

## QUICKLY SCHEDULE AN APPOINTMENT

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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 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 2:00 p.m.
- ✦ Type in 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.