

FILE

APPOINTMENT

INSERT

FORMAT TEXT

REVIEW



Save &amp; Close



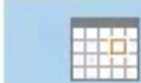
Delete



Calendar



Forward



Appointment



Scheduling Assistant



Meeting Notes



Invite Attendees



Show As:

Busy



Reminder:

15 minutes



Recurrence



Time Zones



Categorize



Private



High Importance



Low Importance



Zoom



Start Inking

**i** This appointment conflicts with another one on your calendar.

Subject Coffee?

Location

Start time Tue 2017-12-19



6:00 PM



☐ All day event

End time Tue 2017-12-19



6:30 PM



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**From:**

Beth Snow

**Sent:**

December 19, 2017 5:19 PM

**To:**

Beth Snow

**Subject:**

Coffee?

Let's grab a coffee on January 11!