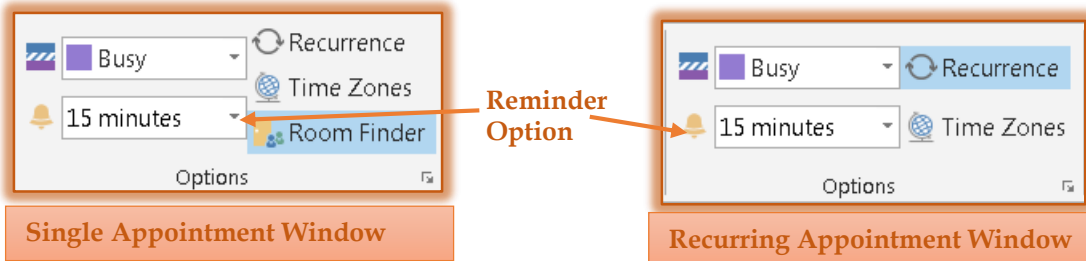


- ✦ **Just This One** – A reminder will be created for just the one meeting or appointment.

★ **The Entire Series** – A reminder will be created for all recurring instances of the appointment or meeting.

✦ Click the **OK** button to open the appointment or meeting.

✦ In the **Options Group**, click the **Reminder** list arrow (see illustrations below) and select how long before the appointment or meeting you want to be reminded.



✦ To turn the **Reminder** off, click **None** in the list.

### Reminder Display

The Reminder window shown in the illustration below will display before the meeting.

✦ Select an appointment or all of the appointments.

✦ Click the **Dismiss** button to remove the selected appointment.

✦ Click the **Dismiss All** button to remove all the reminders from the window.

✦ Click the **Snooze** list arrow to specify a different reminder time.

