

The following quick guide will show you how to create calendar appointments in Microsoft Outlook Web App.

Creating Calendar Appointments

1. From your *inbox*, click the **Calendar** icon at the bottom of the *navigation* pane.

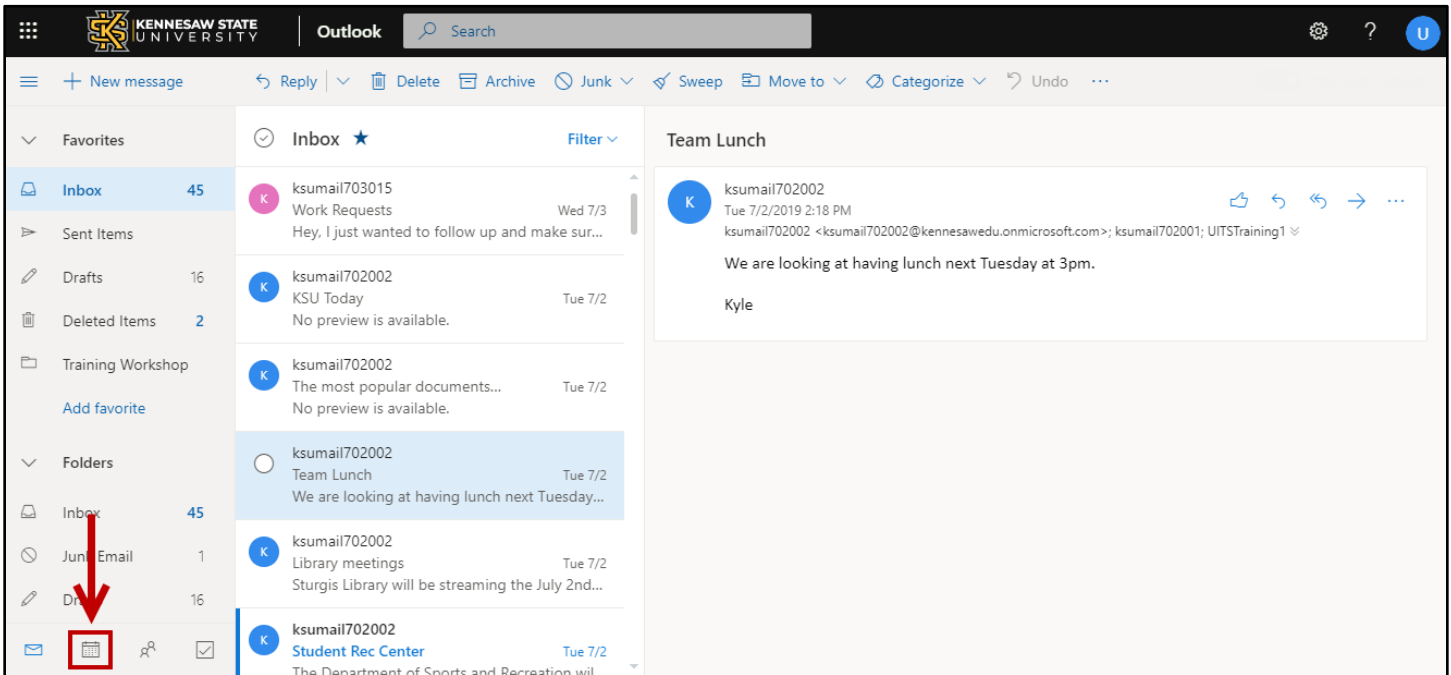


Figure 1 - Click Calendar

2. The *Calendar* view will display. In the *menu bar*, click **New Event**.

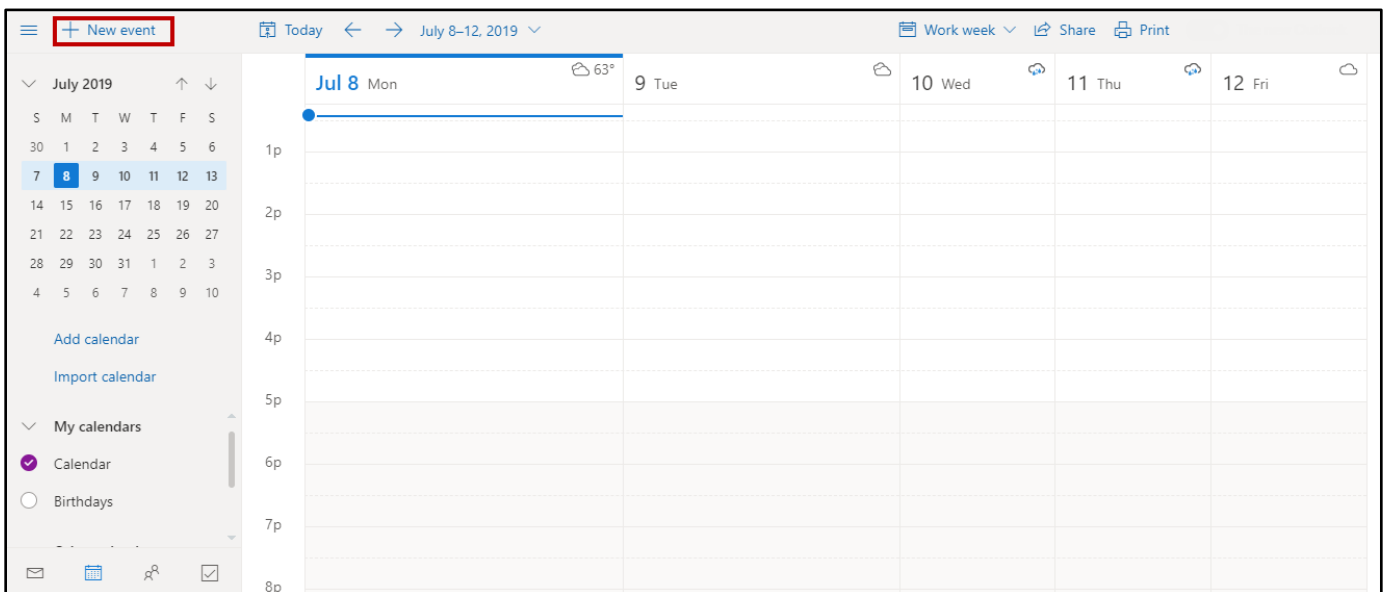


Figure 2 - Click New

3. The *event details* window will open:

- a. **Add a title:** Add a title for the event (See Figure 3).
 - b. **Invite attendees:** Invite attendees to the event by typing their name or email (See Figure 3).
 - c. **Optional:** Set optional attendees for the event (See Figure 3).
 - d. **Start Date:** Enter the date the event will start (See Figure 3).
