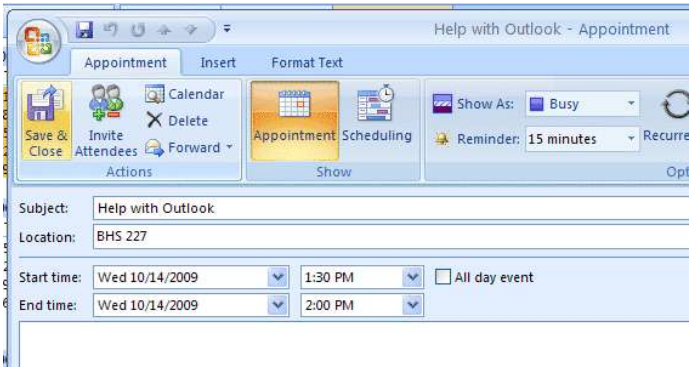
HOW DO I USE THE APPOINTMENTS CALENDAR?

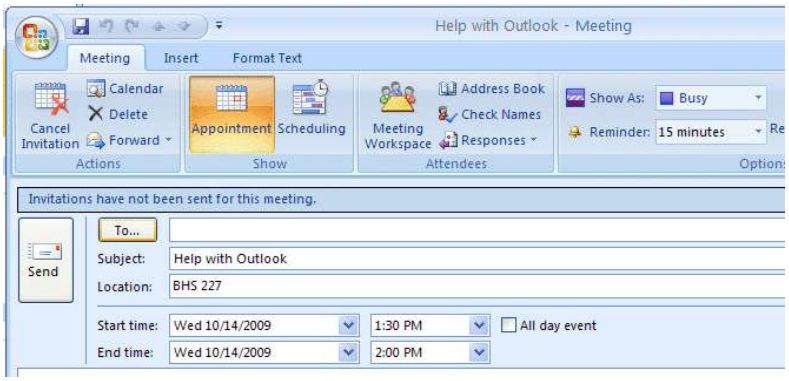
Open the "Go" menu and pick "Calendar" or pick the Calendar button in the left column of the program. Here you can create, receive, and track appointments.

Creating an Appointment



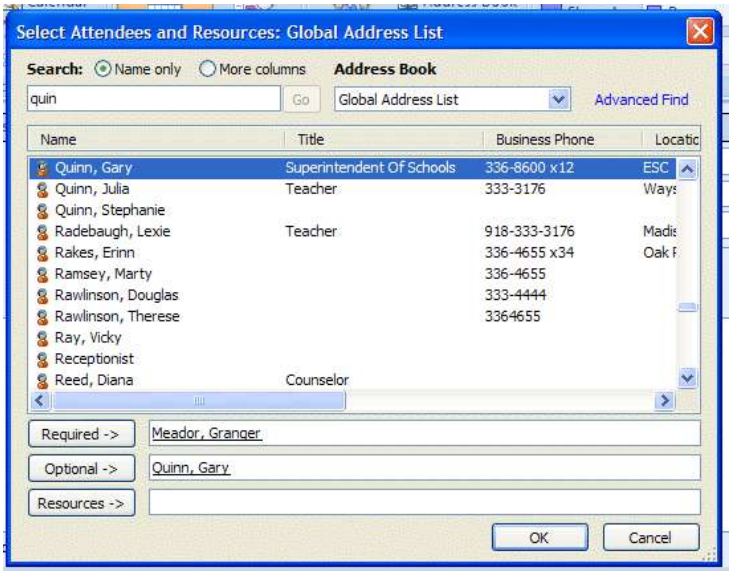
Click the "New" button in the top left corner of the screen. It defaults to creating a new appointment. (Or you can double-click on the appropriate day or time in your calendar to create a new appointment there.)

Fill in the Subject and Location entries, set a day and time for it to start and stop (UNcheck "All day event" to set the specific times).



Change the "Reminder" setting in the top bar to what you like. Then, if the appointment is just for you, hit the "Save & Close" button in the upper left to put the appointment into your calendar.

If you wish to invite others to this appointment, hit the "Invite Attendees" button. This will cause a "To…" line to appear above the Subject line. You can cut-and-paste email addresses directly into the "To…" line if you like.



But usually you'll click on the "To…" button to pull up your address book. Find the person or distribution list you need and highlight that entry. Then click either the "Required" or the "Optional" button so when they receive your appointment invitation they know if their status. They'll either "accept" the appointment or "decline" it, and they can include a written response if they wish.

You can add as many people or lists as you like, then hit OK to return to your appointment, and hit the "Send" button to complete the task. You can also use the "Scheduling" button to see what times your invitees are available according to their calendars.