

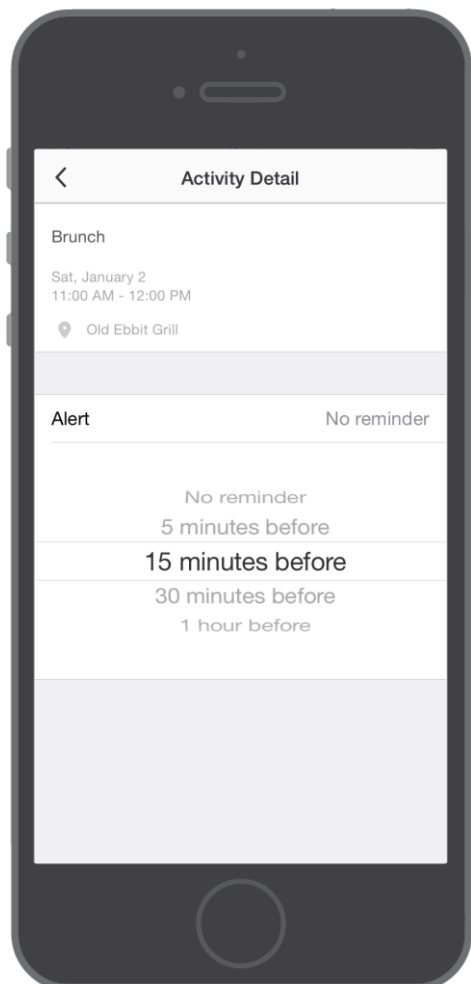
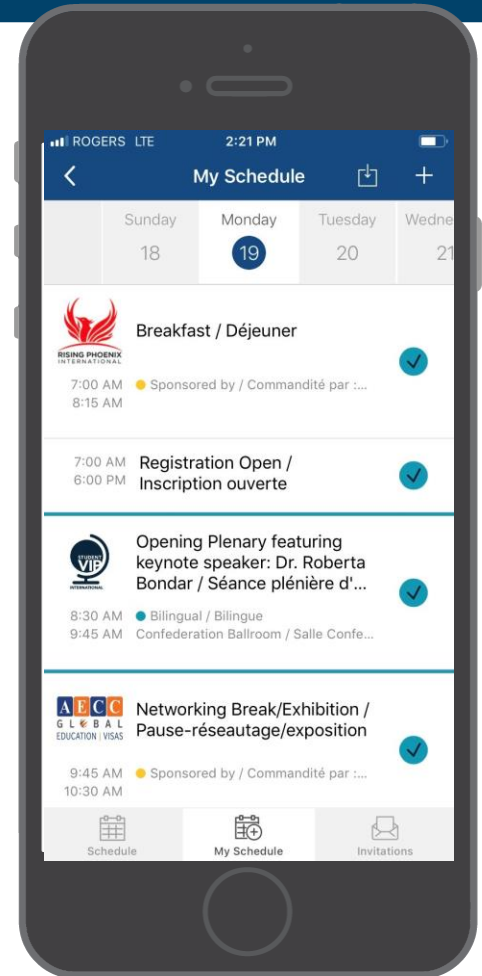
Scheduling Appointments

Schedule an Appointment


1. Navigate to My Schedule. Tap the  icon in the top left, then **My Schedule**.

2. Create Your Appointment. Tap the plus sign to access the Add Activity page.

Give your appointment a name, a start and end time, and some invitees. When you're finished, tap **Done**. Invitations will be immediately sent to all relevant attendees.



Set a Reminder

1. Open an appointment. Tap the  icon in the top left, then **My Schedule**.

Scroll through the calendar to see all of the appointments that have been pre-loaded into your schedule. Tap on any of them to see more details about them.

2. Set a reminder. From the detail page you can tap the clock icon to set an alert to remind you about the appointment.