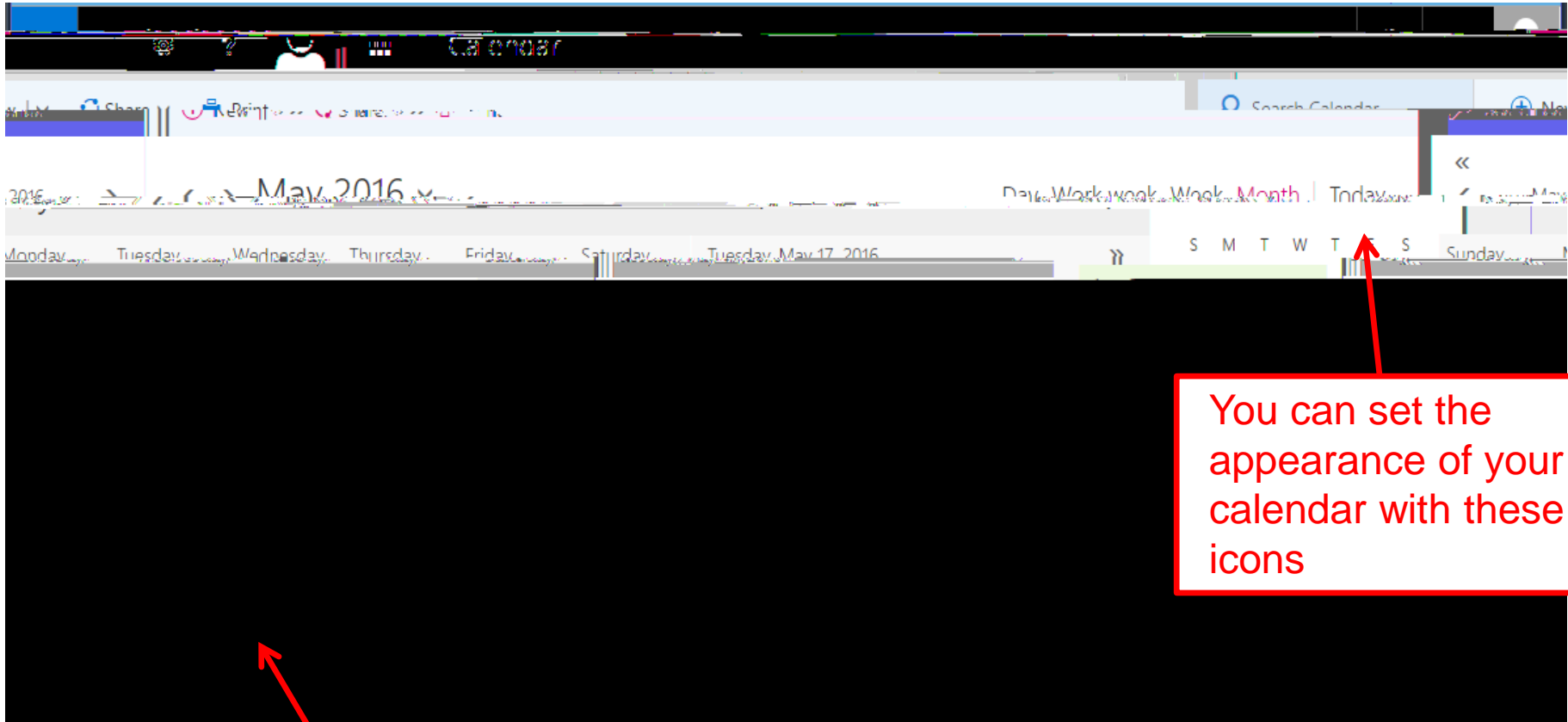






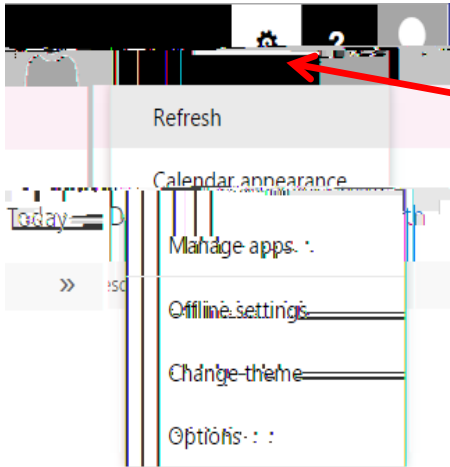
# Viewing your Calendar



You can set the