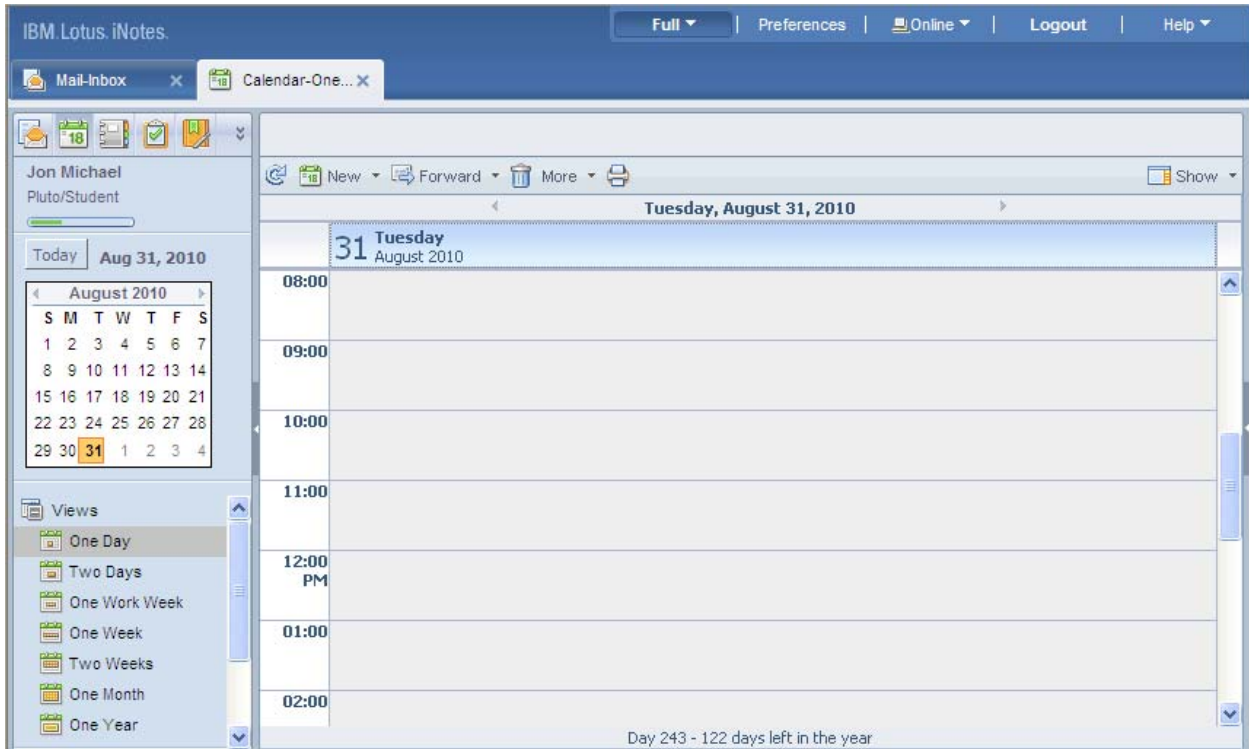


Calendar Display

To display your calendar, click the Calendar icon at the top left of the window.

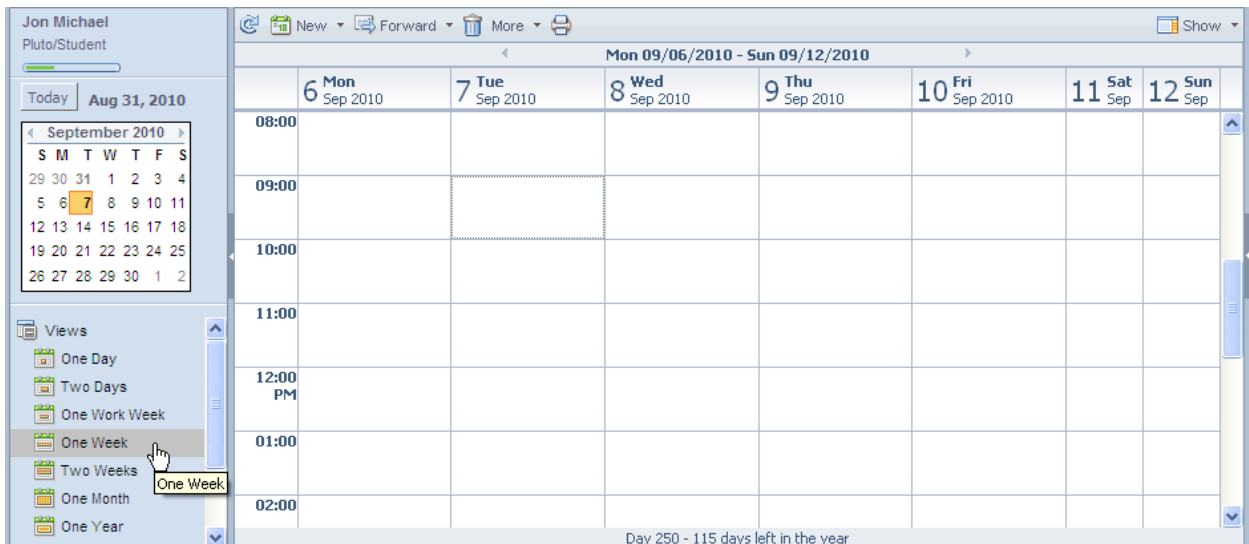
The Calendar window consists of:

