

Appointments

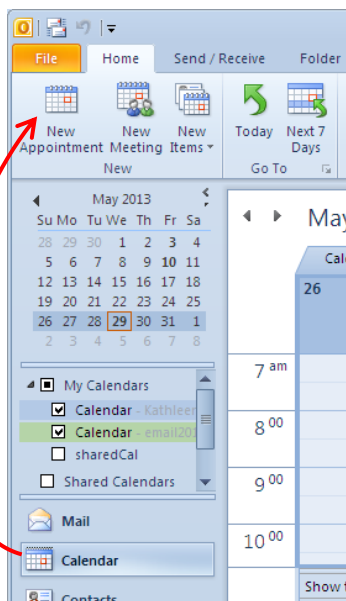
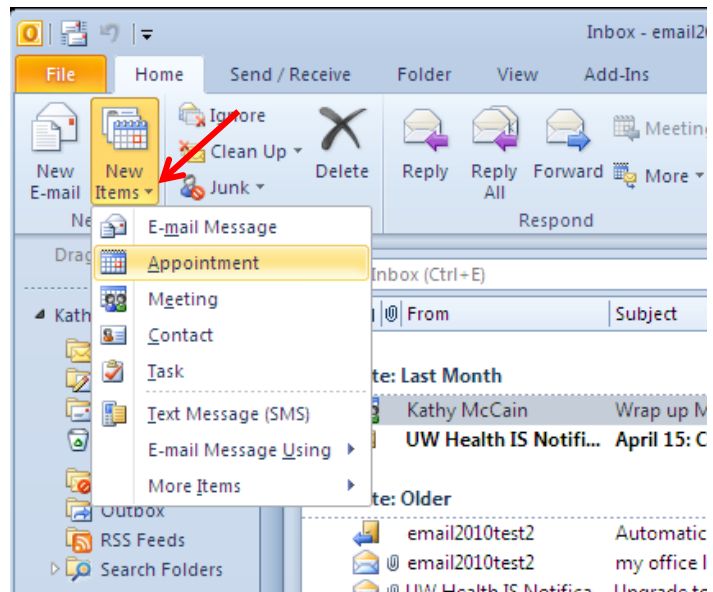
Appointment: Activities that you schedule on your calendar that do not involve inviting other people or reserving resources

(Meeting: An appointment that includes other people and can include resources such as conference rooms. Responses to your meeting requests appear in your Inbox - see [Outlook 2010: Creating Meetings](#) to learn how to set up meetings.)

Creating Appointments

You have several options for creating an appointment - it just depends on how you want to work.

In the main Outlook window, click the little down arrow next to New Items and select Appointment

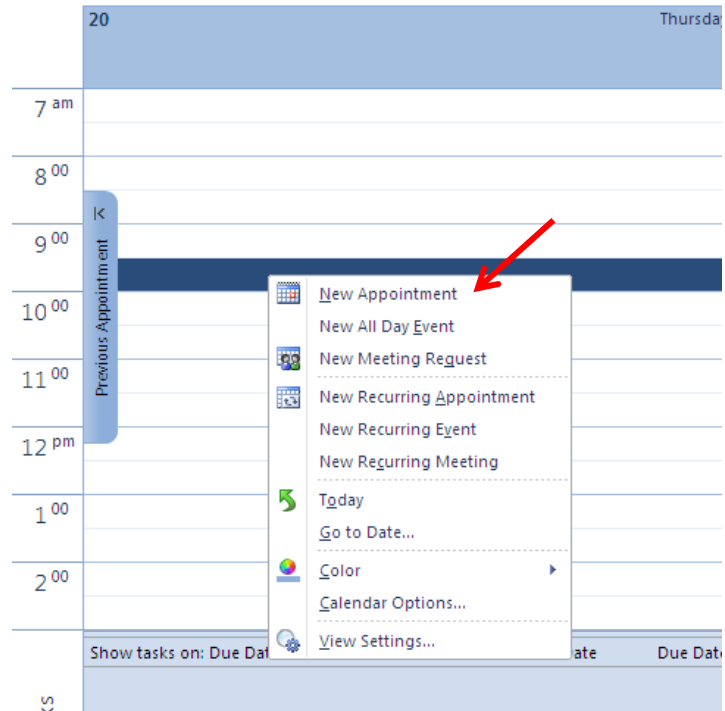


Or...