appearance of your calendar with these icons

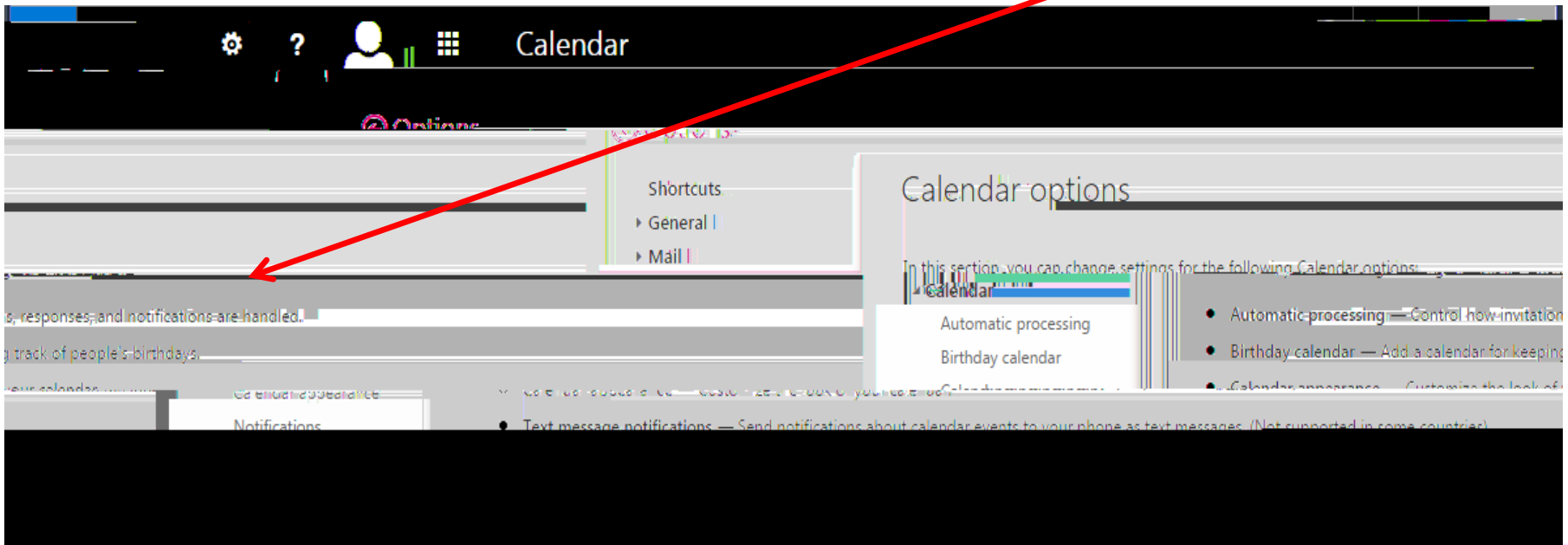
You can also view multiple calendars at the same time

