



MS Office

Outlook

Check Appointments

You can use your calendar to keep track of upcoming appointments.

You can check your existing appointments and set reminders so you don't miss any scheduled events.

Give it a try!

Check and Change Appointments

1. From your inbox, select the calendar icon at the bottom of your screen. You can also use the keyboard shortcut **Control + 2** to switch from your inbox to the calendar view.
2. In the default view, you see the entire month. This helps you plan your day, week, or month by knowing what's coming up.
3. Select a specific appointment and double-click to open it.

4. When your appointment opens, you can add details in the **Notes** section, such as a reminder to bring something to the appointment.
5. You can also edit appointments in this window.
6. Select the calendar thumbnail, or small icon, to select a new date. Scroll through the times to select a new time.
7. If you've changed the date or time, click **Save and Close** in the ribbon at the top of your window.
8. Back in your calendar view, you can move from one appointment to the next by using the keyboard shortcut of **Control + Period**.
9. You can also move back through the days with appointments by using the keyboard shortcut of **Control + Comma**.

Set Reminders

Reminders are quick little messages that pop up in Outlook to let you know of an upcoming appointment. You can set reminders to alert you

anywhere from five minutes to two weeks before your appointment.

10. Open an appointment to explore reminders.
11. In the **Options** group at the top of your window, find the **Reminder** drop-down box. The default reminder time is 15 minutes. From the drop-down list, you can choose the reminder time that works best for you.
12. Select **Save and Close** in the ribbon at the top of your window.
13. Outlook places a reminder, in the form of a bell, in your taskbar at the bottom of your screen at the appointed reminder time.
14. When you select the reminder in the taskbar, you open your reminder dialog box.
15. You can snooze the alarm for a set amount of time by selecting the down arrow. The default snooze time is five minutes before the start of your appointment.

16. If you don't need any more reminders, select the **Dismiss** button. This closes the reminder window and puts you back in the calendar view.

You can check appointments on your calendar often to keep track of your events and create reminders. Try it out!