



MS Office

Outlook with Screen Reader

Creating Appointments

Appointments are activities you schedule in your calendar that do not involve inviting other people.

This can help you be more organized with your time and remember upcoming events. **Try it out!**

Create Appointment

1. Navigate to your inbox and press Control + 2 to get to the calendar.
2. Press Control + G to type in a specific date.
3. You land in a dialog box where you can enter the specific date you want to go to. Type in two digits for the month and a slash, two digits for the day and a slash, and four digits for the year, for example 01/16/2022 and press Enter to go to that date.
4. Press Control + N to add a new appointment to that date.

5. A dialog box opens where you can type the title of the appointment.

Start Date and Time

6. Press Tab to select the start date. Outlook assumes that the day you're focused on in the calendar is the day you want to schedule the appointment.
7. Press Tab again to get a date picker button if you want to select a different date for the appointment.
8. Press Tab again to get the start time. By default, it uses the 30-minute time segment that's closest to the current time.
9. Move through this column of times with your up and down arrow keys. As you move upward, you're moving earlier in the day, and moving downward puts you later in the day.

End Date and Time

10. Press Tab again to select the end date. By default, it chooses the day you've selected.

11. If this is an event lasting more than one day, press Tab again to get the date picker.
12. Press Tab again to get to the end time field for your appointment. By default, it's set 30 minutes later than your start time.
13. You can leave it as is, or you can increase the appointment time by moving down with the arrow key.

Or press Tab again to get to the All-Day checkbox. If your event is all day, press the spacebar to check the box.

As you continue to move forward with your Tab key, you'll find lots of things you can do to customize your appointment.

Appointment Location

14. Tab forward until you find the field Location.
15. You've landed on both a combo box and an edit box. You can type in there, since it's an edit box, and you can also use your down arrow key to move through and find a location you've

used previously so you don't have to type it again.

16. For the location, you can type anything, like an office address, a particular room in a building, or whatever you need to remind yourself where the appointment is.

Appointment Notes

17. Press Tab again to get to the last field, Message Edit Multi Line. This is where you can enter notes or important information about your appointment.
18. To save the details you've entered for the appointment, press Alt + S. This saves your appointment information, and you return to the calendar view, focused on the date you've selected.
19. To return to today's date, you can refresh the calendar view. First, switch back to the inbox by pressing Control + 1.
20. Then return to calendar view by pressing Control + 2. You are now focused on today's date.

Now you have a technique for creating an appointment in your calendar. This lets you easily schedule and remember events so your time is organized. Other workshops in this series explore more ways to use your calendar. Why not check several out to see which ones work best for you?