Hadley

Using Appointments Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger. And today, we'll learn how to view our appointments in the Outlook Calendar. We're using NVDA as our screen reader but the concepts we learn here will be pretty similar, no matter which screen reader we're using. Hey, it's a brand new day, full of possibilities. We can lounge in bed and read all day. Or we can go for a long walk. Or fix that annoying leaking faucet. Or, wait. There's something we're forgetting. What could it be?

Well, we can sit here trying to remember but that sounds like a really annoying way to spend this glorious day. And thankfully, because of our Outlook Calendar, we don't have to. We can just check to see if we have any appointments. So how do we do that? We're here in our Outlook Calendar and we're in our day view.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you. Your name, email address, how you heard about Hadley, and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away at 800.323.4238.

Taking these few steps saves your preferences so you can continue right where you left off, and track your progress every time you log on. Plus, it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts, like me. Now, where were we?