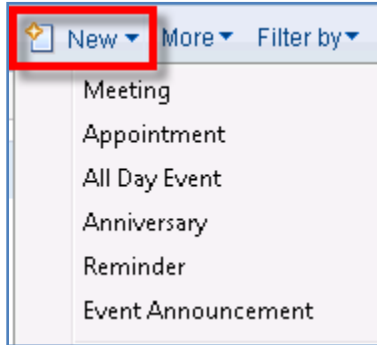


Place an Appointment, Reminder, Event or Anniversary on Your Calendar



Open your Calendar

Click the **New** action and select **Appointment**, **All Day Event**, **Anniversary** or **Reminder**.

Complete the *Calendar Entry Form* and click **Save and Close** to place the entry on your Calendar.

Save and Close Display Check Calendar...

Sign Encrypt
Calendar Entry
Type: Appointment

Mark Private
 Notify Me
 Mark Available

Subject: Work on Budget Proposal

When: Starts: Fri 08/22/2008 09:30 AM Local time
Ends: Fri 08/22/2008 11:30 AM Local time

Repeat: This entry does not repeat

Where: Location:

Category:

Description
Attach...
<Enter the description of this event>

Callouts:

- Type a Subject, select a date, time and location (if applicable)
- Select repeat options (if applicable)
- "Mark Private" so someone else can't see this entry when they view your Calendar.
- "Notify Me" to select when you want an alarm to remind you of this entry.
- "Mark Available" if you do not want to look busy when someone views your free time.
- Type text or attach a file in the Description field

Edit/Delete an Entry

The screenshot shows a calendar application interface. At the top, there is a menu bar with options: "New", "Copy Into New", "More", and "Filter by". The "Copy Into New" option is highlighted with a red square, and a callout box points to it with the text: "To delete the Calendar entry, click it once to select it on your Calendar and then click the Delete action". Below the menu bar, there are view options: "Day", "Week", "Month", and "All Calendar". The "Week" view is selected. The calendar shows the date "18 Monday August 2008". A green entry is visible, labeled "09:30 AM - 11:30 AM Work on Budget Proposal". A callout box points to this entry with the text: "To edit the Calendar entry, double click it to open it, make the changes and then click Save and Close".

Specify Your Preferences

Use **Calendar and To Do Preferences** to set calendar display options, specify your free time schedule, set automatic alarms and delegate access to others.

- Click the **More** action and select **Preferences**

