L E S S O N 7 - Schedule+

Lesson Objectives

- Adding appointments with/without reminders to your calendar

- Using Schedule+ to setup meetings or responding to meeting requests

- Establishing a work plan by adding tasks to the appointment book and allotting time for each task

Starting and Quitting

There are two methods to exit Schedule+, you may quit Schedule+ and leave MS Exchange running or you may exit and quit Schedule+ and MS Exchange.

To Start Schedule+:

1.   Double-click on the **Schedule+** icon in the *SIGAPPS (Common)* group.

To Quit Schedule+ and Keep MS Exchange and Reminders Running:

1.   Select **File, Exit** from the menu bar in the *Microsoft Schedule+* window.

To Quit Schedule+, Mail and Reminders

1.   Select **File, Exit and Sign Out** from the menu bar in the *Microsoft Schedule+* window.
Choose this method if you are finished working with Schedule+ and Mail.

Adding an Appointment and Setting Reminders

A valuable feature of this application is to prompt the user with a reminder of an upcoming appointment.

To Add an Appointment: