













APPOINTMENTS AND EVENTS

Adding time commitments to a calendar can help to manage a daily schedule. Outlook's Calendar can be used to schedule appointments, events, or meetings. Appointments, meetings, and events can be recurring. This means that they occur repeatedly at regular intervals. It is possible to specify a subject and location for each Calendar item along with the date and time. In order to receive reminders about a Calendar item, Outlook must be open.

APPOINTMENT WINDOW TOOLBAR

Button	Description
Standard	
Save and Close	 <p>To save the changes that were made in the appointment window, click this button. When the button is clicked the appointment will be saved and the window will close.</p>
Print	 <p>To print a copy of the Calendar, click this button. When the button is clicked, the Print dialog box will display</p>
Attachment	 <p>To add an attachment to the appointment, click this button.</p>
Recurrence	 <p>To schedule an event that meets at regular intervals for a period of time, click this button.</p>
Invite Attendees	 <p>To invite other people to an appointment, click this button. The other people who are invited have to be using Outlook.</p>
Importance High	 <p>To indicate that this is an important appointment, click this button. The appointment will be flagged as being of high importance.</p>
Importance Low	 <p>Click this button to indicate that this appointment is of low importance.</p>
Delete	 <p>To delete the appointment, click this button.</p>
Previous Item	 <p>To move to a previous item in the Calendar, click this button.</p>
Next Item	 <p>To move to the next item in the Calendar, click this button.</p>
Translate	 <p>This button is used to translate information that has been input into the message box in another language, such as Spanish. This option does not work in the Subject or Location boxes.</p>
Help	 <p>To obtain assistance with Outlook, click this button. The Help menu will appear.</p>