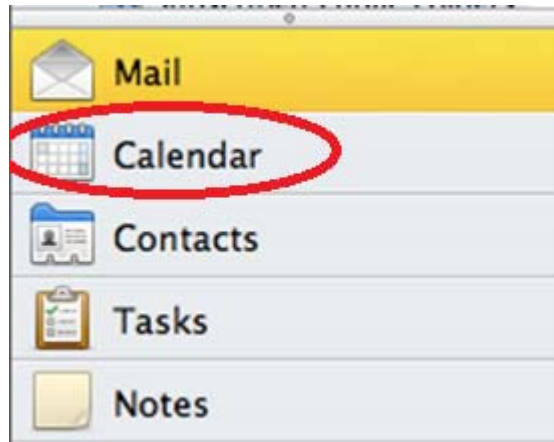


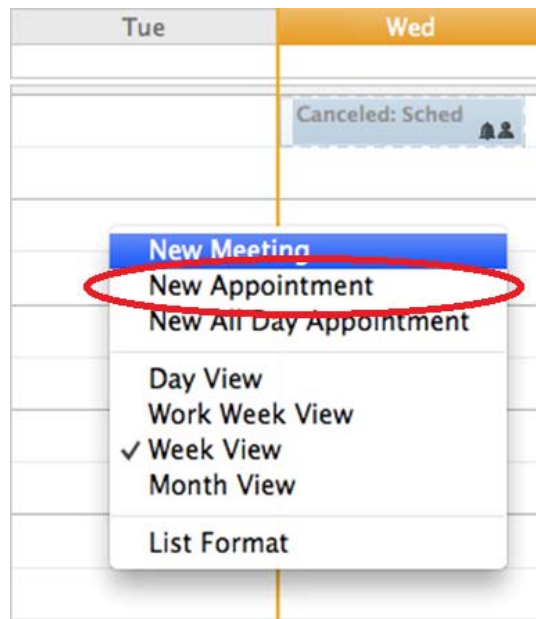
User Guide: Calendar – Scheduling an Appointment as a Delegate in Outlook 2011

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.

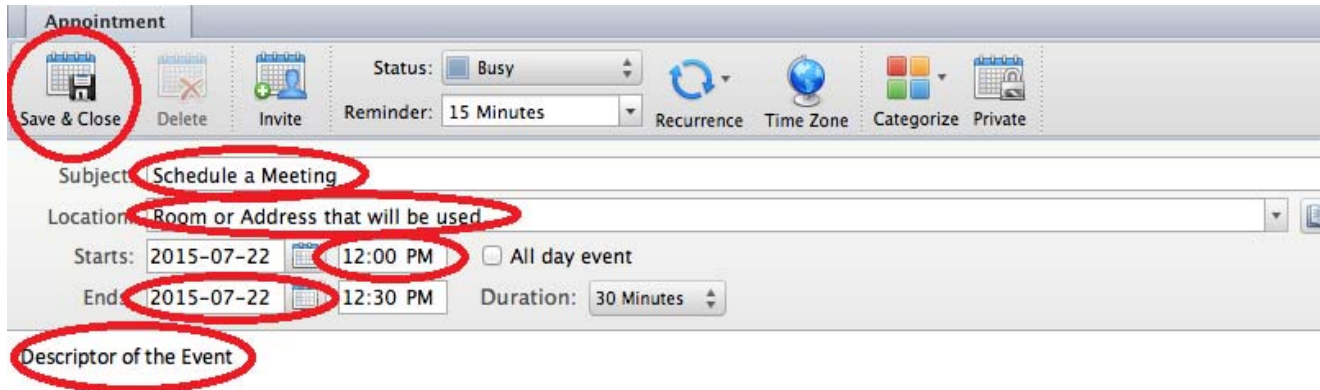
1. Go to **Calendar**



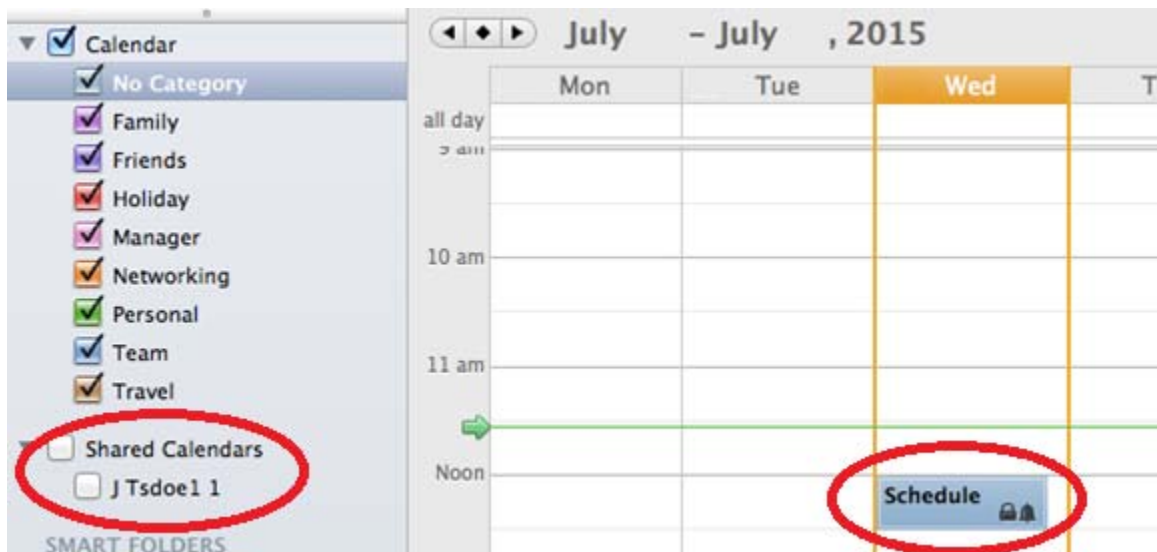
2. Right click on **Date** and select **New Appointment**



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



5. Ensure that the **Appointment** is created in the shared calendar by **unchecking** the **Shared Calendar**. The appointment should disappear.



6. If the **Appointment** still shows, *drag and drop* the event on the **Shared Calendar**. The **Shared Calendar** will be highlighted blue



*The drag-and-drop method, which means that you select one or more files and drag them to another location.