Select the Calendar view

Click New Appointment

◀ ▶ June 20, 2013



Or...

Right-click a time block in your calendar grid

Select New Appointment

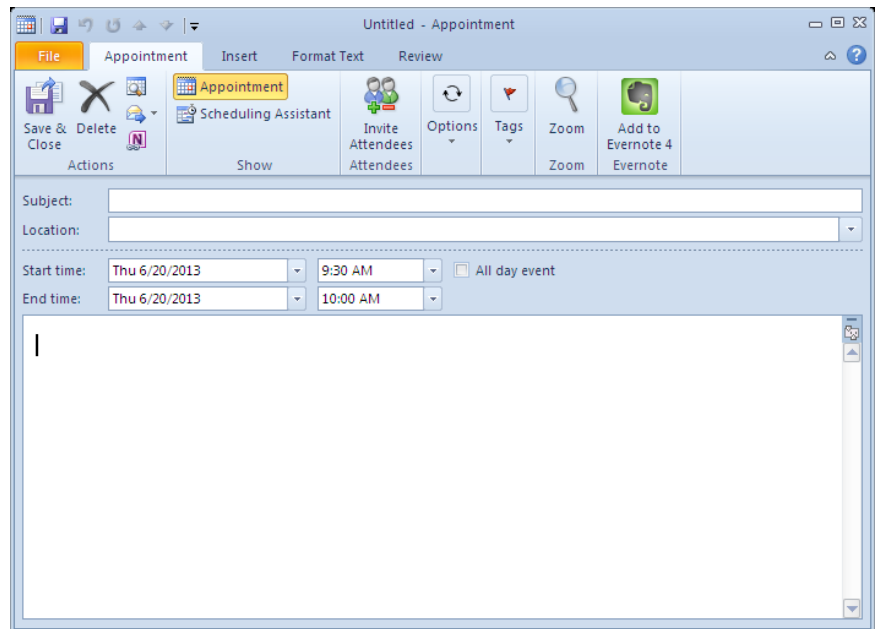
Or....Simply double-click any blank area on the calendar grid to create a new appointment

In the Subject box, type a description

In the Location box, type the location

Enter the start and end times

If you select the All day event check box, the event shows as a full 24-hour event, lasting from midnight to midnight



Fun Tip:

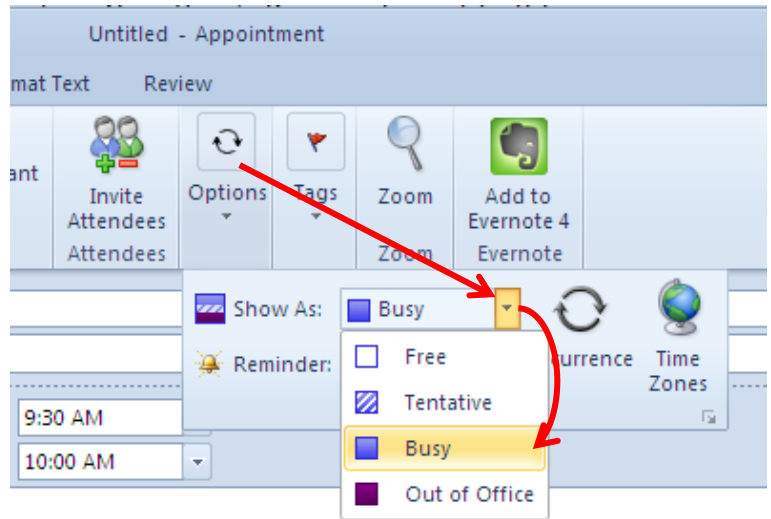
You can type specific words and phrases in the Start time and End time boxes instead of dates. For example, you can type Today, Tomorrow, New Year's Day, Two Weeks from Tomorrow, Three days before New Year's Day, and most holiday names

