

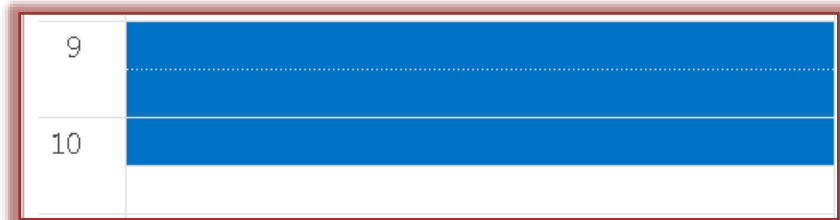
QUICKLY SCHEDULE AN APPOINTMENT

It is possible to quickly schedule an appointment by clicking in the appropriate Calendar timeslot and typing in the appointment. To schedule a longer appointment, drag through the desired timeslot and then input the subject for the appointment. Appointments scheduled this way use the default Reminder option and don't contain a location.

- ✦ Select the **Time Slot** for the appointment, such as 8:00 a.m. (see illustration below).

A screenshot of a calendar interface showing a time slot selection. A white rectangular box with a thin red border contains the text "8 AM" in a light gray font. The box is positioned over a grid of time slots.

- ✦ Type in the subject for the appointment.
- ✦ Press the **Enter** key.
- ✦ The appointment will appear in the Calendar.
- ✦ To schedule a longer appointment:
 - ✦ Click the desired starting time slot.
 - ✦ Drag down to the desired closing time slot (see illustration below).
 - ✦ Input the subject for the appointment.

A screenshot of a calendar interface showing a time slot selection. A white rectangular box with a thin red border contains a grid of time slots. The first column shows the numbers "9" and "10". The second column shows a blue shaded area from 9 to 10, indicating a selected time slot. The rest of the grid is white.

- ✦ Press the **Enter** key.
- ✦ The appointment will appear in the Calendar.