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).

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

† 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.

† Press the Enter key.
† The appointment will appear in the Calendar.