Assign availability (others see this):

Click Options

Click Show as box

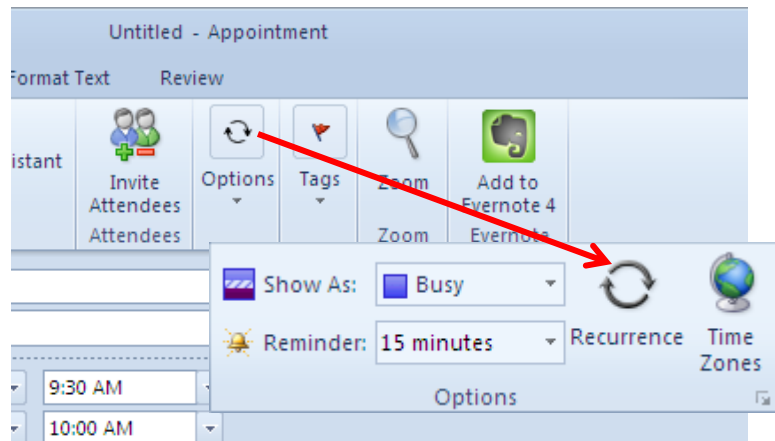
Select Free, Tentative, Busy or Out of Office



Recurring Appointment:

Click Options

Click Recurrence

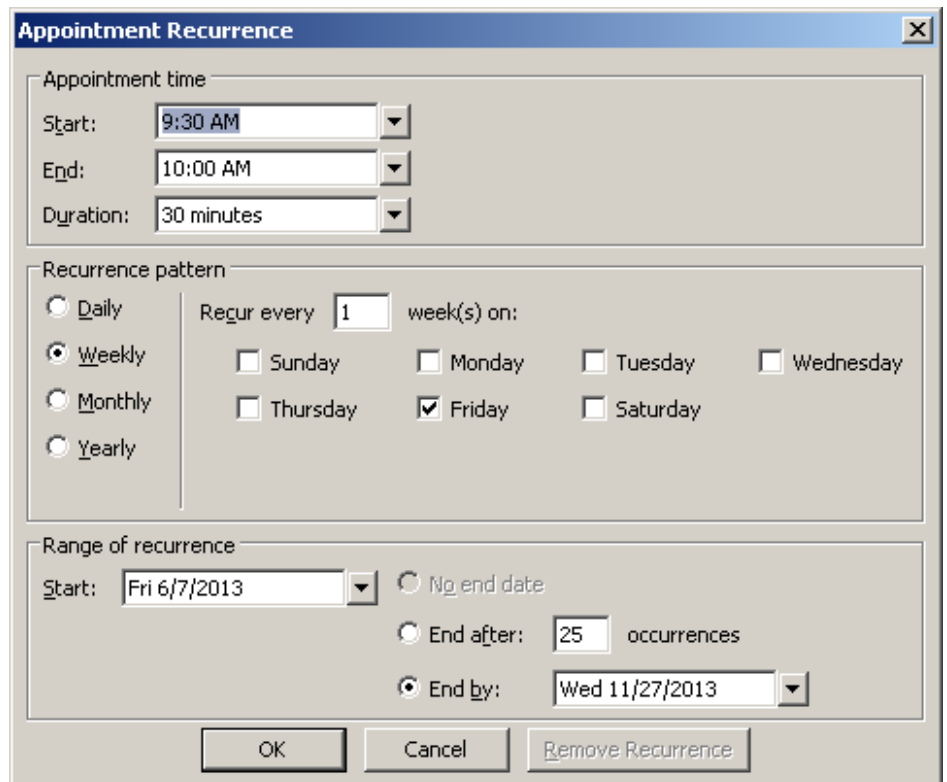


You must select a recurrence pattern - in this example, this meeting is set up to recur every Friday until November 27, 2013

