UNIT 6: Email Messaging (Intermidiate)
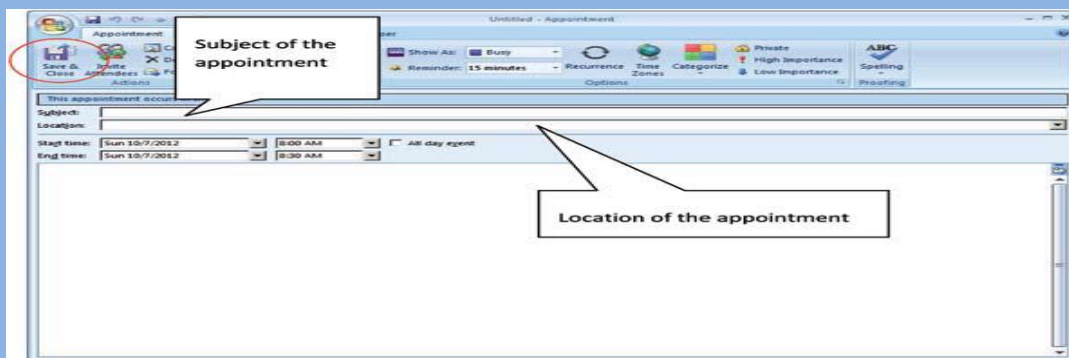
SESSION 2: SCHEDULE AN APPOINTMENT

You can create a appointments using the calendar. For example, You can create an appointment for visiting a dentist.

In this Chapter, you will learn to schedule an appointment. You can schedule an appointment in two ways.

❖ Using menu bar.
❖ Using calendar view.
❖ Go to File>New>Appointment, a window similar to the one below will be displayed

❖ Once you have create an appointment, click the save & close option for the calendar to store this information. Details will be reflected in the calendar.
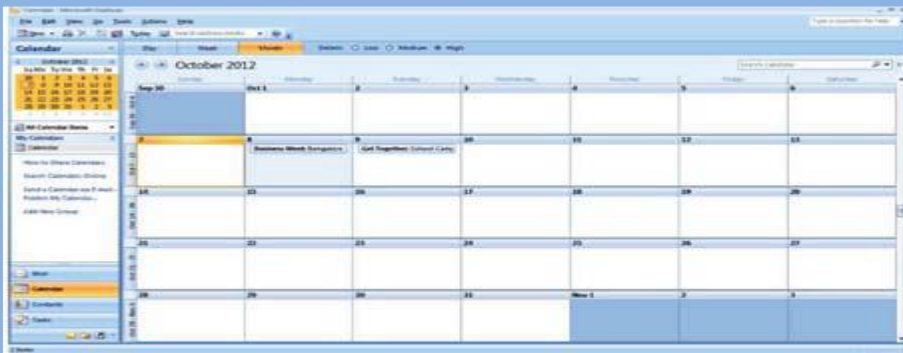
❖ Calendar software prompts you with an alert based on entries scheduled in the calendar.
❖ You can create appointments on a daily, weekly, monthly or yearly basis.
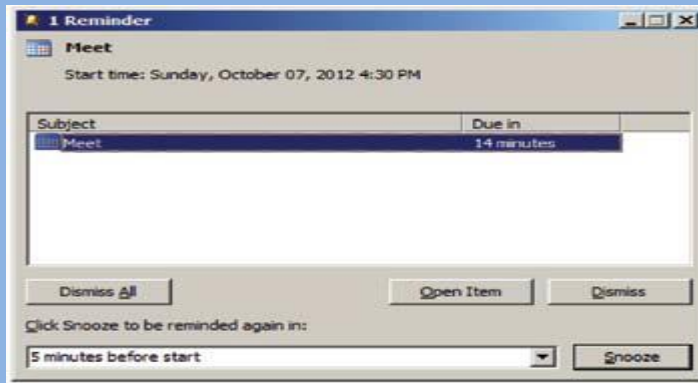
❖ You can create recurring appointments, for example you breakfast schedule everyday between 7:30 to 8:00 AM.

❖ To do so, right click on the calendar and click New Recurring Appointment.

❖ An Appointment Recurrence window appears. You can specify the appointment time, recurrence pattern and the range of recurrence here.
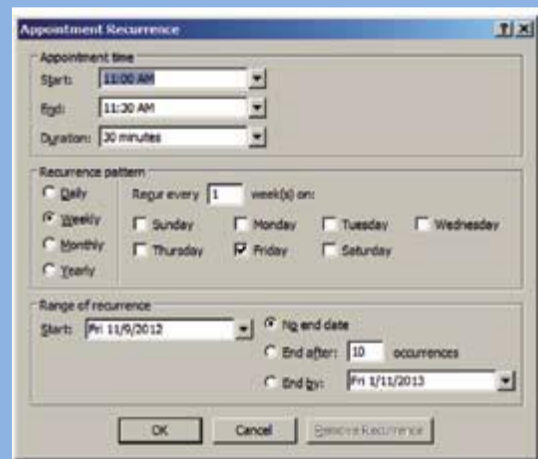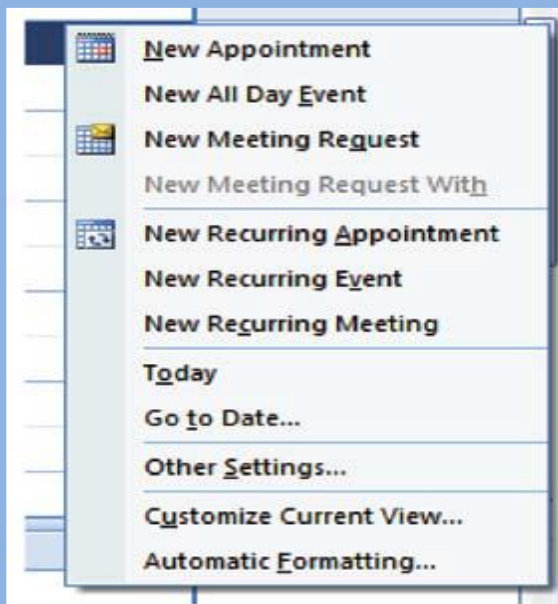
❖ Enter a recurring event, select multiple days and click OK.

❖ Recurring appointments appear on the calendar as a daily activity as displayed below.

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01.07.20XX