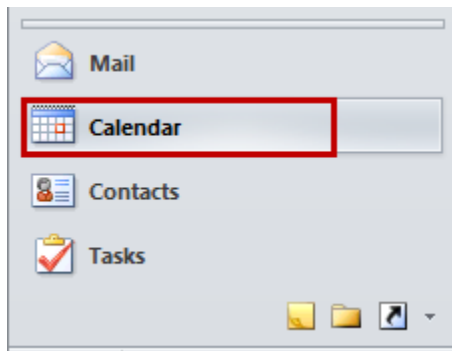


OUTLOOK 2010

Instructional Steps

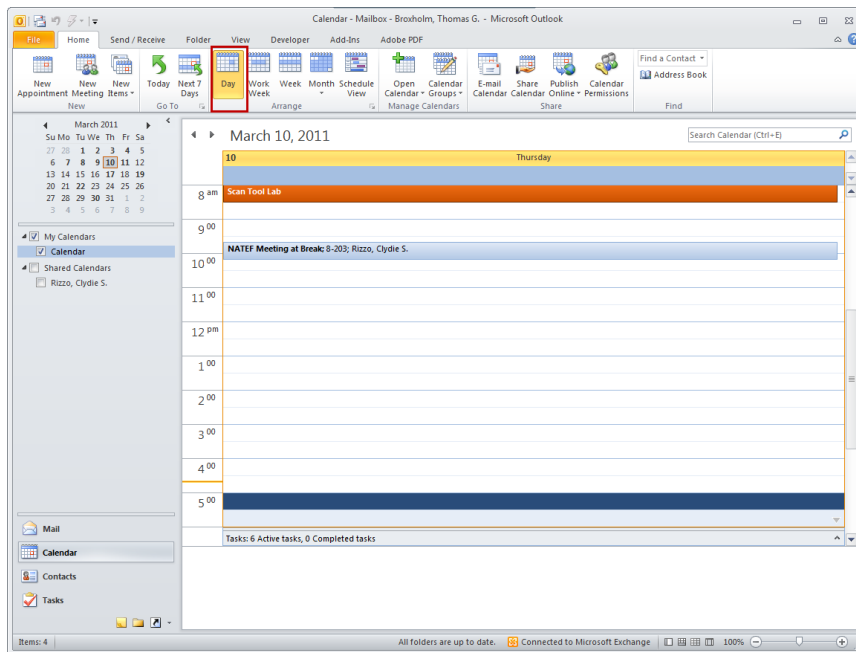
Create an Appointment in the Calendar

1. From the shortcut menu click “Calendar”

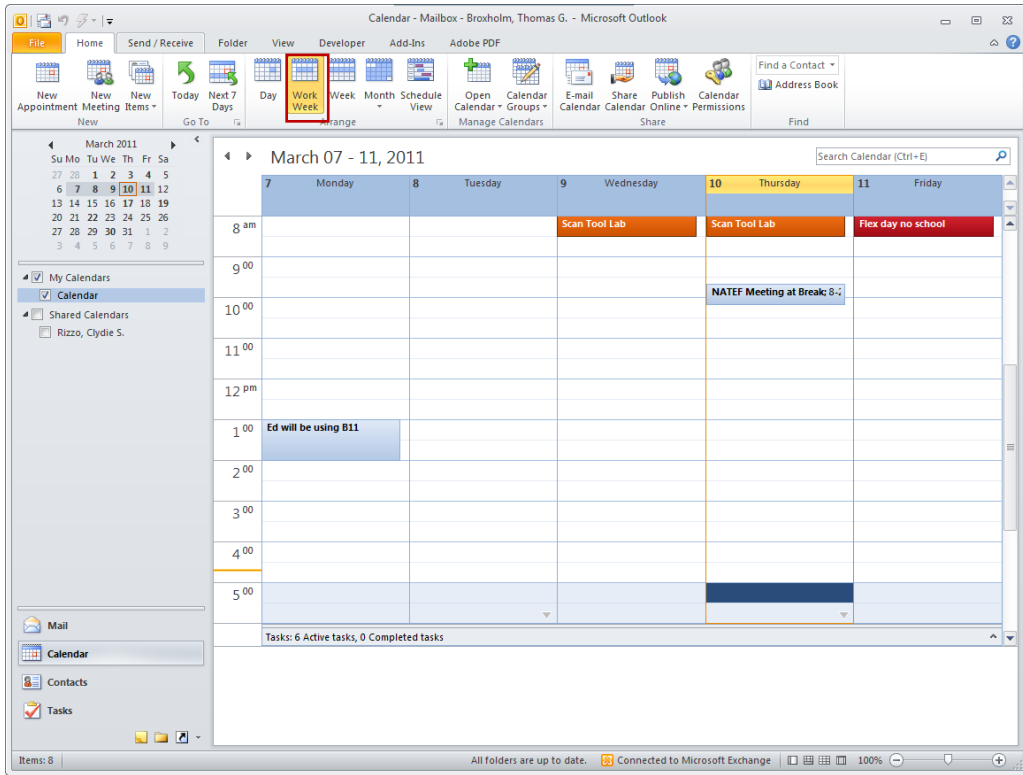


2. Choose your view.

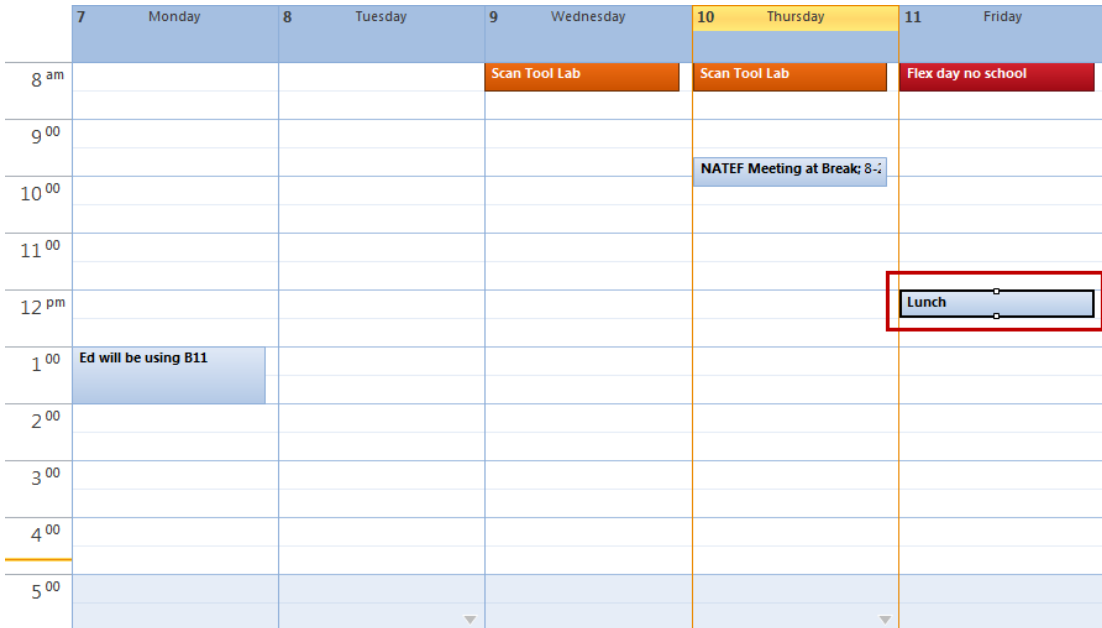
3. By the “Day”.



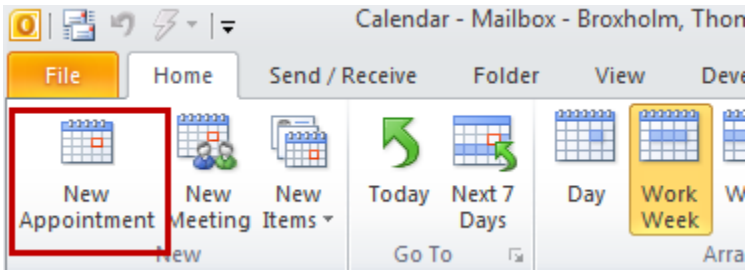
4. By the "Work Week"



5. Either click on the time slot and type in your appointment



6. Or on the Home ribbon click on “New Appointment.”



7. Add the subject line, Date & Time. Click “Save & Close” Location is optional.