If you wanted this meeting to be every other Friday, then change this to show Recur every 2 weeks

Choose the Start date - the first date of your meeting

You can choose for the recurrence to last for a number of occurrences, or to end by a set date - choose whichever you prefer

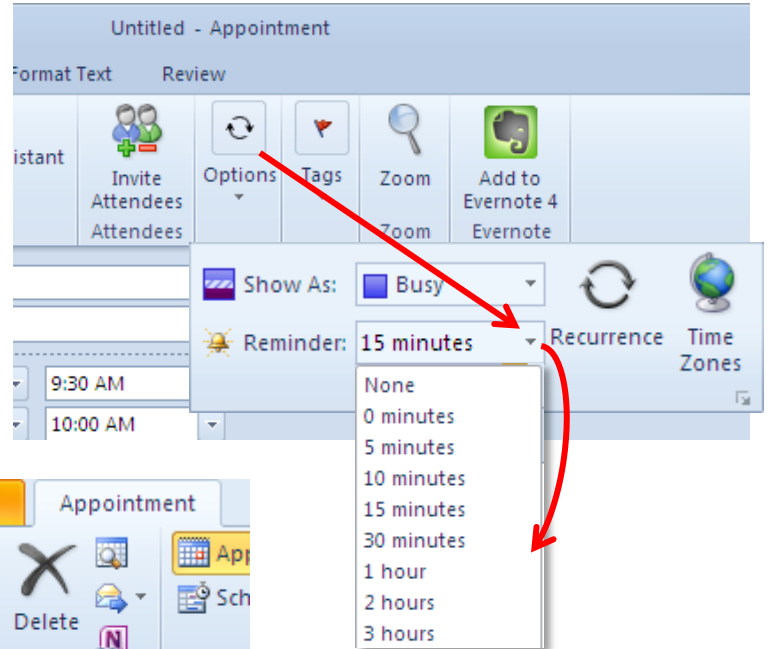


Reminders:

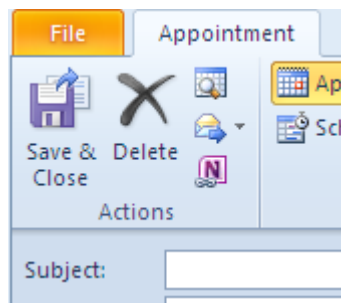
By default, a reminder appears 15 minutes before the appointment start time

To change when the reminder appears click Options then the little down arrow next to Reminder

You can select a reminder notification from none (no reminder) to up to two weeks in the future

