

APPOINTMENTS

Appointments are activities that you schedule in your calendar **that do not involve inviting other people or reserving resources**. By designating each appointment as busy, free, tentative, or out of office, other Outlook users know your availability.

CREATE AN APPOINTMENT

To create an appointment:


1. In **Calendar**, on the **Home** tab, in the **New** group, click **New Appointment**. Alternately, you can right-click a time block in your calendar grid and click **New Appointment**.



Keyboard shortcut: To create an appointment, press **CTRL+SHIFT+A**.

2. In the **Subject** box, type a description.
3. In the **Location** box, type the location.
4. Enter the start and end times.

Tip: You can type specific words and phrases in the Start time and End time boxes instead of dates. For example, you can type Today, Tomorrow, New Year's Day, Two Weeks from Tomorrow, Three days before New Year's Day, and most holiday names.

5. To show others your availability during this time, on the **Appointment** tab, in the **Options** group, click the **Show As** box and then click **Free**, **Tentative**, **Busy** or **Out of Office**.
6. To make the appointment recurring, on the **Appointment** tab, in the **Options** group, click **Recurrence** . Click the frequency (**Daily**, **Weekly**, **Monthly**, **Yearly**) with which the appointment recurs, and then select options for the frequency. Click **OK**.

Note: Adding a recurrence to an appointment changes the **Appointment** tab to say **Recurring Appointment**.

7. By default, a reminder appears 15 minutes before the appointment start time. To change when the reminder appears, on the **Appointment** tab, in the **Options** group, click the **Reminder** box arrow and then click the new reminder time. To turn the reminder off, click **None**.
8. On the **Appointment** tab, in the **Actions** group, click **Save & Close**.

Tip: Double-click any blank area on the calendar grid to create a new appointment.

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MAKE AN APPOINTMENT AN ALL-DAY EVENT

To make an appointment an all-day event:

1. In **Calendar**, on the **Home** tab, in the **New** group, click **New Items**, and then click **All Day Event**.
2. In the **Subject** box, type a description.
3. In the **Location** box, enter the location.
4. To indicate to people who are viewing your calendar that you are out of office instead of free, on the **Event** tab, in the **Options** group, click **Out of Office** in the **Show As** list.
5. If the event lasts longer than one day, change the values in the **Start time** and **End time** boxes.
6. Click **Save and Close**.

Tip: In Day/Week/Month view, you can quickly create an event by double-clicking the darker shaded area underneath the date heading of the day of the event.

CHANGE A SINGLE APPOINTMENT

To change a single appointment:

1. Open the appointment. If you open an item that is part of a recurring series, in the **Open Recurring Item** dialog box, click **Open this occurrence**, and then click **OK**.
2. On the **Item Occurrence** tab, change the options that you want, and then click **Save & Close**.

Tip: You can drag the appointment to a different date on the calendar. You can also edit the subject by clicking the text and then typing your changes.

CHANGE A REOCCURRING APPOINTMENT

To change a reoccurring appointment:

1. Open the appointment that you want to change.
2. Choose **Change options for all appointments in a series**
3. Click **Open the series**, and then change any options that you want to change. To change recurrence options, on the **Recurring Appointment** tab, in the **Options** group, click **Recurrence**, change the options and then click **OK**.
 - o **Change options for one appointment that is part of a series**

.Click **Open this occurrence**.

i. On the **Recurring Appointment** tab, change the options that you want.


4. On the **Appointment** or **Recurring Appointment** tab, in the **Actions** group, click **Save & Close**.

Tip: In **Calendar**, you can drag the appointment to a different date. You also can edit the subject by clicking the description text, pressing F2, and then typing your changes.

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MAKE AN EXISTING APPOINTMENT REOCCURRING

To make an existing appointment reoccurring:

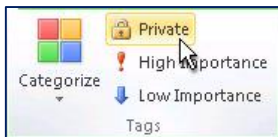
1. Open the appointment that you want to set to recur.
2. On the **Appointment** tab, in the **Options** group, click **Recurrence** .
3. Click the frequency — **Daily**, **Weekly**, **Monthly**, **Yearly** — with which you want the appointment to recur, and then select the options for the frequency.
4. On the **Recurring Appointment** tab, in the **Actions** group, click **Save & Close**.

MAKE AN APPOINTMENT OR MEETING PRIVATE

When an appointment or meeting is marked private, other people cannot see details of the item. This includes people who have delegate access rights or other people who you have granted read permissions to your calendar.

Details of a private item can also be blocked from appearing when your calendar is printed.

To make an appointment or meeting private:



1. Create or open the appointment or meeting that you want to mark as private.
2. On the **Appointment** or **Meeting** tab, in the **Tags** group, click **Private**.

The **Private** command is not available for a single occurrence of a recurring appointment or meeting. You can, however, mark the entire series as private.

Important: You should not rely solely on the private command to prevent other people from accessing the details of your appointments, contacts, or tasks. To ensure that other people cannot read the items that you mark as private, do not grant them **Read** permission to your **Calendar**, **Contacts**, or **Tasks** folders.

To remove the privacy mark from an appointment or meeting:

1. Click on the appointment, and then on the **Calendar Tools** tab.
2. Click **Private**. Calendar items marked as private include a lock icon in **Calendar** or **Preview** view.

TURN OFF APPOINTMENTS AND MEETINGS IN THE TO-DO BAR

By default, Outlook appointments, meetings, and all-day events appear in the Appointments section of the To-Do Bar.

Double-click any item in the appointment section to open it. You can also click an item, and then use the **Calendar Tools** commands that appear on the ribbon.

To turn on or off the appointment section, do the following:

1. On the **View** tab, in the **Layout** group, click **To-Do Bar**.
2. Click **Appointments**.

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To view more appointments in the **Appointments** section, hide or reduce the size of the other To-Do Bar parts. To change the number of appointments shown in the To-Do Bar, do the following:

- Point to the bar between the Appointments section and Task List. When the pointer changes, drag up or down to increase or decrease the size of the Appointments section.

When you release the mouse button, the number of appointments increases or decreases to fill the available space.

To change the information that is shown in the Appointments section, do the following:

1. In any Outlook folder, on the **View** tab, in the **Layout** group, click **To-Do Bar**, and then click **Options**.
2. Under **Show Appointments**, select or clear the check boxes of the options that you want.

Clear the **Show Appointments** check box to hide the Appointments section.

ASSIGN CATEGORIES TO APPOINTMENTS

Use the same methods to assign categories to appointments as you do for assigning categories to messages.

REFERENCES

Microsoft Corp. "Outlook Help."

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