

- **Mark as.** Mark an appointment as private or public. Details about events that are marked private do not display in a grantee's shared calendar. Only the start and end time, duration, reoccurrence information, and the organizer's identity are shown in the shared calendar.



- **Start Time and End Time.** Define the start and end day and time.
- **Repeat.** Define how often this appointment occurs.



- **More Details.** Opens the **Appointment Details** tab if you want to specify additional appointment information, such as Attendees and Resources. This is optional. Use of the **Appointment Details** tab is described next.

2. Click .

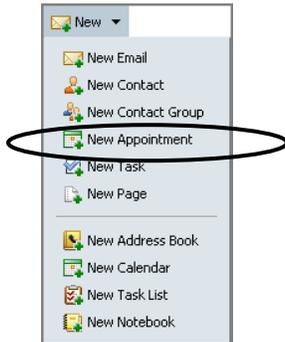
## Creating a Meeting Using the Appointment Details Tab

This section describes how to schedule a meeting using the **Appointment Details** tab, including using the following:

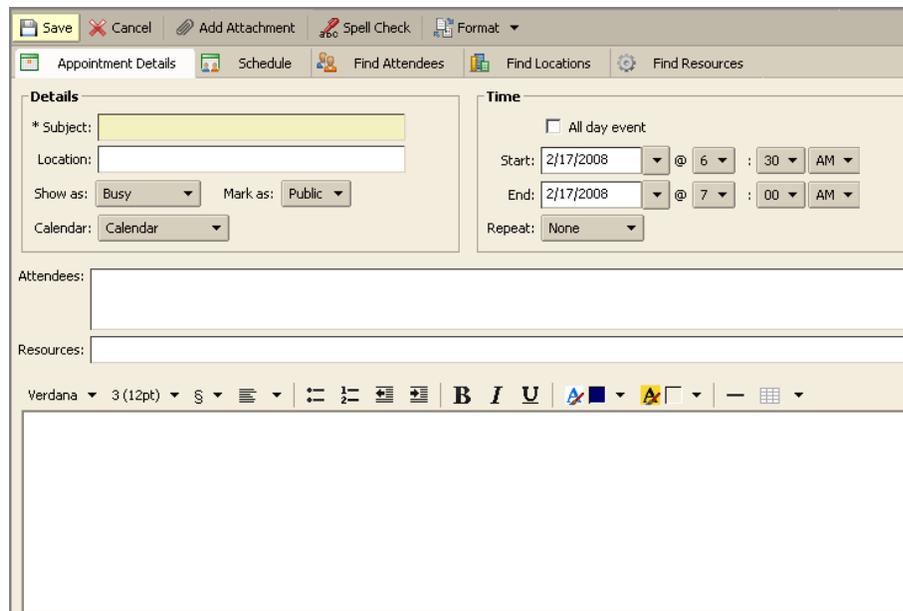
- **Details** area
- **Time** area
- **Find Attendees** tab
- **Schedule** tab
- **Find Locations** tab
- **Find Resources** tab

### To schedule a meeting from the Appointment Details tab:

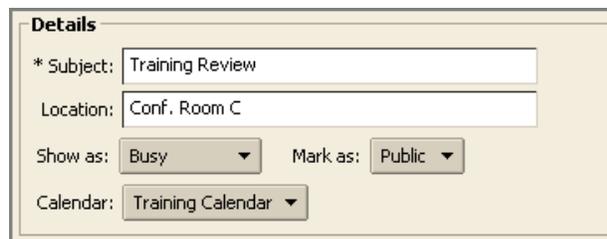
1. Click the arrow on  in the toolbar and select **New Appointment**. This option is available from the **New** menu in any view, except the Preferences view.



The Appointment Details tab appears.



2. Specify the following information in the **Details** area:



- **Subject.** Brief description of the meeting. The text added here becomes the description in the calendar.
- **Location.** Where is the meeting? Either:
  - Type the location. If the location is in the company directory, when you start to type, locations that match are listed.
  - Go to the **Find Locations** tab. Use of the **Find Locations** tab is described later in this chapter.
- **Show As.** Determine your Free/Busy options for this appointment. This information displays on the Schedule Attendees page.



- **Mark as.** Mark an appointment as private or public. Details about events that are marked private do not display in a grantee's shared calendar. Only the start and end time, duration, recurrence information, and the organizer's identity are shown in the shared calendar.



- **Calendar.** Show all calendars in your Calendar List. The first calendar displayed is your original Calendar.



3. Specify the following information in the **Time** area:



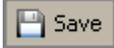
The screenshot shows a dialog box titled "Time". At the top, there is a checkbox labeled "All day event". Below this, there are two rows for "Start" and "End". Each row consists of a date field (both set to "2/19/2008"), an "@" symbol, a time field (set to "1" for start and "2" for end), a colon, a minutes field (set to "30" for start and "00" for end), and a PM/AM field (both set to "PM"). At the bottom, there is a "Repeat:" label followed by a dropdown menu currently set to "None".

- All day event. Select this option to make this appointment an all day event. Events do not display as time on the calendar, they appear as banner at the top of the calendar schedule
- **Start Time** and **End Time**. Define the start and end day and time.
- **Repeat**. Define how often this appointment occurs.

The screenshot shows the "Repeat:" dropdown menu expanded. The options listed are: "None", "Every Day", "Every Week", "Every Month", and "Every Year".