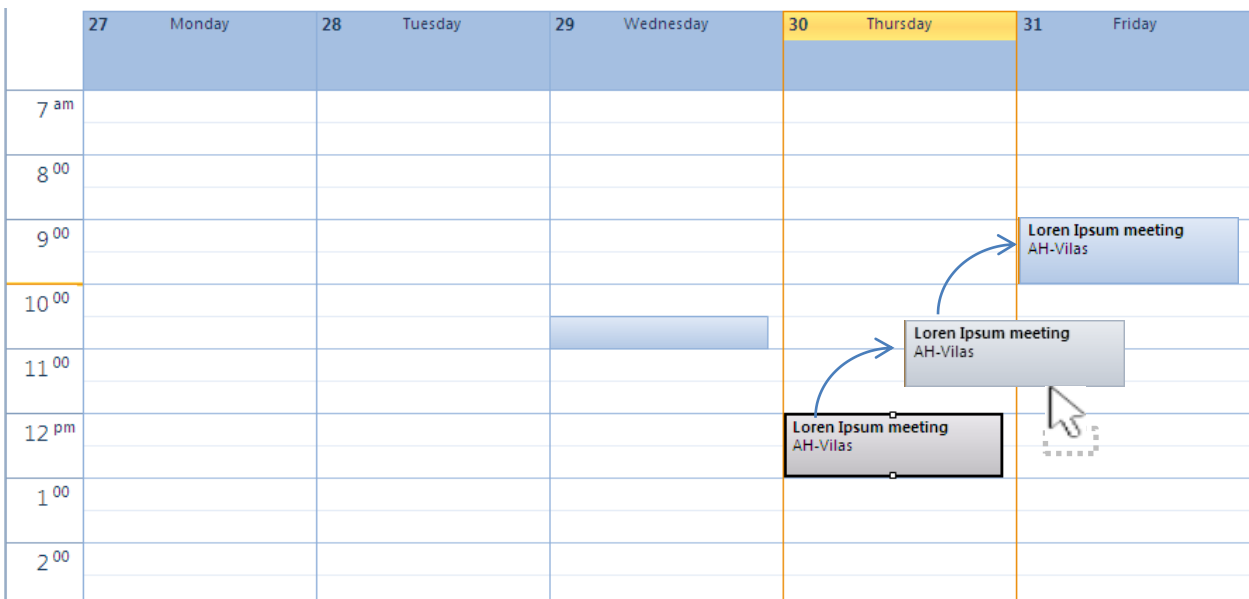


When you are finished making your selections, click Save & Close



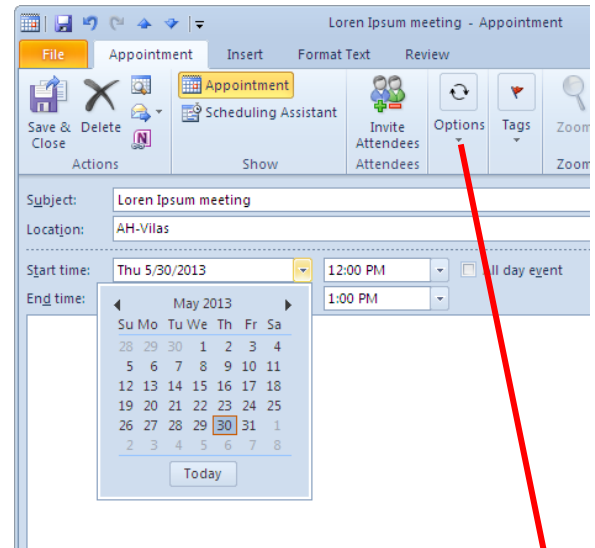
Changing an appointment:

You can easily change the time and/or date of meeting by clicking and dragging it to the new date/time



Or, you can manually change the date/time of an appointment, by opening the appointment and making the changes

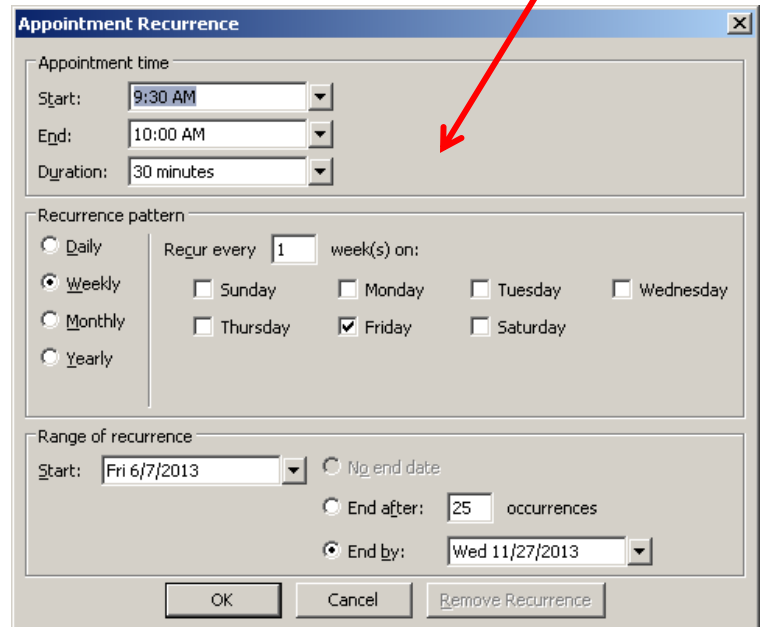
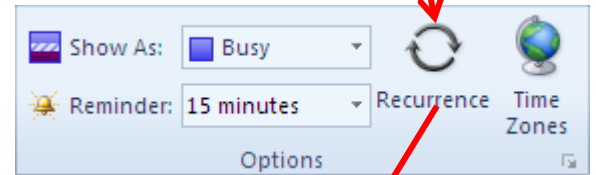
You can also change the Subject and Location in the open appointment



Need to make this a recurring appointment?

