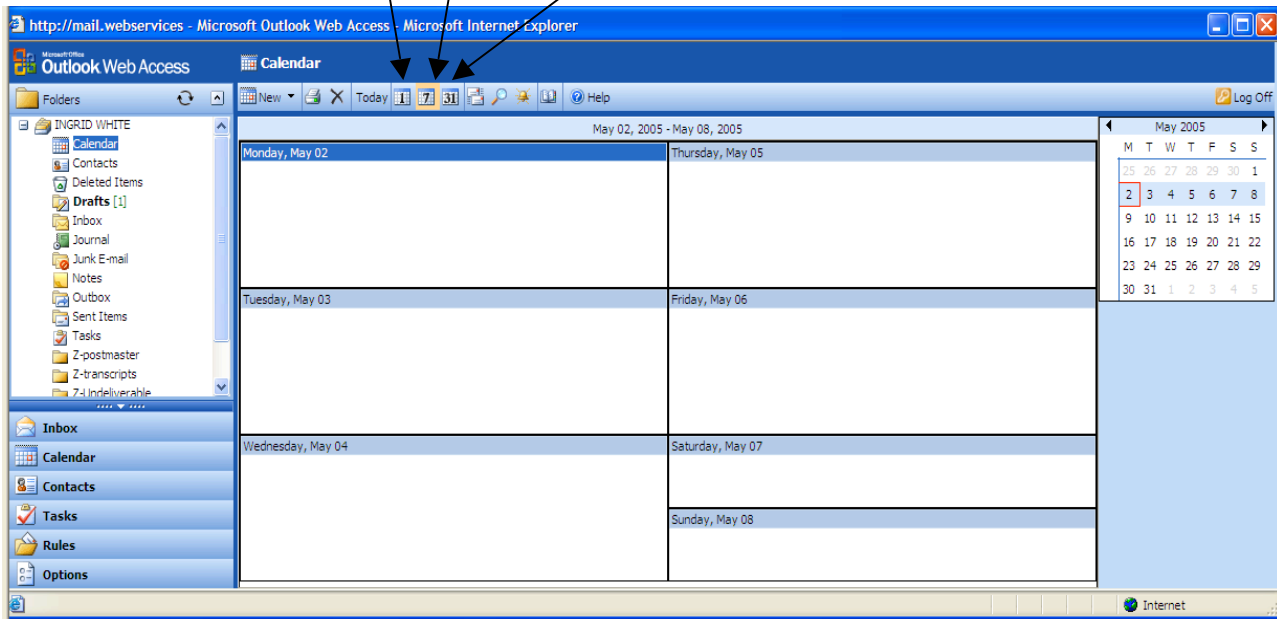
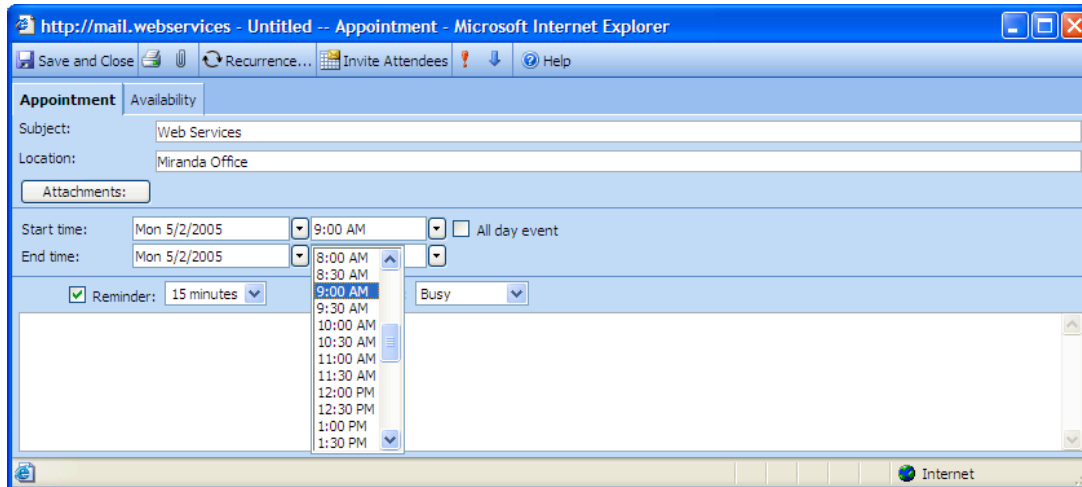


