



Create a New Appointment

Help Documentation

Creating New Calendar Appointments

To create a new calendar appointment, click New in the navigation pane toolbar. This will open a new appointment window that you will use to add the appointment to SmarterMail and to invite attendees.

Saving Appointment Details

When you add a new appointment to your calendar, you can save as much or as few details about the appointment as you like. In general, appointment details are divided into four sections:

- **Appointment** - Type the subject of the appointment and specify the attendees, the appointment's start date and time, end date and time, and location. You can also specify your availability (free or busy) and configure a reminder that will display in webmail prior to the appointment time, in addition to an email reminder. Note: The subject and start date are the only required fields to save an appointment.
- **Recurrence Information** - Use this section to indicate that the appointment occurs on a regular basis. Recurring events may include personal occasions (birthdays, anniversaries, etc.), holidays, and regular meetings or business appointments. The recurrence feature is very flexible and can be as simple or as complex as necessary. Examples include a birthday that occurs every August 7th, a meeting that happens the second Monday of every month, or an appointment that occurs every four days for three weeks.
- **Description** - Type any important notes or a description of the appointment, if desired.
- **Categories** - A category provides a way to organize your appointments into manageable groups. To add a category, simply click the Master Categories button and type the new category name. Note: Be sure to separate categories with a comma.

Once the appointment is saved, attendees will receive an email appointment invitation and the appointment will appear on your calendar. When attendees accept or decline the appointment, you will also receive a notification email.

Checking the Availability of Attendees

SmarterMail users can check the availability of attendees prior to saving an appointment. This allows you to determine if there is a scheduling conflict and adjust the planned appointment time accordingly. If one or multiple attendees have a conflict with the date/time you are scheduling an appointment, this information will display in the Conflicts field of the new appointment window. To get more information on the specifics of the conflict or to check the availability of attendees, click the availability icon next to the Attendees field in the new appointment window.

Appointment Invitations

Once the appointment is saved, attendees will receive an email appointment invitation and the appointment will appear on your calendar. If they are viewing the appointment invitation from their SmarterMail webmail, they can click the Check Availability button to view their availability in a popup window.