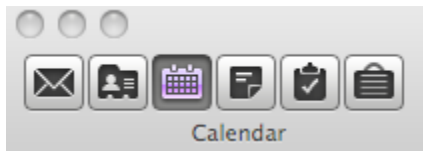


# UMmail: Calendar for Mac

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## Schedule a Meeting / Appointment

1. Click **File** in the Calendar toolbar.
2. Select **New** from the drop-down menu.
3. Select **Calendar Event**.
4. Complete the Subject and Location fields.
5. Set the Start and End date and time.
6. Click **Invite**.

The image is a screenshot of the "New Event" dialog box in the Calendar application. The title bar reads "New Event — Calendar". The toolbar includes "Invite", "Status", "Print", "Delete", "Categories", "Projects", and "Links". The form fields are: "Subject: New Event", "Location: [empty]", "Start: Fri, Aug 29, 2008 12: 00 PM", "End: Fri, Aug 29, 2008 12: 30 PM", "Duration: 30 minutes", "Occurs: Once Only", "Reminder: [checked] 15 minutes", and "Travel time: [unchecked]".

7. Type the e-mail addresses of the people you would like to invite to this meeting.
8. Hit **Enter**, when you are finished adding e-mail addresses.
9. Check-mark **Reminder**, if you want to be notified of this event on the day it occurs.
10. Click **Send Now**.