1. On the left, a date navigator / calendar.
2. At the bottom left, a menu that offers various views for your calendar.
3. In the main window, the One Day view of your calendar - with a toolbar above it.



Navigation Tips

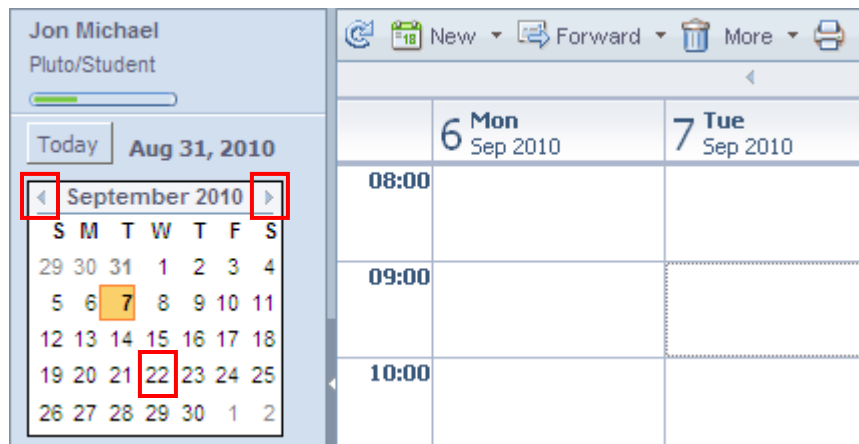
To select a different calendar view, choose from the list of views on the left.



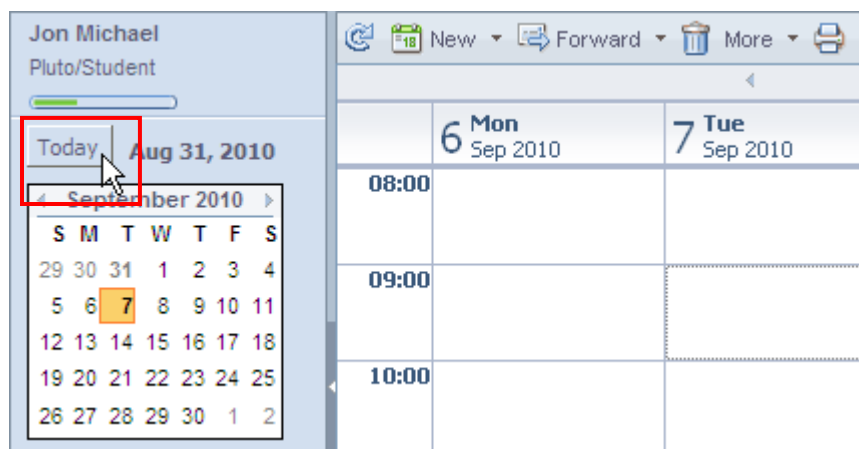
When displaying the One Day or Two Day views of your calendar, you can move to the next day or previous day by clicking the arrows on either side of the date.

When displaying the Five Day or One Week or Two Week views of your calendar, you can move to the next week or previous week by clicking the arrows on either side of the date.

Using the *Date Navigator* you can navigate to the next month or previous month by clicking the arrows on either side of the month name. To display a specific date in your calendar, click the desired date in the *Date Navigator* calendar.