Click Options, then Recurrence

Configure your choices



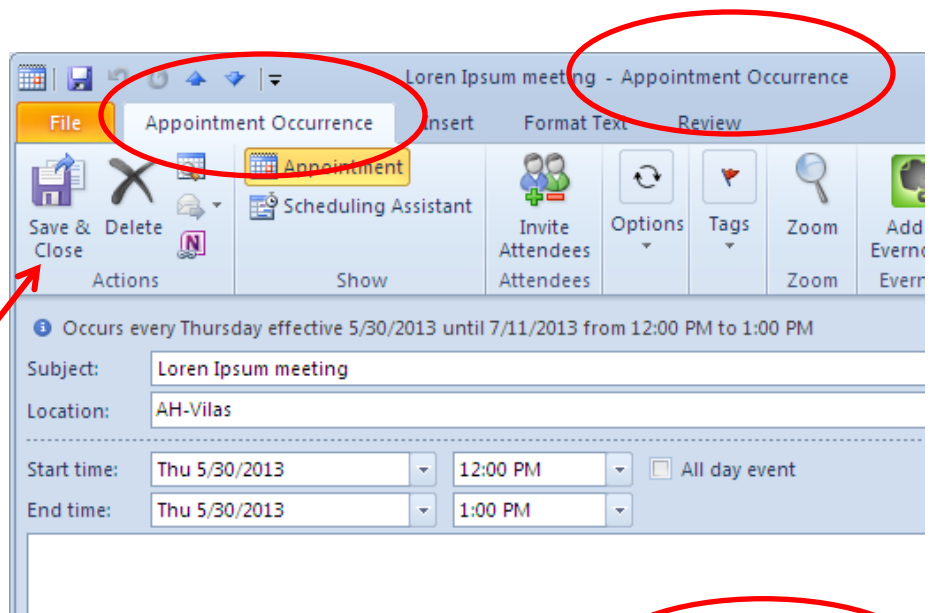
Need to change a recurring appointment?

Double-click on the appointment and you are given the option to edit this single occurrence or the series



By selecting "Open this occurrence", you can make a change to ONE specific meeting

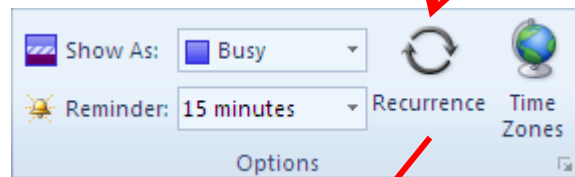
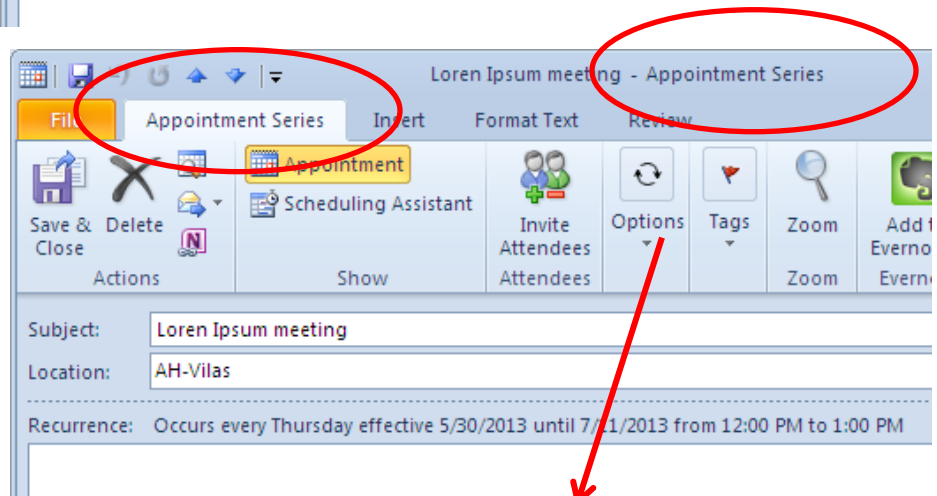
Click Save & Close when finished



