

FILE

EVENT

INSERT

FORMAT TEXT

REVIEW

Save &
Close

Delete

Copy to My
Calendar

Actions



Appointment



Scheduling

Show

Skype
Meeting

Skype M...

Meeting
Notes

Meeting...

Invite
Attendees

Attendees



Busy



None

Options



Recurrence



Time Zones



Categorize

Tags



Zoom

Zoom



Next to another appointment on your calendar.

Subject

Location

Start time



12:00 AM

☒ All day event

End time



12:00 AM

