

Create an Appointment

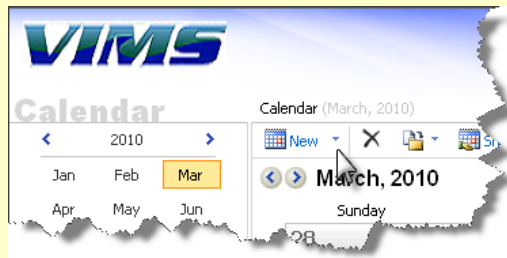
The Calendar allows you to create and track appointments. When you use the Calendar to keep track of your meetings and appointments, anyone in the VIMS global address list can check your availability for their scheduling purposes; however, it will only show as busy unless you have shared your calendar out to them.

Try This Yourself:

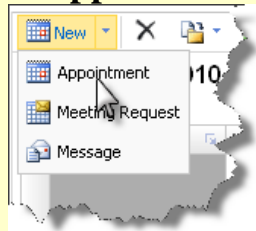
- 1 In the Navigation Pane on the left hand side, click on **Calendar**.



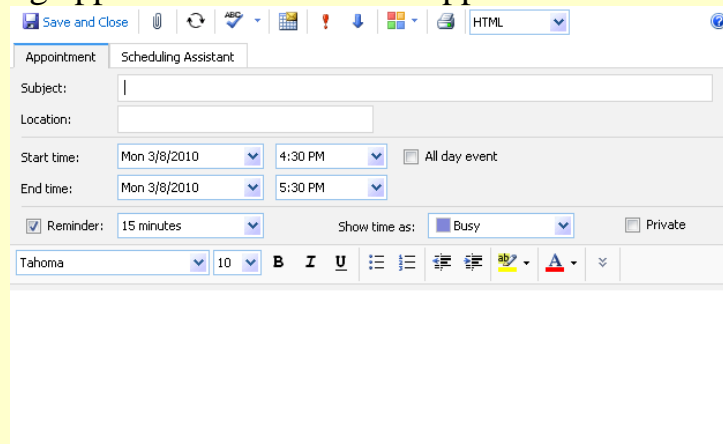
- 2 At the top of the screen, select **New**.



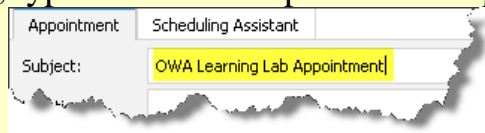
- 3 Or you could select the drop down arrow next to **New** and the drop down selections will appear. Select **Appointment**.



- 4 The following appointment screen will appear:

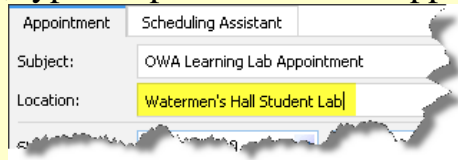


- 5 In the **Subject** box, type a brief description of the appointment.



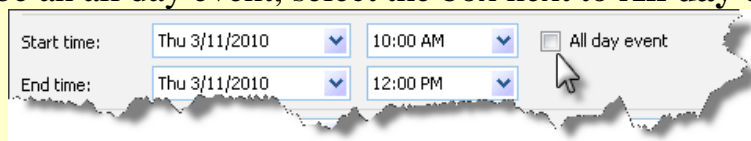
Appointment: Scheduling Assistant
Subject: OWA Learning Lab Appointment

- 6 In the **Location** box, type the place where the appointment will occur.



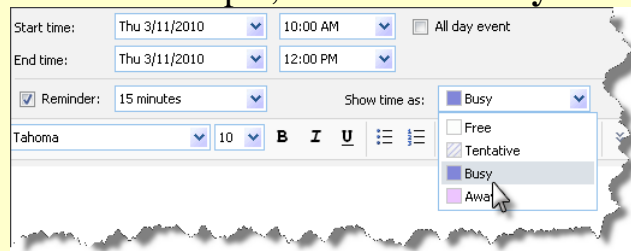
Appointment: Scheduling Assistant
Subject: OWA Learning Lab Appointment
Location: Watermen's Hall Student Lab

- 7 In the **Start time** and **End time** lists, select the appropriate dates and times. If it will be an all day event, select the box next to **All day event**.



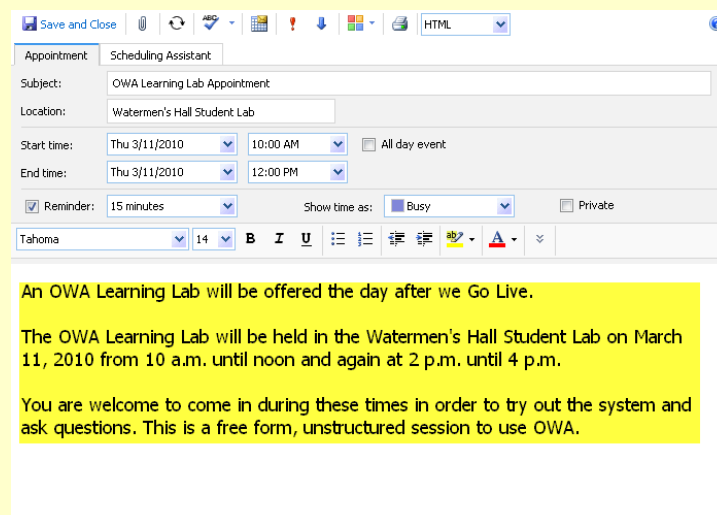
Start time: Thu 3/11/2010 10:00 AM All day event
End time: Thu 3/11/2010 12:00 PM

- 8 In the **Show time as** list, select the description you want to appear in your schedule for the duration of the appointment. Your selection (**Busy**, **Tentative**, **Free**, or **Out of Office**) is what others will see when they view your schedule. For this example, we selected **Busy**.



Start time: Thu 3/11/2010 10:00 AM All day event
End time: Thu 3/11/2010 12:00 PM
 Reminder: 15 minutes Show time as: Busy
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- 9 In the message body, type any additional information, for example, a list of materials that others should bring to the meeting or extra details about the meeting.



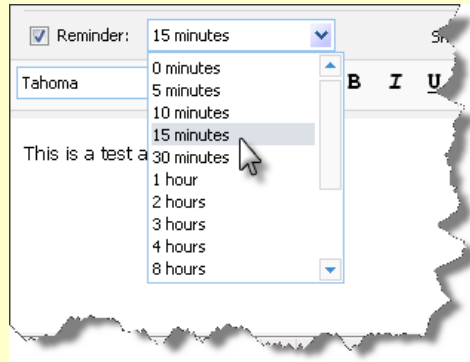
Appointment: Scheduling Assistant
Subject: OWA Learning Lab Appointment
Location: Watermen's Hall Student Lab
Start time: Thu 3/11/2010 10:00 AM All day event
End time: Thu 3/11/2010 12:00 PM
 Reminder: 15 minutes Show time as: Busy Private
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An OWA Learning Lab will be offered the day after we Go Live.

The OWA Learning Lab will be held in the Watermen's Hall Student Lab on March 11, 2010 from 10 a.m. until noon and again at 2 p.m. until 4 p.m.

You are welcome to come in during these times in order to try out the system and ask questions. This is a free form, unstructured session to use OWA.

- 10** If you want an automatic reminder message, select the box next to **Reminder** and then choose when you want to be reminded by clicking the drop down selection box.



- 11** Click **Save and Close**.

