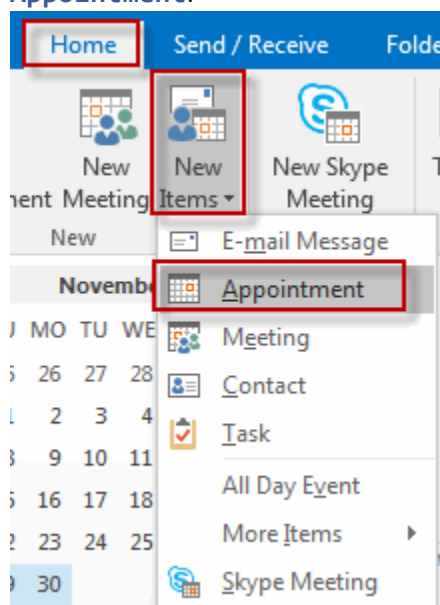


# How to Add an Appointment to Your Microsoft Outlook Calendar

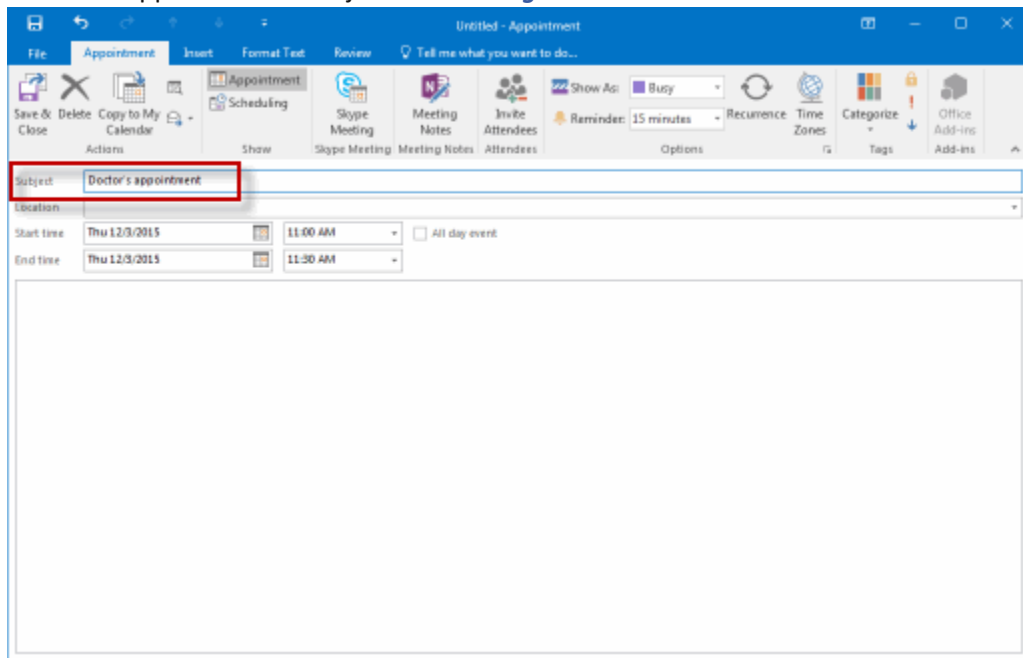
You can use your Outlook Calendar to schedule an appointment, which does not involve inviting others, but will block out the time on your Outlook Calendar so those viewing it will see that you are busy at that time. To schedule an appointment in Outlook, follow these seven steps.

This feature works the same in all modern versions of Microsoft Outlook: 2010, 2013, and 2016.