 - e. **Event Time:** Enter the time the event will end or set it to an *All day* event (See Figure 3).
 - f. **Repeat:** If this is a recurring event, enter how often the meeting will repeat (See Figure 3).
 - g. **Event Location:** Enter a location for the event (See Figure 3).
 - h. **Add online meeting:** Add an online meeting using Skype for business or Microsoft Teams. (See Figure 3).
 - i. **Reminder:** Can schedule an email reminder to be sent to yourself and/or attendees before the event occurs (See Figure 3).
 - j. **Description:** Enter a description for the event (See Figure 3).
 - k. **Scheduler:** View the availability for you and any invitees for the event (See Figure 3).
4. When all the information for your event has been entered, click **Save** or **Send** to notify attendees of your event (See Figure 3).

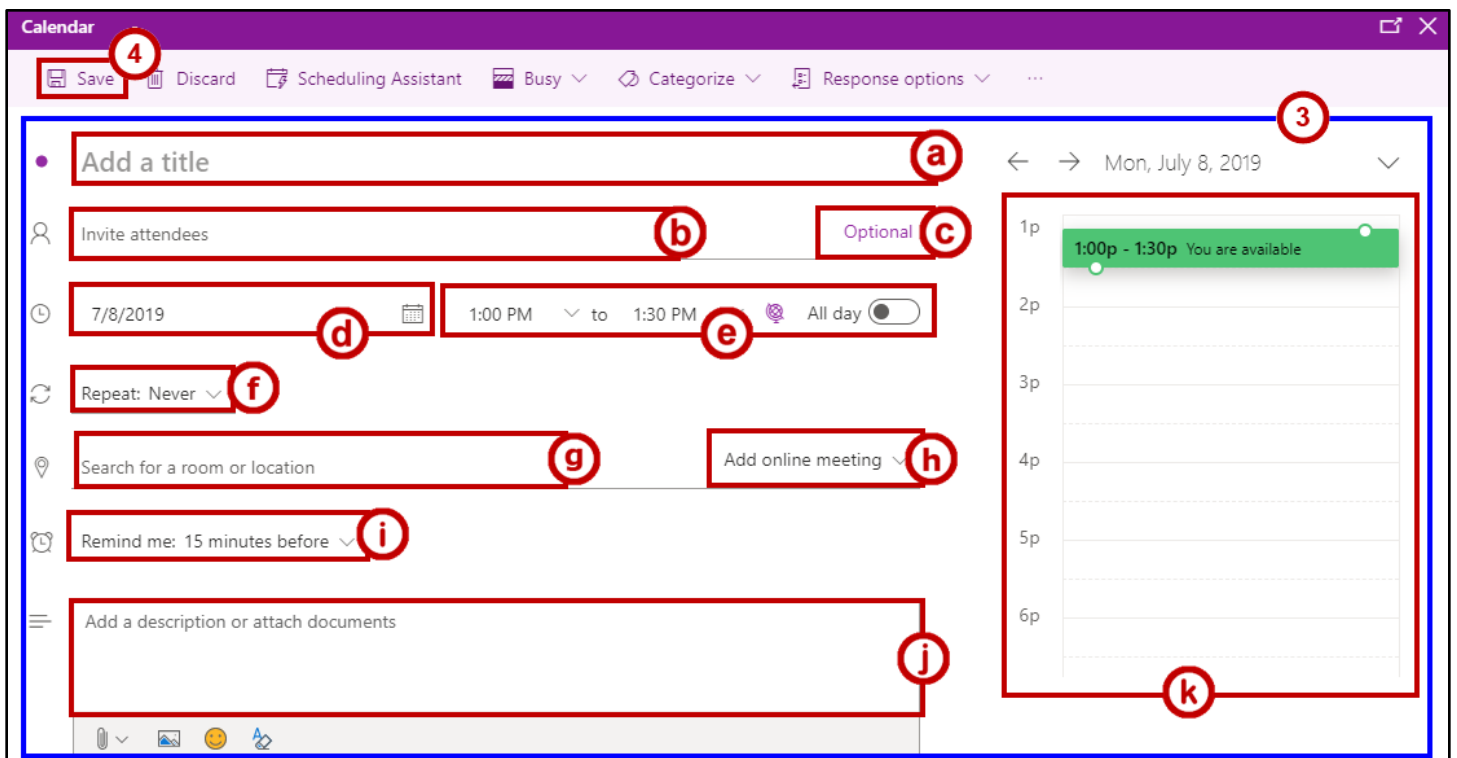


Figure 3 - Event Details