



File

Appointment

Insert

Format Text

Review

Help



Tell me what you want to do



Save &
Close



Delete



Copy to My
Calendar



Actions



Appointment



Scheduling

Show



Skype
Meeting

Skype Meeting



Meeting
Notes

Meeting Notes



Invite
Attendees

Attendees



Show As:



Bu



Reminder:



15 m

Subject

Client Meeting

Location

Start time

Thu 5/9/2019



4:00 PM



All day event

End time

Thu 5/9/2019



4:30 PM

