Creating Appointments

Objective
This document provides instructions on how to create appointments in Outlook 2013 (after your LAUSD mailbox has migrated to Office 365).

Part 1 – What is the difference between Appointments and Meetings?
Appointments are personal events that you schedule on your Calendar. For example, appointments can represent time to read curriculum materials, work on a project, or prepare for a parent conference.

Meetings are events that you schedule with multiple people on your Calendar and theirs. For example, you can schedule meetings to review photos with the Yearbook Adviser, book an assembly in the auditorium, or hold a PTA board meeting. For more information on meetings, please see the *Creating Meetings* training document.

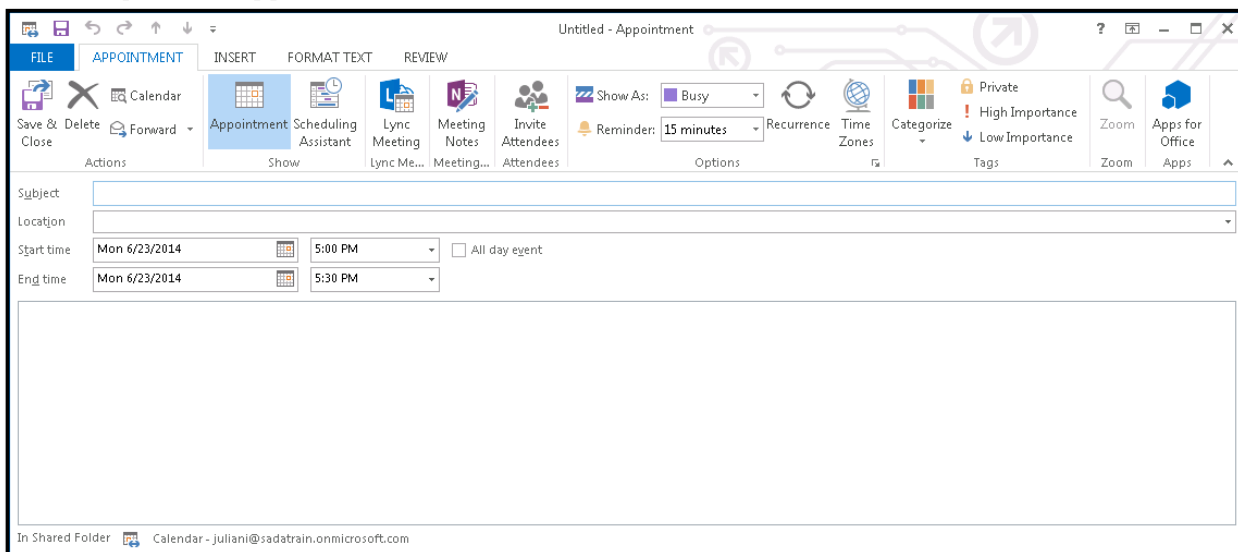## Part 2 – Create an Appointment
1. Click **Calendar** in the bottom left corner.

2. Select the **Home** tab in the top left corner, and click **New Appointment**.
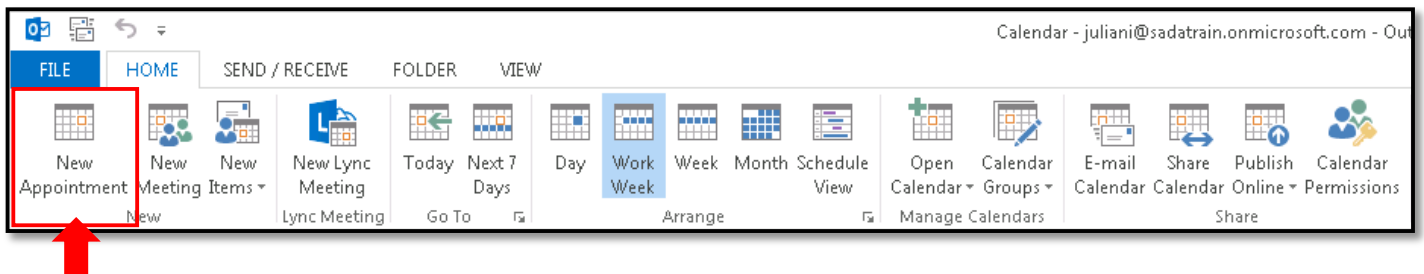
3. This opens the Appointment window.

a. Type the name of the appointment in the **Subject** field.
b. To set a Location for your appointment, type it into the **Location** field.
c. Adjust the Start time and End time menus as appropriate.
d. To set this appointment for the entire day, click the **All day event** checkbox.
e. Add any details about the appointment in the text field below.

4. In the Appointment tab, select any of the following options.

a. Click the **Show As** menu to choose how to display this time on your calendar. The default is Busy.
b. Click the **Reminder** menu to set a reminder in advance of your appointment. The default is 15 minutes.
c. Click the **Recurrence** button to repeat your appointment. This opens the Appointment Recurrence window, where you can set the time, pattern, and date range for the appointment to repeat.

5. If you share your calendar and wish to prevent others from seeing the details of your event, click the **Private** button in the Appointment tab.

6. To save your appointment, click **Save & Close**.