# Calendar Options

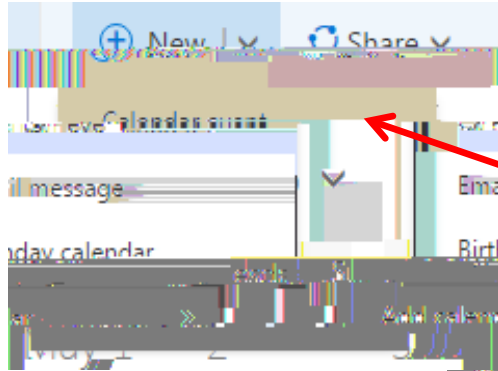


Click on the settings button and go to options

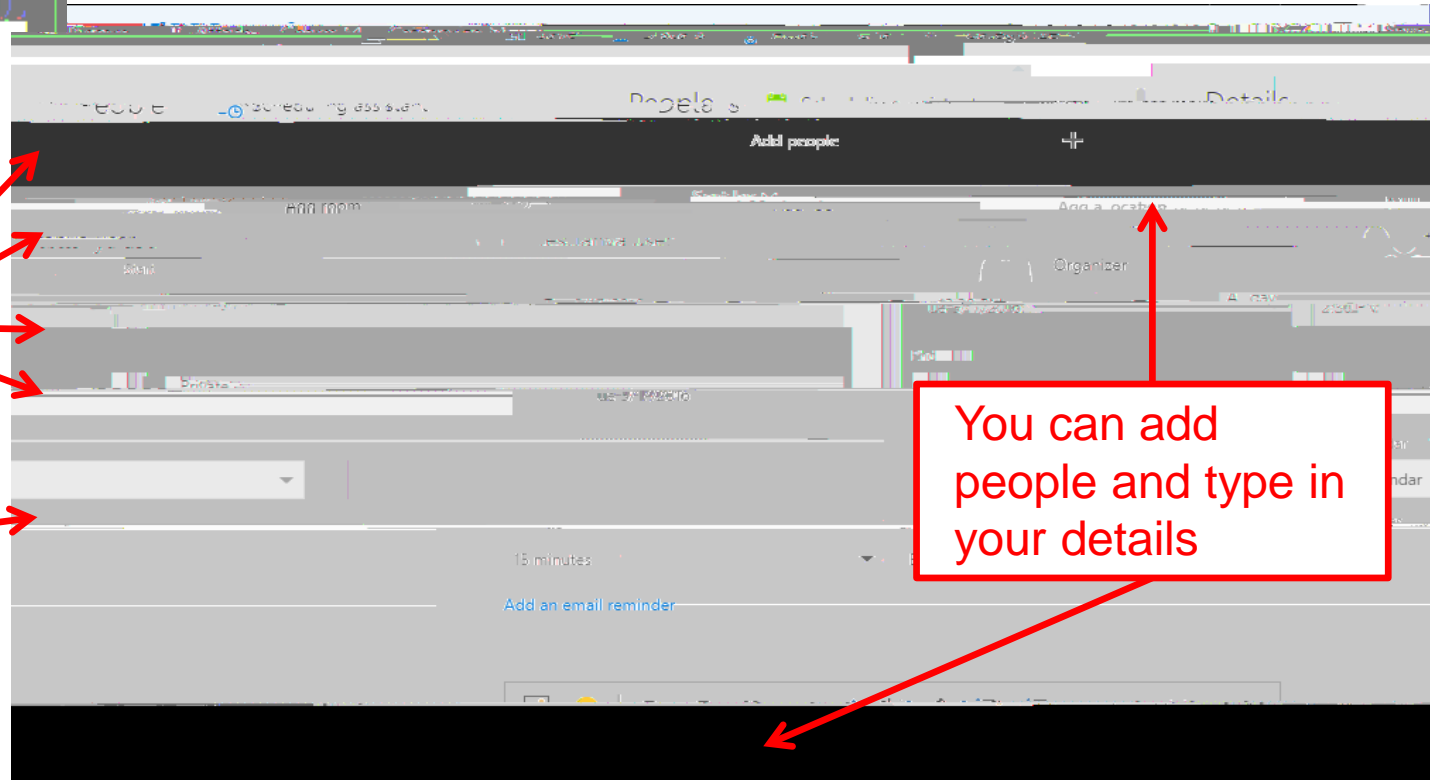
You can set the appearance of your calendar with these options



# New Appointment



Click on the New button or the 'v' to get more options



Fill in required fields

Set a reminder

You can add people and type in your details

# Scheduling Assistant

Click on OK

✓ OK ✕ Discard ...

