Outlook Account – Customize Appointments

To **add** an **appointment** in **Outlook**, follow these steps:

1) Open the **Outlook** application and click on the **Calendar** menu to display the calendar page.

2) Click on the drop-down icon on the **New** menu toolbar. Choose **Appointment** to display the new appointment page.

3) You can customize your **appointment** by the following:

   - **Subject**: This will be displayed on the date or dates that you schedule.
   - **Location**: This will allow the users to see the location of the appointment.
   - **Label**: This will label the appointment with a color that indicates the options of **Important, Business, Personal, Vacation, Must Attend, Travel required, Needs Preparation, Birthday, Anniversary, or Phone call.**
   - **Start time**: This will allow the user to choose the **starting date**, **time**, and to schedule if an **all day event**.
   - **End time**: This will allow user to choose the **ending date** and **time**.
   - **Reminder**: This will allow the user to set an alert for a certain amount of time before the appointment by sound.
   - **Show time as**: The user can set a color for **free, busy, tentative, or out of office**.

4) The user can set an **Appointment Recurrence** by the following:

   - Click on the **Recurrence** icon on the toolbar.
   - **Appointment time**: This allows you to set the **start**, **end**, and **duration** of the appointment.
   - **Recurrence pattern**: This allows you to set the pattern as **daily**, **weekly**, **monthly**, or **yearly**.
   - **Range of reoccurrence**: This allows the user to set a **start date** with a **no end date**, **end after a number of occurrences**, or **end by a certain date**.