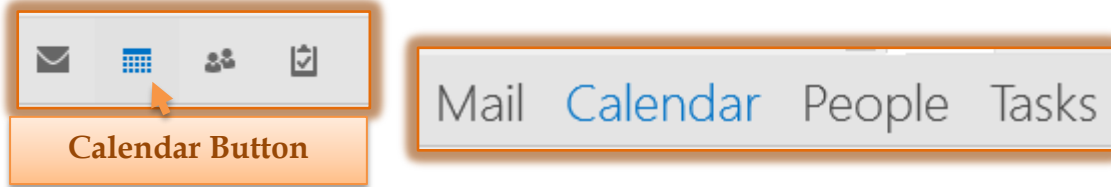


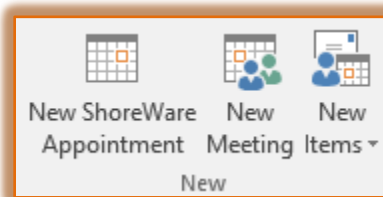
SCHEDULE SINGLE APPOINTMENTS

With Outlook, it is possible to schedule an appointment that occurs only one time or to schedule appointments that occur over a period of time. This document explains how to schedule an appointment that occurs only once.

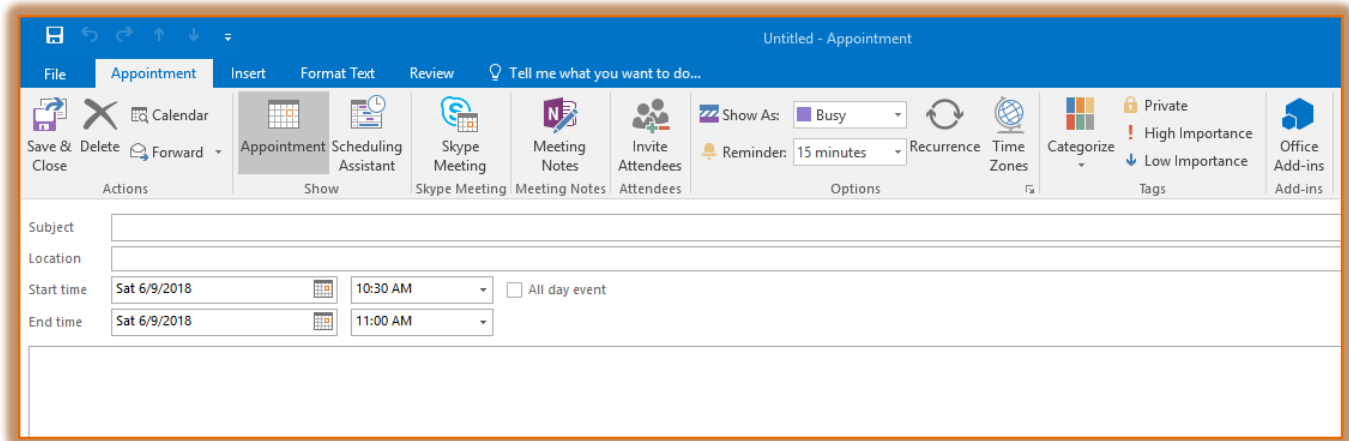
- ✦ Click the **Calendar** button at the bottom of **Folder Pane**.



- ✦ To schedule an appointment, do one of the following:
 - ✦ Click the **Home Tab** and in the **New Group** click the **New Appointment** button.



- ✦ Double-click on the **Appointment Time** in the **Calendar** area.
- ✦ The **Appointment** window will display.



- ✦ The **Untitled Appointment** ribbon will appear at the top of the message area.
 - ✦ This ribbon is used to perform different tasks within the Appointment window.
 - ✦ **Appointment Tab** - This tab is used to set options for an appointment such as Inviting Attendees for a meeting, setting a reminder for the appointment, and specifying a category for the appointment.
 - ✦ **Insert Tab** - Click this tab to locate options such as attaching a file, inserting a table, hyperlink, or other object into the message.
 - ✦ **Format Text Tab** - Use this tab to format selected text within a message.
 - ✦ **Review Tab** - To check the spelling in a document or to translate text in a message, click this tab.
- ✦ In the **Subject** area, input what the appointment is about.
- ✦ In the **Location** area, input where the appointment is to be held.

- ✦ Click the first drop down **Start Time** list arrow and select a starting date for the appointment.
- ✦ Click the second drop down **Start Time** list arrow and choose a time for the appointment.
 - ✦ The appointment times are in 30 minute increments.
 - ✦ If you are keying the time into the box, make sure that you use AM or PM after the time.
- ✦ Click the first drop down **End Time** list arrow and input the ending date for the appointment.
- ✦ Click the second drop down **End Time** list arrow and input the ending time for the appointment.
 - ✦ The appointment times are in 30 minute increments.
 - ✦ When a **Start Time** is scheduled, the **End time** will automatically default to 30 minutes after the **Start Time**.
 - ✦ To input a time other than a 30 minute increment, highlight the information in the box and then input a time.
 - ✦ If you are keying the time into the box, make sure that you use AM or PM after the time.
- ✦ To set a reminder for the appointment, click the **Reminder** button in the **Options Group**, if necessary.
 - ✦ Outlook will remind you of the appointment.
 - ✦ The default time for a **Reminder** is 15 minutes.
 - ✦ To change the default reminder time, click the list arrow in the box next to **Reminder**.
 - ✦ Choose the amount of time in advance that you want to be reminded of the appointment.
 - ✦ When a **Reminder** is set for an appointment, a bell shape will appear in the appointment block in the **Daily Planner** area (see illustration). 🔔
- ✦ In the **Show time as** list, choose from: **Free**, **Working Elsewhere**, **Tentative**, **Busy**, or **Out of Office**.
 - ✦ **Free** - This means that an appointment time is being scheduled, but you will be free for additional appointments.
 - ✦ **Working Elsewhere** - This option needs to be selected if you are going to be working somewhere else besides the office.
 - ✦ **Tentative** - When this option is selected, it means that there is a possibility that this appointment will be happening, but it is not positive.
 - ✦ **Busy** - This means that you are not available for other appointments at this time.
 - ✦ **Out of Office** - This option needs to be selected if you are going to be out of the office (off campus) for the duration of the appointment.
- ✦ In the **Message** area, input any notes about the appointment that would be helpful.
- ✦ Click the **Appointment Tab**.
- ✦ In the **Actions** group, click the **Save and Close** button to save the information and insert the appointment into the Calendar.

