Setting Reminders

Click Calendar
Creating a new appointment

Click **New Appointment**
Inviting attendees continued

Click Invite Attendees

Type in the attendee’s emails into the To field
Creating a new appointment continued

The **Required** field is for people who you need to attend the meeting.

The **Optional** field is for people who you would like to attend but do not have to.

The **Resources** field is for any devices that you require for the meeting (eg. Projector, laptop).
Viewing Other People’s Availability

Click Scheduling Assistant

Your invitee’s available and unavailable time will appear
Creating a new appointment continued

Put in the subject and body of the meeting
Setting Reminders

Use the drop down arrow to the right of the **Reminder** field to select when you want the reminder to appear.

Click on the **Save and Close** icon

*Note*: Calendar reminders are pop-ups, not emails