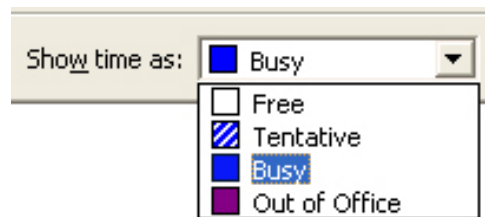


## Creating Appointments on your Calendar

Just as you would write in a paper-based organizer, you can click on any time slot in the Outlook **Calendar** and begin typing. You can opt to have a sound or message remind you of appointments, meetings, and events, and you can color items for at-a-glance identification.

Appointments are activities that you schedule in your calendar that do not involve inviting other people or reserving resources. You can set reminders for your appointments. *You can also specify how your calendar looks to others by designating the time an appointment takes as:*

**busy** (busy: Blocks of time marked busy appear with a solid availability indicator and are shown as unavailable when other people view your Calendar.)



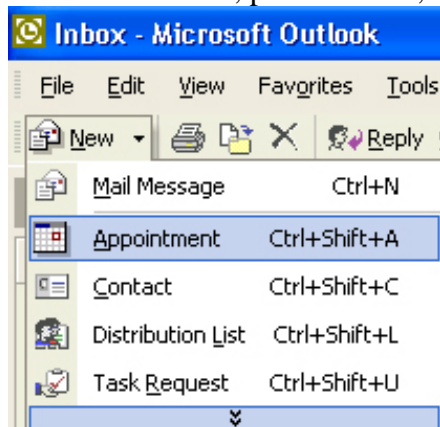
**free** (free: Free time appears with a clear availability indicator and is seen as available when others view your Calendar. An appointment of zero duration, while visible in the selected block of time when viewing days, shows as free time to others.)

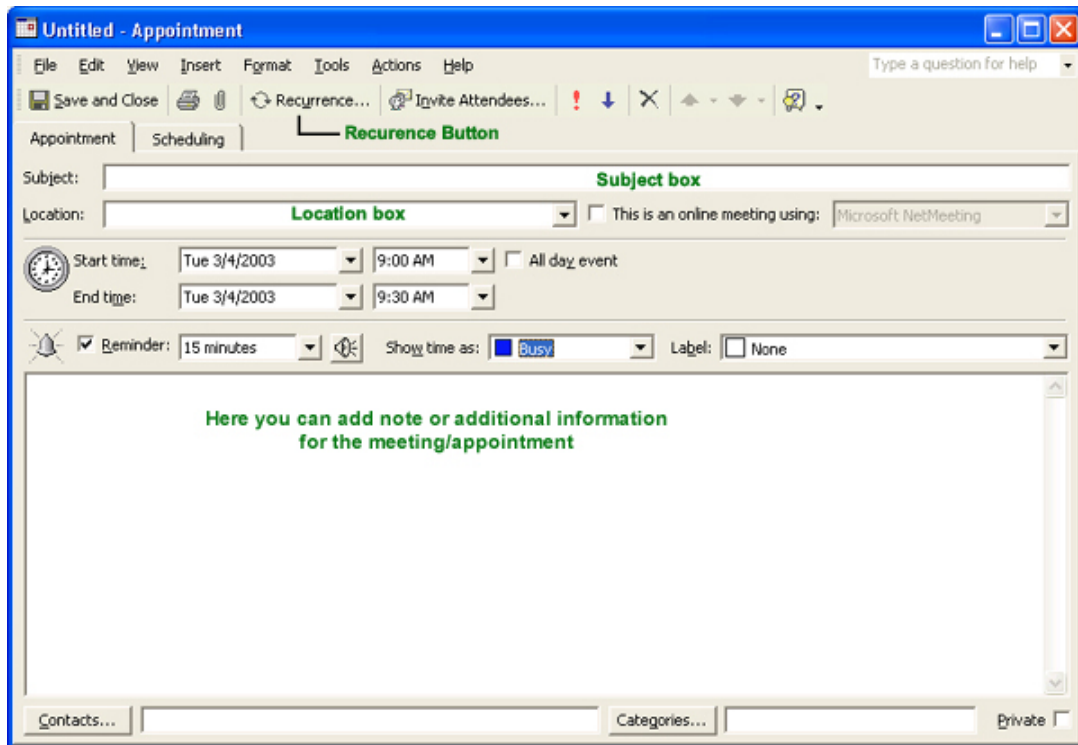
**tentative** (tentative: Blocks of time marked tentative appear with a striped availability indicator and are shown as available when other people view your Calendar.),

**out of office** (out of office: Blocks of time marked out of office appear with a solid availability indicator and a shaded appointment background, and they are shown as unavailable when other people view your Calendar.)

