Hadley

Creating Appointments Sample

Presented by Ricky Enger

**Ricky:** Hello, my name is Ricky Enger and today we'll learn to add a new appointment to our calendar in Microsoft Outlook. We are using NVDA as our screen reader but the concepts we learn here will be pretty similar no matter which screen reader we're using. In our workshop where we get an introduction to the Outlook Calendar we learned about how to move around in our calendar and how to get to a specific date. Now once we're on the date we want how do we add an appointment? We've got Outlook open so let's go to the calendar with our control plus two keystroke.

**Screen Reader:** 12:30 p.m. to 1:00 p.m.

**Ricky:** Now let's go ahead and move to a specific date so we can add an appointment. We're using Outlook so why not celebrate it? The 25th anniversary of the release of Outlook is on January 16th, 2022. Now there's a date we can use during trivia night.

Now that you've had a chance to learn a bit with us, we'd like to learn more about you. Your email address, name, 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 are 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 the Hadley team. So now is your chance to sign up and join us.