

File

Appointment

Scheduling Assistant

Insert

Format Text

Review

Help



Tell me what you want to do



Calendar

Delete

Forward

Actions



Skype Meeting

Skype Meeting



Online Meeting

TeamViewer



Teams Meeting

Teams Meeting



Invite Attendees

Attendees



Show As:

Busy



Reminder:

15 minutes



Recurrence

Options



Categorize



Private



High Importance



Low Importance

Tags



Dictate

Voice



Save & Close

Title

Start time

Fr. 10.01.2020



17:00



Amsterdam, Berlin, Bern,



☐ All day



Time zones

End time

Fr. 10.01.2020



17:30



Amsterdam, Berlin, Bern,



[Make Recurring](#)

Location