4. Specify the following remaining information:

- **Attendees**. Either:
  - Type the email addresses of your attendees, separating addresses with a semicolon (;). Names in your Contact list matching what you type auto-display as you type.
  - Go to the **Find Attendees** tab. Use of the **Find Attendees** tab is described later in this chapter.
- **Resources**. Either:
  - Type the email addresses of your resources, separating addresses with a semicolon (;). Resource names in your Contact list matching what you type auto-display as you type.
  - Go to the **Find Resources** tab. Use of the **Find Resources** tab is described later in this chapter.

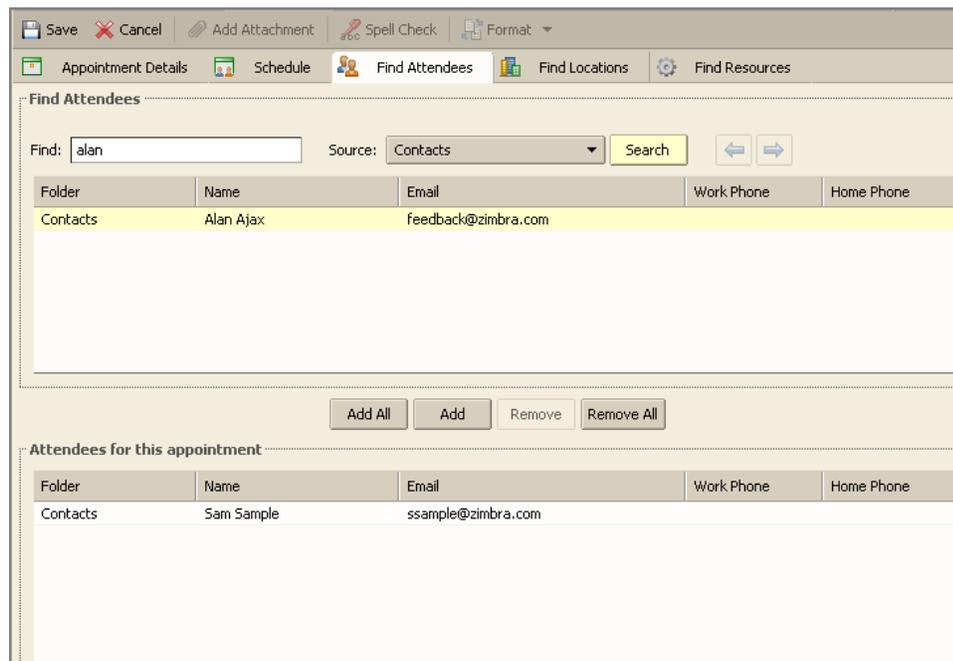
- **Body.** Type an email message that will be included in the appointment invitation email
  - **Options.** Either:
    - Click  in the toolbar to include an attachment in the appointment invitation email.
    - Click  in the toolbar to spell check the appointment invitation email.
5. Click .

## Scheduling Attendees: The Find Attendees Tab

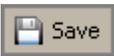
When creating an appointment from the **Appointment Details** tab, you can use the **Find Attendees** tab to search for attendees using your address books and your company GAL.

**To use the Find Attendees tab:**

1. Click  in the Calendar view. The **Find Attendees** tab appears.





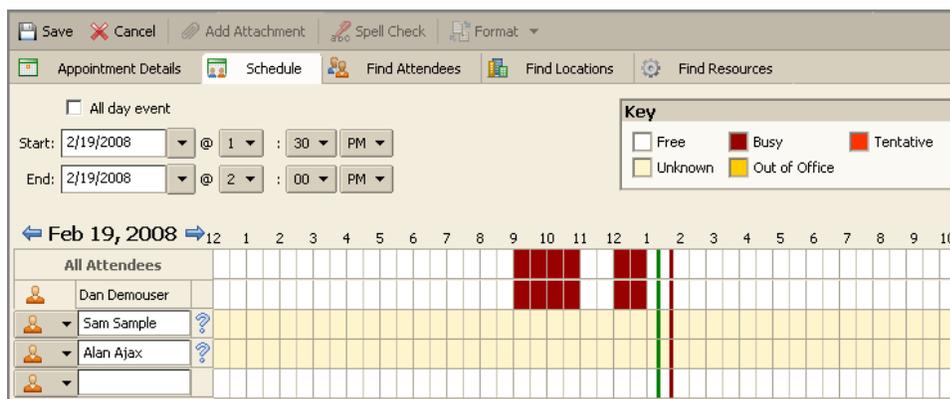
2. Type a name into the **Find** field.
3. Select which list to use from the **Source** drop-down menu. The options will include your address books and the GAL (if your account is linked to a GAL).
4. Click **Search**.
5. Select the name(s) displayed.
6. Click either **Add All** or **Add**. Names are displayed in the **Attendees for this Appointment** area.
7. When complete, click .

## Viewing Free/Busy Times: The Schedule Tab

After selecting your appointment attendees, you can use the **Schedule** tab to see the free/busy schedules for attendees.

### To use the Schedule tab:

1. Click  in the Calendar view. The **Schedule** tab appears.



2. Use the **Key** area to determine the free/busy time for each attendee.
3. This column identifies the following:
  -  Indicates that an attendee has not accepted the invitation yet.
  -  Indicates a location.