1. In Calendar view, from the **Home** tab, in the **New** group, select **New Items** and then **Appointment**.

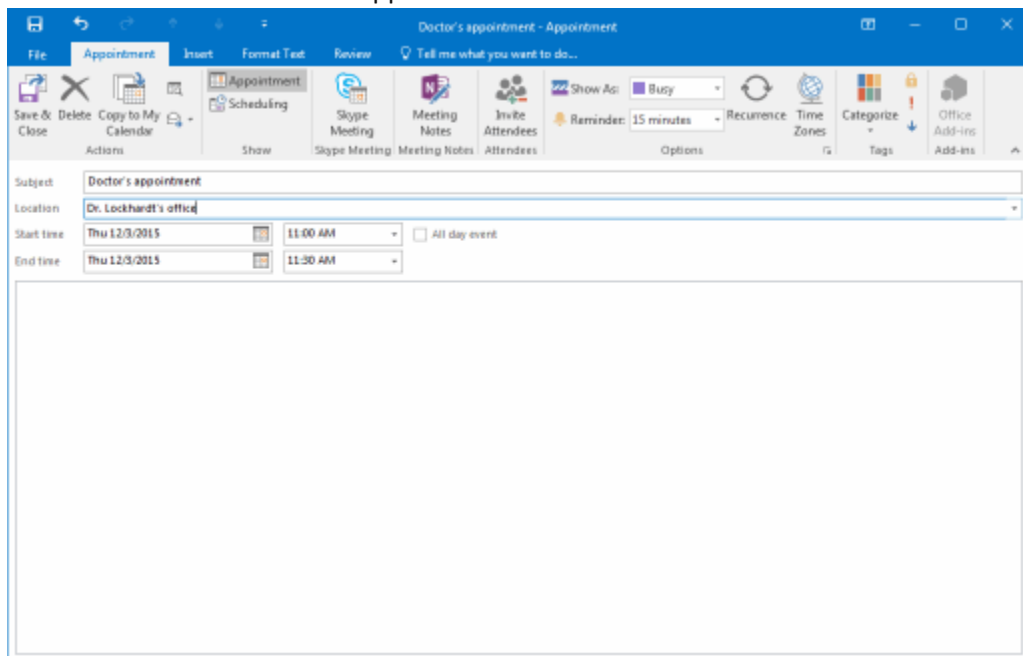


2. Enter the appointment's subject in the **Subject** field.



The screenshot shows the 'Appointment' form in Microsoft Word. The title bar reads 'Untitled - Appointment'. The ribbon includes 'File', 'Appointment', 'Insert', 'Format Text', and 'Review'. The 'Appointment' ribbon has several groups: 'Actions' (Save & Close, Copy to My Calendar), 'Show' (Appointment, Scheduling), 'Skype Meeting' (Skype Meeting), 'Meeting Notes' (Meeting Notes), 'Attendees' (Invite Attendees), 'Options' (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones), 'Tags' (Categorize), and 'Add-ins' (Office Add-ins, Add-ins). The 'Subject' field is highlighted with a red rectangle and contains the text 'Doctor's appointment'. Below it is the 'Location' field, followed by 'Start time' (Thu 12/3/2015, 11:00 AM) and 'End time' (Thu 12/3/2015, 11:30 AM). There is an 'All day event' checkbox. A large text area is at the bottom.

3. Press **Enter** and then enter the appointment's location in the **Location** field.



The screenshot shows the 'Appointment' form in Microsoft Word, now titled 'Doctor's appointment - Appointment'. The 'Subject' field still contains 'Doctor's appointment'. The 'Location' field now contains 'Dr. Lockhardt's office'. The 'Start time' and 'End time' fields remain the same. The 'All day event' checkbox is still unchecked. The large text area at the bottom is empty.

4. Set a start time using the **Start time** day and time drop-down arrows.

Start time	Thu 12/3/2015	11:00 AM	<input type="checkbox"/> All day event
End time	Thu 12/3/2015	12:00 PM	

5. Set an end time using the End time day and time drop-down arrows.

Start time	Thu 12/3/2015	11:00 AM	<input type="checkbox"/> All day event
End time	Thu 12/3/2015	12:00 PM	

6. Click **Save & Close** in the **Actions** group on the appointment tab of the **Ribbon**.

Doctor's appointment - Appointment

File Appointment Insert Format Text Review Tell me what you want to do...

Save & Close Delete Copy to My Calendar Appointment Scheduling Skype Meeting Meeting Notes Invite Attendees Show As: Reminder:

Subject: Doctor's appointment

Location: Dr. Lockhardt's office

Start time: Thu 12/3/2015 11:00 AM ☐ All day event

End time: Thu 12/3/2015 12:00 PM

7. The appointment now appears on your Calendar.

