Creating a Calendar Appointment
Microsoft Outlook Web App

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.

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

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**