



MS Office

Outlook with Screen Reader

Using Appointments

You can check your appointments in Calendar.

You can use your calendar to keep track of upcoming appointments so you don't miss any scheduled events. **Give it a try!**

1. Navigate to your inbox, and press Control + 2 to get to the calendar.
2. Confirm you're in Day view by pressing Control + Alt + 1.
3. To check any appointments you have today, press Control + period to find your first appointment.
4. Press Control + period to find other appointments you have today or in upcoming days.
5. When you've landed on future appointments, you can return to previous days by pressing Control + comma.

6. Press Control + period to find the appointments you have on the day you land on.
7. To review the notes you've added for an appointment, locate the appointment and press Enter.
8. Press Tab to get to the field Message Multi Line to review your notes.
9. Close the open appointment by pressing the Escape key. This puts you back in the calendar.

You can check appointments on your calendar to keep track of your events. Other workshops in this series explore more ways to use your calendar. Check them out to see which ones work best for you.