

Know your Office 365

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Fun fact about your Office 365 Calendar

You can use the **CALENDAR APPOINTMENT** function by creating a schedule. Simply click the schedule assistant on the menu bar.

How to Schedule an Appointment



1. In **Calendar**, select **New Appointment**.

2. Add a **Subject**, **Location**, as well as start and end times.

3. Select **Invite Attendees** to turn the appointment into a meeting.

4. Select **Save & Close** to finish, and order **Send** if it's a meeting.

