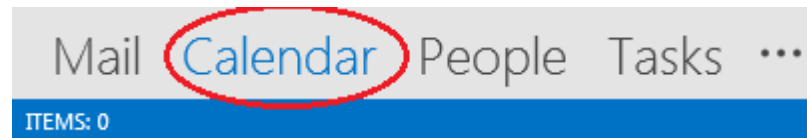


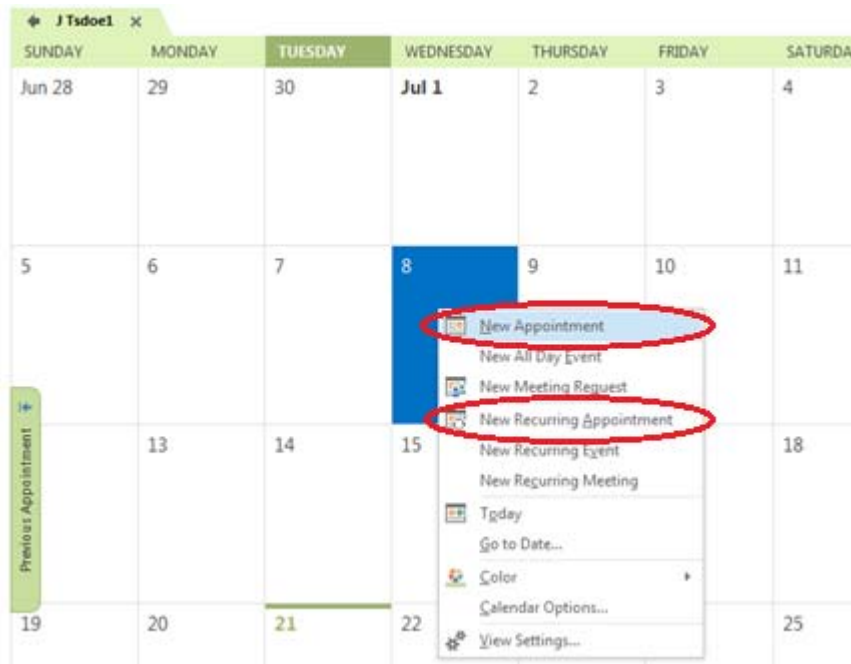
# User Guide: Calendar - Scheduling a Meeting in Outlook 2010/2013

You must have delegate access granted to you by the account owner before you can schedule appointments as a delegate. This document assumes you have added the delegator's account to your outlook calendar.

1. Open Outlook and click on **Calendar**



2. Right click the **Date** and select **New Appointment**



3. Enter the required information:
  - a. Enter a subject in **Subject**
  - b. Enter a **Location** in the location
  - c. Select the **Start Time's** Date and Time
  - d. Select the **End Time's** Date and Time
  - e. Enter a **description** of the event.
4. Click on **Save & Close**

