

QUICKLY SCHEDULE AN APPOINTMENT

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 subject for 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 subject for 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.