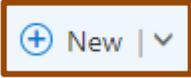


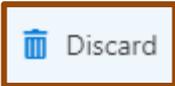
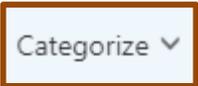
CALENDAR TOOLBAR

The Calendar toolbar provides options for creating new appointments, adding a new Calendar, sharing the Calendar, or print the Calendar. The table below illustrates and describes each of the buttons on this toolbar.

Button	Description
New 	To create a new item, such as an appointment, a meeting request, or an email message. The list arrow at the right side of this button displays a list of new items that can be created.
Add to Calendar 	Click this button to move an appointment to the Deleted Items folder. If the Shift key is held down and this button is clicked, the selected item will be permanently deleted.
Share 	To add a new Calendar, to Publish the Calendar to the Web, or to share your Calendar with someone else, click this button.
Print 	This button is used to print the Calendar. When the button is clicked the Print dialog box will display.

NEW APPOINTMENT TOOLBAR

This toolbar is located at the top of the Add Details window. It is used to add details about an appointment or meeting.

Button and Image	Description
Save 	The Save button will display when an individual appointment is scheduled. It will save the appointment and close the Add Details window.
Send 	When scheduling a meeting for two or more people, this button will appear on the toolbar. When the button is clicked, a message will be sent to all meeting attendees.
Discard 	If you decide not to schedule the appointment, click this button to discard the appointment. A message will appear asking if you are sure you want to discard the appointment. Click this button to return to the schedule window.
Attach 	This button is used to attach a file, such as a Word document, to an appointment.
Add-Ins 	These are programs or utilities that help automate certain tasks. They can be used to extend email features by adding information or tools that can be used while viewing or creating email messages.
Charm 	To apply a Charm icon to the Task, click this button. A gallery of different charms will display.
Categorize 	Click this button to assign a Category to the Task. Click the Category to select it. To add new categories, click the Manage Categories link. Click the Other Categories link to see additional categories. Both of these options appear at the end of the list of Categories.