

Using the calendar

Creating an appointment

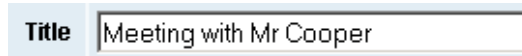
- To add a new appointment click on:



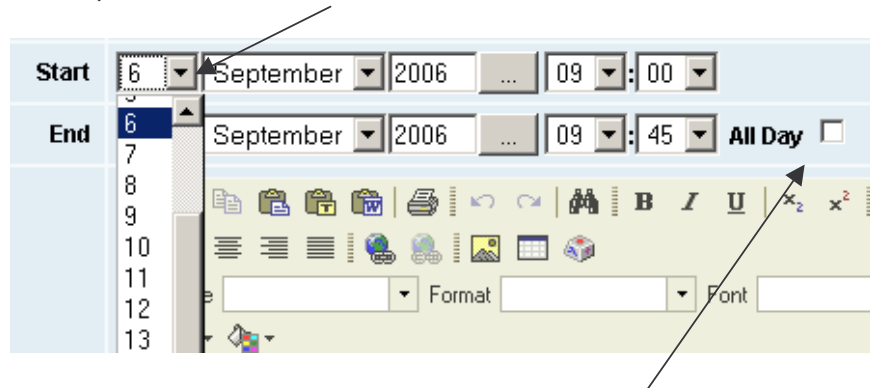
Alternatively, click in the white box of the date you wish to create an entry.



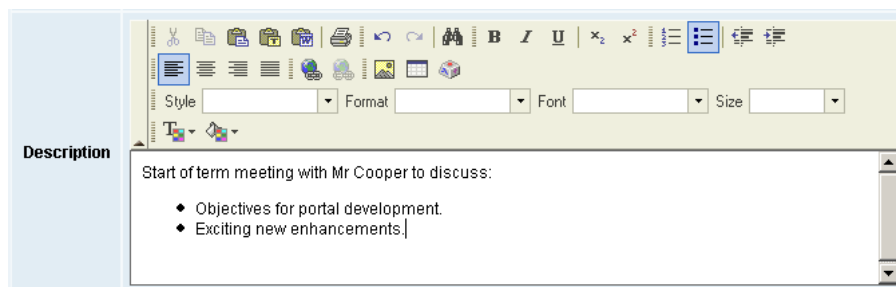
- The 'New Appointment' screen will be displayed. Place your cursor in the title box and type the name of your appointment. This entry will appear in the month view of your calendar and your homepage.



- Select the start and end date, as well as the times of the appointment by clicking the drop down menus.



- If your event lasts all day, click inside the All Day box.
- You can add more information by placing the cursor in the description box. This will allow you to type more information about your appointment that will appear in the 'day view' and 'appointment details' sections of your calendar.



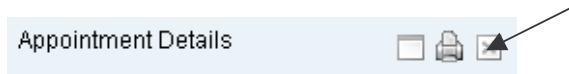
- Click on save to complete the process.

Using the calendar



- You will return to the Calendar month view. Your 'Appointment Details' will appear in your Calendar month view.

- Click on the close button to hide the Appointment details box.



- You will return to full month view of your calendar.