## Schedule an appointment

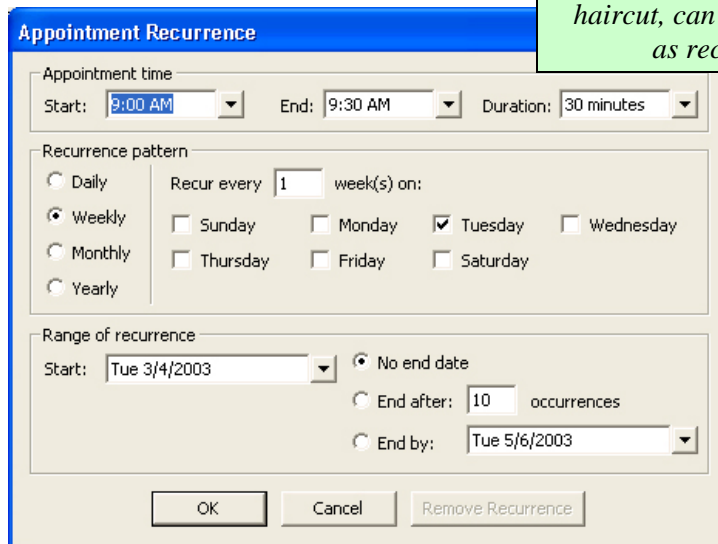
1. On the **File** menu, point to **New**, and then click **Appointment**.





2. In the **Subject** box, type a description.
3. In the **Location** box, enter the location.
4. Enter start and end times.
5. Select any other options you want.
6. To make the appointment recur; click **Recurrence**.

*Items that occur repeatedly:  
For example, an appointment or task that occurs on a regular basis, such as a monthly office conference or a monthly haircut, can be designated as recurring.*



Click the frequency (**Daily, Weekly, Monthly, Yearly**) with which the appointment recurs, and then select options for the frequency. To specify when the task repeats, do one of the following:

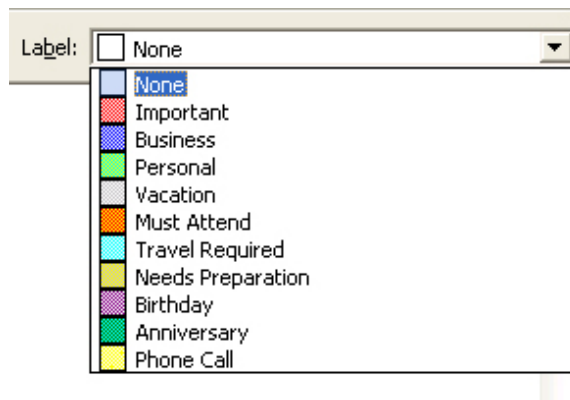
- Repeat the task at regular intervals
- Select any of the options on the right side of the Recurrence pattern group box, except Regenerate new task.
- Repeat the task based on the date it is marked complete
- Click Regenerate new task, and then type a time interval in the box.
- Select start and end dates.

7. Click **OK**.

8. Click **Save and Close**

## Coloring your appointments and meetings

Microsoft Outlook has 10 colors that you can use to color appointments and meetings. These colors are visible in Day/Week/Month view of **Calendar**. You can color individual or recurring appointments and meetings manually, or you can use rules to automatically



color items that meet certain conditions, such as when a certain word is used in the subject or when a meeting request is sent by a certain person. Manual coloring always take precedence over automatic coloring, so if you have applied manual coloring to an item, automatic coloring will not be applied to it.

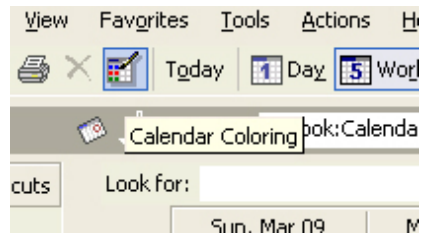
If you open another person's calendar or a calendar stored in a public folder, you will see the colors that were assigned

manually, but no automatic coloring. Automatic coloring can be seen only by the person who set it up.

Each color comes with a label. You can change these labels to make them more meaningful to you. For example, you can change the label of the color red from "important" to "urgent."

## Change appointment and meeting color labels

1. In Outlook, click on the **Calendar Icon** or link.



2. Click **Calendar Coloring**, and then click **Edit Labels**.
3. Type the text you want to associate with each color.