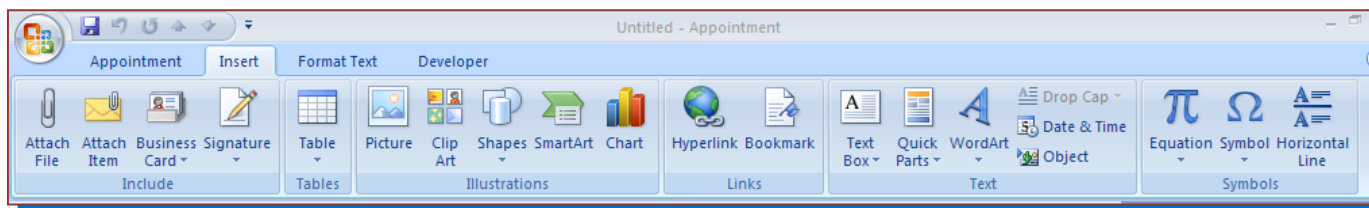


## APPOINTMENT RIBBON – INSERT TAB

The ribbons on the appointment or meeting window are used to perform different tasks such as inserting tables, pictures, hyperlinks, files, and so forth.

This tab is used to insert pictures, clip art, attachments, hyperlinks, and other objects into the appointment or meeting text area.



Group/Button	Description
<b>Include Group</b>	
<b>Attach File</b>	This button is used to attach a file to an appointment or meeting. When the button is clicked, the Insert File window will display.
<b>Attach Item</b>	Use this button to attach another Outlook item, such as a Task, to an appointment or meeting.
<b>Business Card</b>	Click this button to attach an item from Contacts to an appointment or meeting.
<b>Signature</b>	To insert your signature into an appointment or meeting, click this button.
<b>Tables Group</b>	
<b>Tables</b>	This button is used to insert a table in the text area of the appointment or meeting.
<b>Illustrations Group</b>	
<b>Picture</b>	Click this button to insert a picture from a file into the text area of an appointment or meeting. The Insert Picture window will display.
<b>Clip Art</b>	To insert a clip art image into the text area of an appointment or meeting, click this button. The Clip Art Task Pane will display. In this Task Pane, it is possible to search for a specific category of clip art.
<b>Shapes</b>	This button is used to insert shapes, such as rectangles and circles, into the text area of an appointment or meeting. Once the shape has been selected, click in the text area and then draw the shape.
<b>Smart Art</b>	Smart Art is used to insert diagrams and other objects used to show a process into the text area of an appointment or meeting.
<b>Chart</b>	To insert an Excel chart into the text area of an appointment or meeting, click this button.
<b>Links Group</b>	
<b>Hyperlink</b>	This button is used to insert a link to a Web page or a document into the text area of the appointment or meeting.
<b>Bookmark</b>	Bookmarks are used to move to a specific point within a document.
<b>Text Group</b>	
<b>Text Box</b>	Click this button to insert a text box into an appointment or meeting. A textbox can be used to highlight something within the area.

<b>Group/Button</b>	<b>Description</b>
<b>Quick Parts</b>	This option is available within a Word document, but is not available when scheduling an appointment or meeting.
<b>WordArt</b>	Use this button to insert a WordArt image into the text area of an appointment or meeting. Word Art is used to add special formatting to text.
<b>Drop Cap</b>	To add emphasis to the first letter in a paragraph, click this button. The first letter of the paragraph will appear larger than all the other letters in the paragraph.
<b>Date &amp; Time</b>	Click this button to insert a date within the text area of the appointment or meeting. A gallery of different date and time formats will appear.
<b>Object</b>	This button is used to insert an object, such as an Excel chart, into the text area of an appointment or meeting.
<b>Symbols Group</b>	
<b>Equation</b>	To insert an equation within the appointment or meeting text area, click this button. The Equation Tools Design Contextual Tab will display. This tab is used to insert and format equations.
<b>Symbol</b>	Click this button to insert a symbol into the appointment or meeting text area. A gallery of symbols will display when the button is clicked.
<b>Horizontal Line</b>	Use this button to insert a Horizontal Line into the text area of the appointment or meeting. Double-click the line to change the color or height of the line.