QUICKLY SCHEDULE AN APPOINTMENT

It is possible to 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.

- 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.
- Input the subject for the appointment.

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