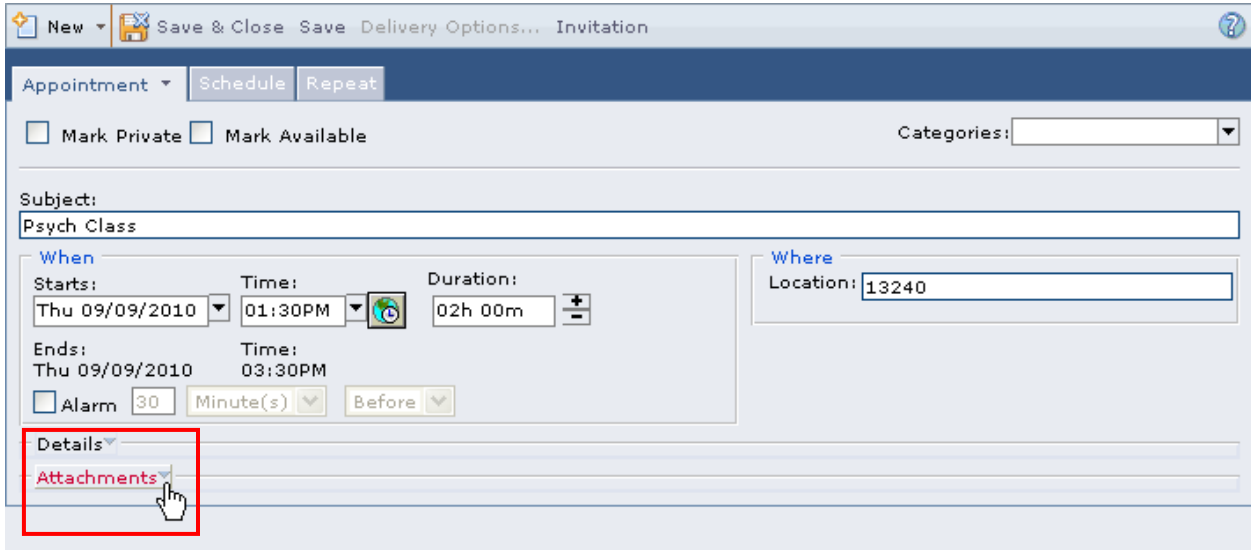


To return to the current day on your calendar, click the *Today* button located just above the *Date Navigator* calendar.

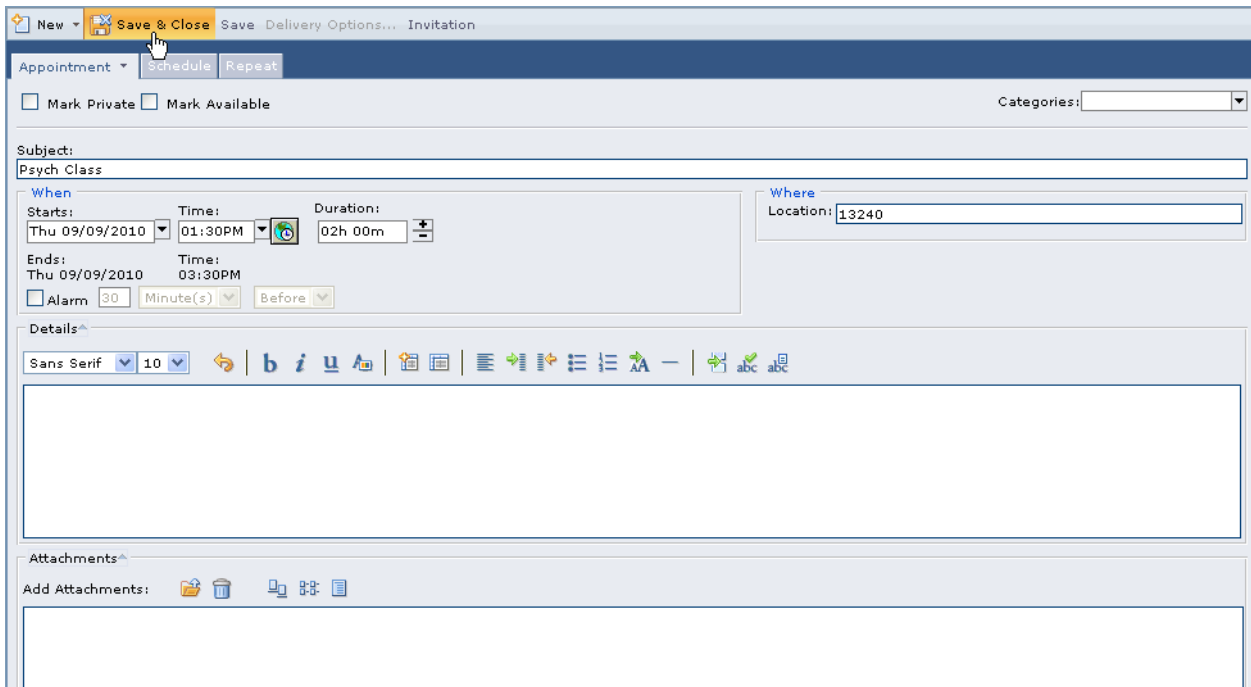


Create an Appointment Entry

Click the *New* button in the toolbar. The calendar entry form contains a *Subject* field and controls to set the date, starting time, duration and location of the appointment.



To include additional information about the appointment, click the *Details* button and enter the info in the space provided. To include an attached file with the appointment, click the *Attachments* button.



When the appointment is complete, click the *Save & Close* button at the top of the window.

Modify an Existing Calendar Entry

To modify an existing calendar entry, double-click the entry in your calendar.

When the entry form opens, make the desired changes and then click *Save & Close*.

Delete a Calendar Entry

To delete a calendar entry, right-click on the entry in your calendar and choose *Delete* from the pop-up menu.

