

Scheduling an Outlook Appointment

- Open Outlook
- Open the calendar
- Click on the calendar you wish to book in
 - If you have more than one calendar open, you can uncheck the other ones on the list so it isn't so confusing and easier to view
- Click on the date and time you wish to book the event
 - Or...Click New Appointment
- Fill in the fields
- Enter different time if time slot isn't an option (only shows ½ hour increments)
- OPTIONAL: recurring appt – click on recurrence under Options tab
- Click SAVE

NOTE: If you don't see the options you need, expand your Outlook window so all the tools show