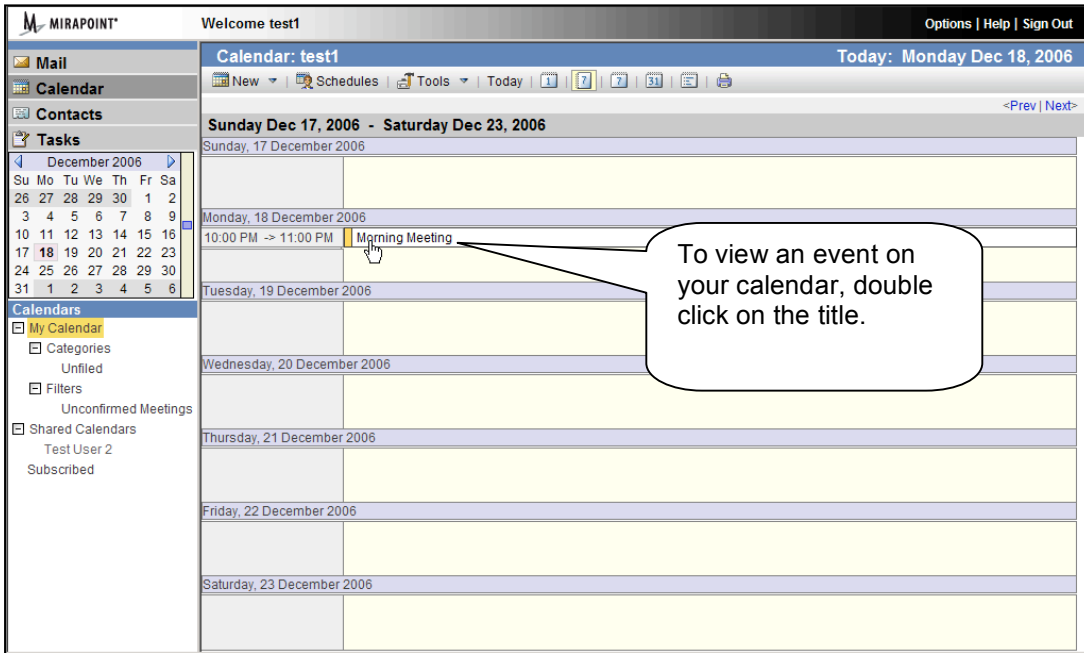
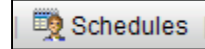


Creating Appointments and/or Meeting Requests¹



Click here to schedule a new event/appointment.



To see one or more person's availability, click on the **Schedules** button.



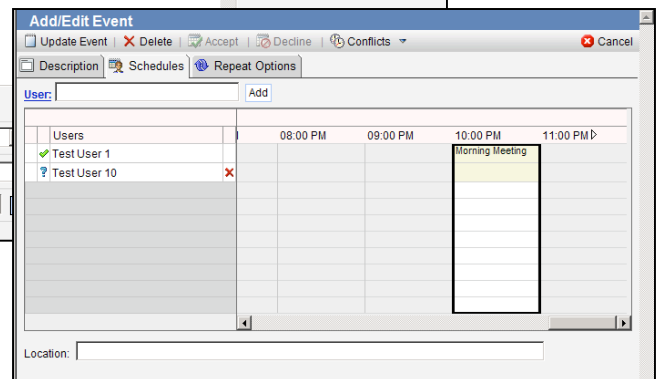
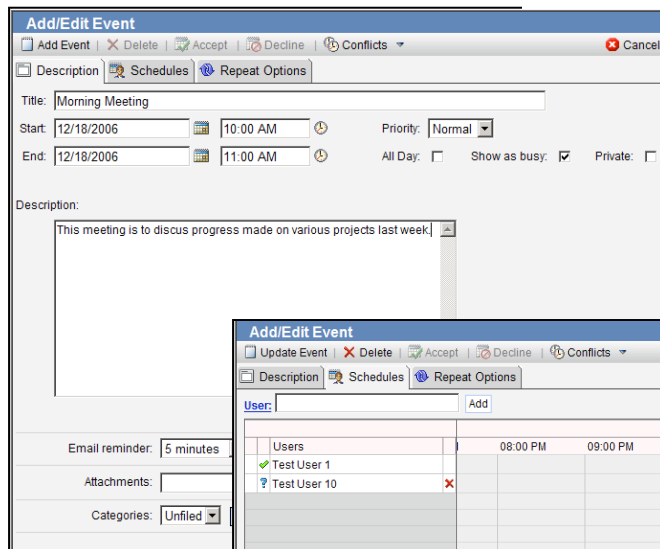
To change the view of your calendar to either one day, one week, or one month, click on the appropriate button.

To schedule an event/meeting, click on the **New** button. This window will then appear where you can enter appropriate information about the meeting.

To invite other people to the event, click on the **Schedules** tab.

Here you can either enter the person's name, or click on **Users** to see a list of people.

When finished, click the **Add Event** button.



¹ To grant proxy/access rights to a calendar go to "Sharing a Calendar and Granting Access Rights."