



MS Office

Outlook

Create 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!**

1. At your inbox, select the calendar icon in the navigation bar at the bottom left corner of your screen. You can also use the keyboard shortcut **Control + 2** to switch from the inbox to calendar.
2. When you're on your calendar view, select **New Appointment** in the ribbon at the top of your screen. You can also use the keyboard shortcut **Control + N**.
3. A new window opens, and your cursor is in the **Subject** edit field. Type in the name of your appointment or event.

4. Press the Tab key to navigate to the next edit field, the **Location** field. Type in the address, office number, room number, or any other type of location information.
5. Press the Tab key to navigate to the next field, the **Start Time**. Type in the date or select the date from the calendar located at the far right of the edit field.
6. Press the Tab key to navigate to the next field, the time of the appointment. Select the down arrow, which opens a combo box of times. Use your mouse pointer or arrow keys to move up or down through the time choices. Press the Enter key to select your choice.

Tip: If it is an all-day event such as a birthday, you can select the checkbox to the right of the start time.

7. Press the Tab key to navigate to the next field, the **End Time**. Use the arrow keys to move through the various time choices, and press the Enter key to select your choice.
8. Navigate back to the ribbon, and select the **Save and Close** button. You can also use the

keyboard shortcut **Alt + S** to save and close your new appointment.

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?