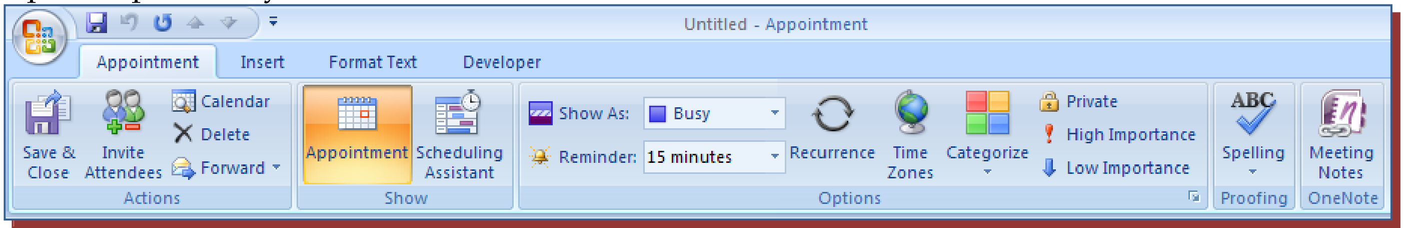
Appointment Ribbon – Appointment Tab

The ribbons on the appointment or meeting window are used to perform different tasks such as inserting tables, pictures, hyperlinks, files, and so forth. The Appointment Tab is used to save the appointment or meeting, to invite other people to an appointment or meeting, to specify free busy options, plus many other features.



Group/Button	Description
Actions Group	
Save and Close	Click this button to save and close the scheduled appointment or meeting.
Invite Attendees	This button is used to invite other people to the appointment or meeting. When the button is clicked, a To button will appear at the top of the window. Addresses are input the same as if a message was sent.
Calendar	Use this button to view the Calendar to see if the appointment or meeting time will work.
Delete	To delete the appointment or meeting, click this button.
Forward	Click this button to forward the scheduled appointment or meeting to someone else.
Show Group	
Appointment	When the **Untitled Meeting** window is displayed, this button is selected by default. It is used to display the appointment or meeting window.
Schedule	This button is used to show the scheduling window. In this window, it is possible to view free/busy times for conflicts so that an appointment or meeting can be scheduled.
Options Group	
Show As	With the list for this button, it is possible to show one of four options: **Free**, **Tentative**, **Busy**, or **Out of Office**.
Reminder	Click this list arrow to select a time when a reminder should be displayed about an appointment or meeting. If a reminder is not to be given, click None in the list.
Recurrence	To schedule appointments or meetings that occur on a weekly, monthly, or yearly basis, click this button. The Appointment Recurrence window will display. In this window, it is possible to specify the options for a recurring appointment or meeting.
Time Zones	Use this button to display different time zones around the world. Appointments or meetings can be scheduled using these different zones.

Group/Button	Description
Categorize	This button is used to specify a category for an appointment or meeting. New categories may be added to the list. The categories are color coded.
Private	To code the scheduled appointment or meeting as Private, click this button. When others view the Calendar, this type of appointment or meeting will display as Private Appointment, instead of displaying the actual text of the appointment or meeting.
High Importance	Click this button to specify that this appointment or meeting is high priority; it is important.
Low Importance	To specify that an appointment or meeting is of low importance, click this button.
Proofing Group	
Spelling	To check the spelling in an appointment or meeting, click this button.
Research	If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button. It is used to open the Research Task Pane. This Task Pane is used to search through reference materials such as online dictionaries, encyclopedias, and so forth.
Thesaurus	To search for antonyms and synonyms for a selected word, choose this option. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Translate	This option is used to translate the text in an appointment or meeting to a different language. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Translation Screen Tip	Use this option to select from four different languages or to turn off the Translation Screen Tip. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Set Language	Use this button to set the language for selected text within an appointment or meeting. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
Word Count	This button is used to determine how many words are in the text area of an appointment or meeting request. If this option doesn't show up on the ribbon, it can be accessed by clicking the arrow at the bottom of the Spelling button.
OneNote Group	
Meeting Notes	When this button is clicked, appointment or meeting notes can be created in OneNote. OneNote is a program that comes with the Microsoft Office Suite of Programs.