By selecting "Open the series", you can make a change to EVERY meeting in the series

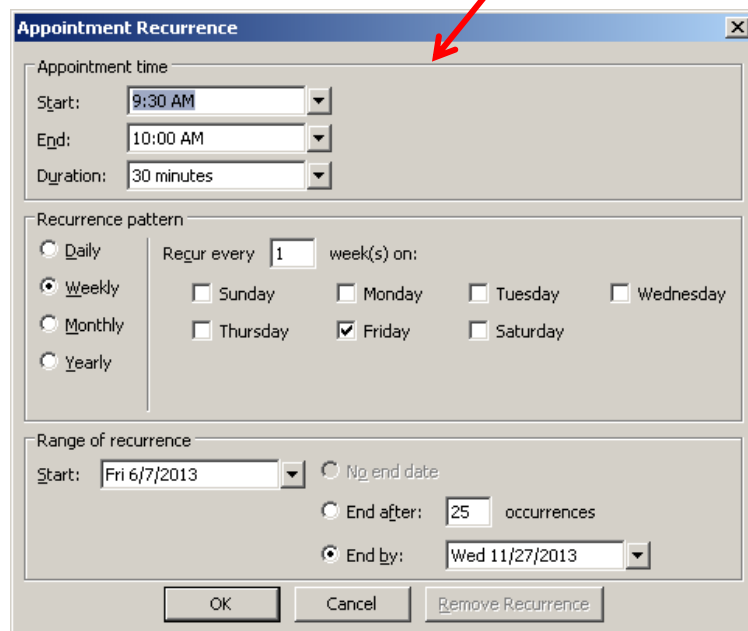
To change the Recurrence options, click Options

Click Recurrence



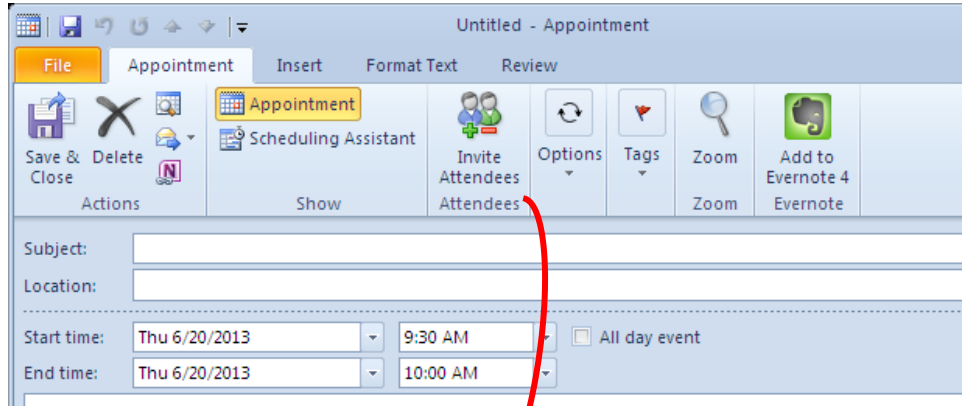
Make the necessary changes
Once your changes are complete, click OK

Remember to click
Save & Close to save your changes



You can also change this appointment into a meeting by inviting attendees

Click Invite Attendees



Your appointment turns into a Meeting request

Type in your attendees names, select a room, verify start/end times and send

For more detail on creating Meetings, see [Outlook 2010: Creating Meetings](#)