Set a Start Time

When  
Tue 5/17/2016 1:00 PM

Until  
Tue 5/17/2016 1:00 PM

All day

Select Attendees

Attendees  
Add attendees

required 1 conflict

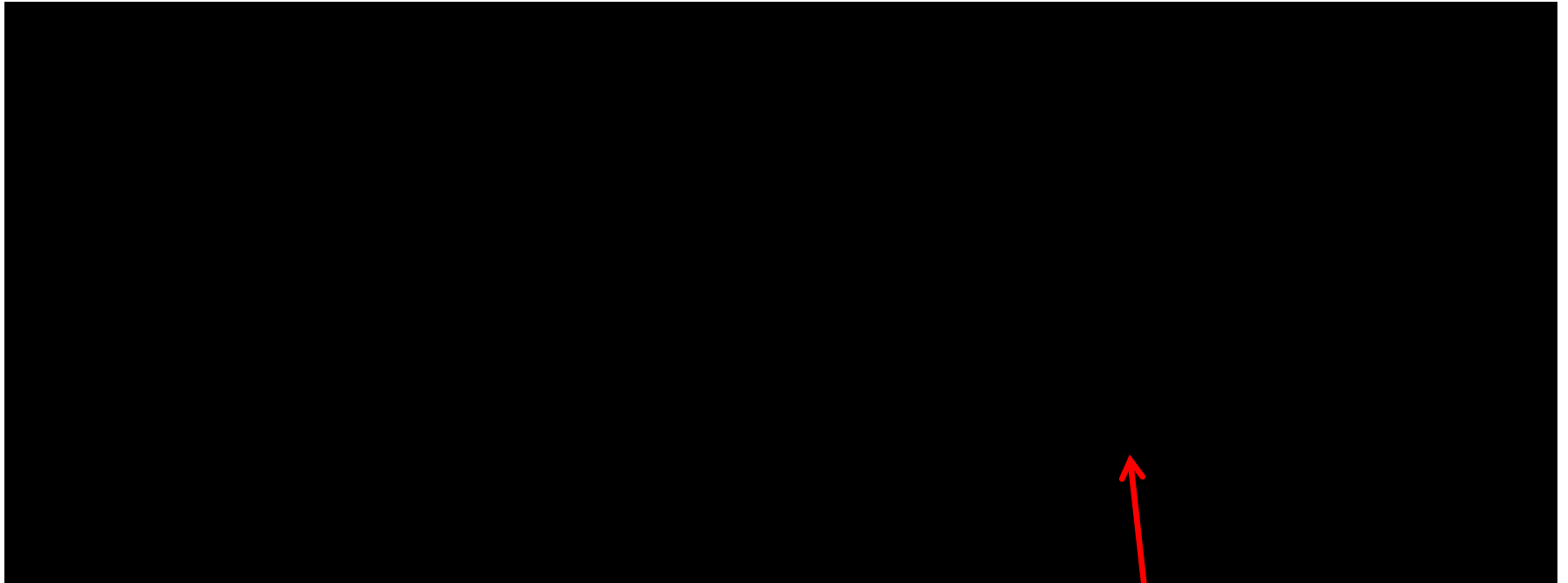
- testtanya user
- Tanya Anania Busy

Select a Room

Your invitee's availability will appear here and allow you to do a busy search



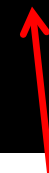
# Tracking Attendance



When you open the meeting  
the tracking of attendance is  
on the right hand side