Calendar

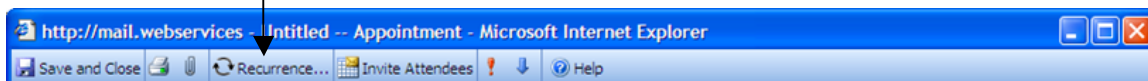
1. You can enter your appointments in your calendar. Click on the **Calendar** button and choose your view- **day**, **week** or **month** by clicking the appropriate button



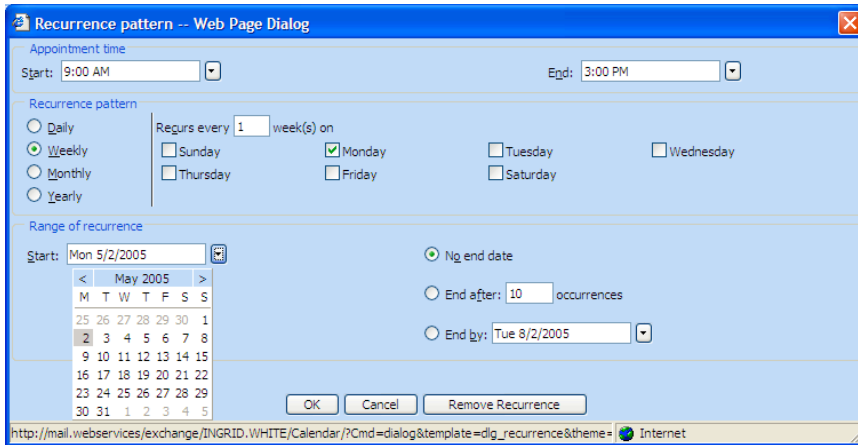
2. Click on the **New** down arrow and choose **Appointment**, or double click on a day to open the **Appointment** box. Type in a subject and location, and either click the **All day event** or choose two times. You can also set a reminder which will bring up a pop-up box at certain intervals. Click the **Save and Close** button or continue to set a recurrence.



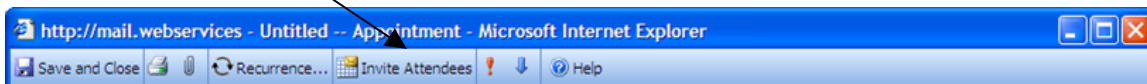
3. A recurrence can be set if you have a recurring appointment (say, a staff meeting) at the same time and same day each week or month. Click the **Recurrence** button.



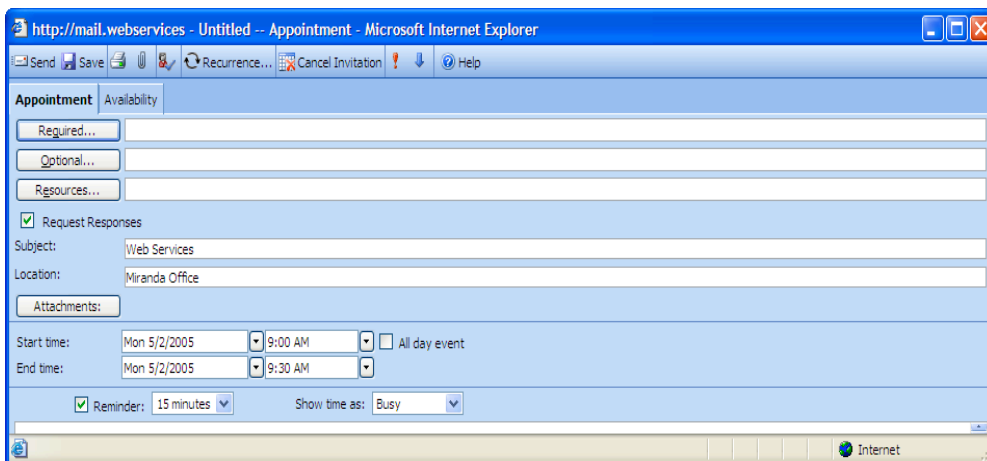
- 4. Set your recurring appointment time, day, etc, and the range of recurrence. Click OK to save. You can go back to the recurrence and remove it if needed.



- 5. You can also Invite attendees which will set the same appointment on other people's calendars. This can be handy for making sure everyone knows when a meeting is due. Click the **Invite Attendees** button.



- 6. You can add attendees to two different boxes- **Required** and **Optional**. When you click on either button, the E- Learning **find names** dialogue box appears.



7. Choose your attendees as you would add email addresses to an email. Click on either the **Required** or **Optional** buttons. Non-E- Learning addresses can not be added.



8. The appointment will be listed under the date.