Review Responses

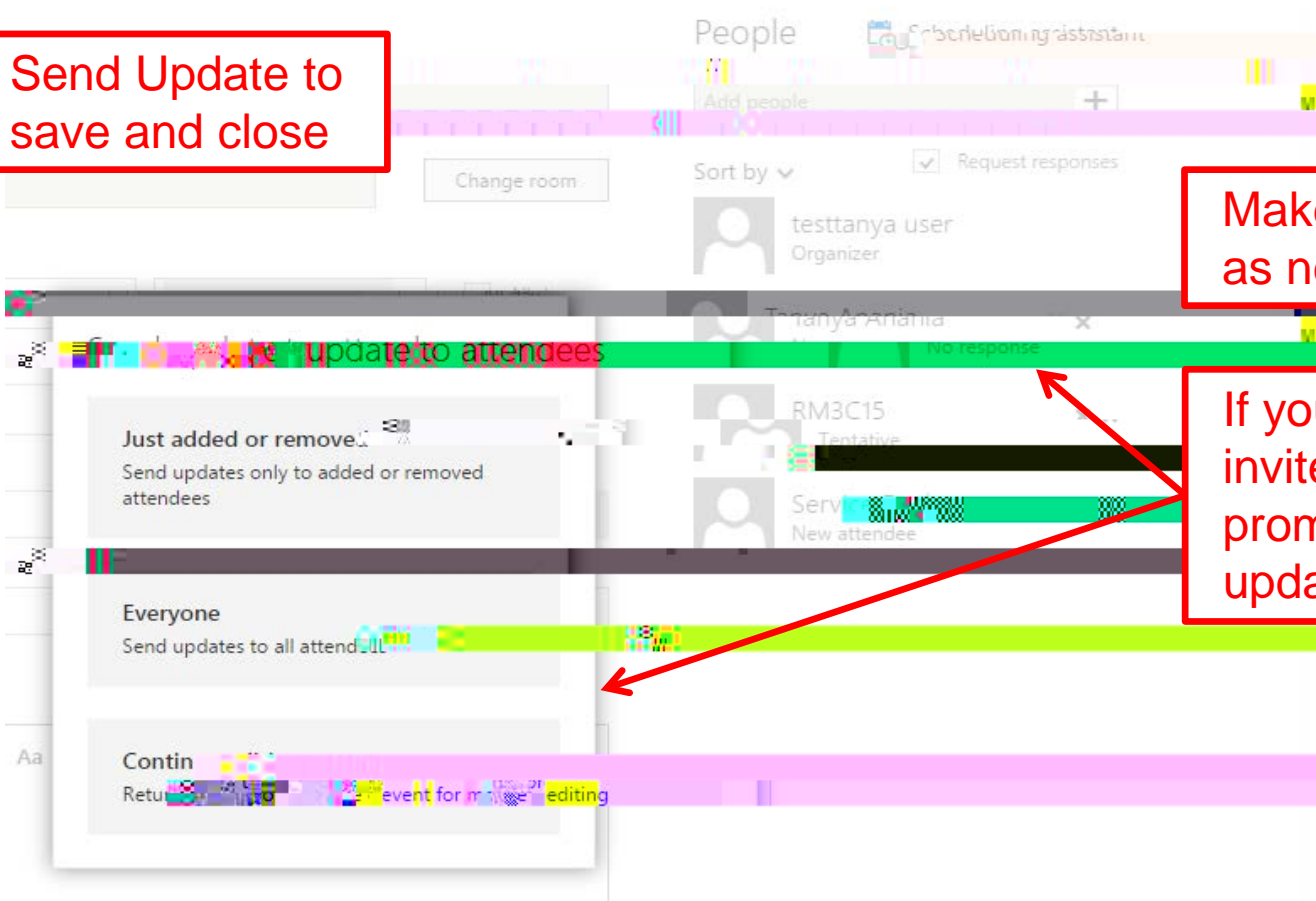


# Changing a Calendar Item

Send Update to save and close

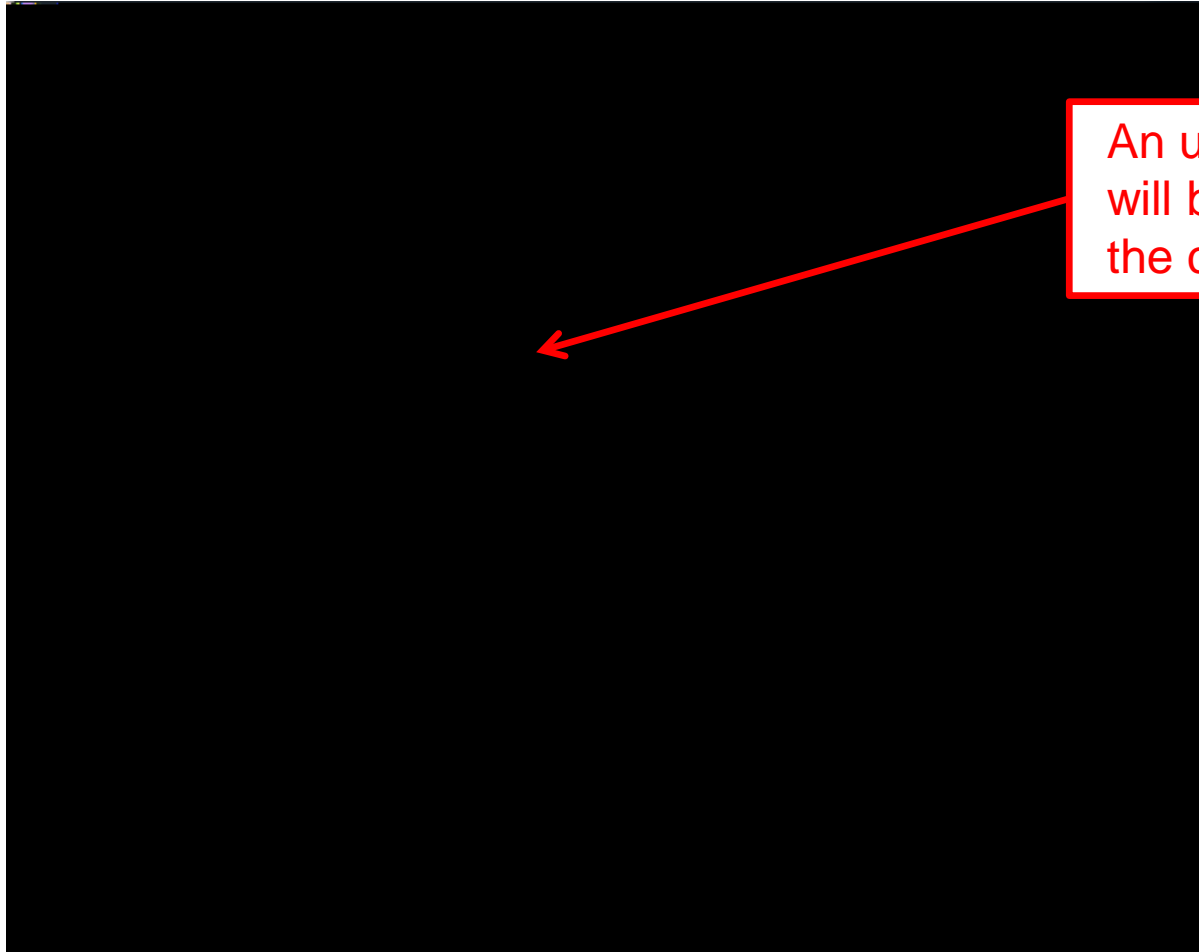
Make required changes as needed

If you make changes to the invitees, you will be prompted on who should be updated





# Changing a Calendar Item cont'd



An updated Calendar item will be sent to invitees with the change highlighted