






## How to Create a New Calendar Event in Outlook on your Desktop

### Learn more about [Calendar and Reminders](#)

1. In **Calendar**, on the toolbar, click  **New**.
2. In the **Subject** box, type a brief description of the appointment.
3. In the **Location** box, type the location where the appointment occurs.
4. In the **Start time** and **End time** lists, select the appropriate dates and times.
5. In the **Show time as** list, select how you want your schedule to appear for the duration of the appointment. Your selection (**Busy**, **Free**, **Tentative**, or **Out of Office**) is what others will see when they view your schedule.
6. If the default time interval for reminders isn't satisfactory, set it to the interval that you want.
7. If you want to prevent other people from viewing the details of the appointment, click **Private**.
8. In the message body, type any additional information, for example, a list of materials to bring with you to the appointment.
9. Click  **Save and Close** or press CTRL+S before closing the appointment form browser window.

#### What else do I need to know?







- You can also create a new appointment by double-clicking a time slot on any calendar view.
- An appointment can be a one time event, or it can repeat. Learn about repeating items at [Set a Repeating Item](#).
- The following options are available on the toolbar when you create an appointment.

Button	Description
 <b>Save and Close</b>	Saves the appointment to your calendar and closes the appointment form window.
	Attaches a file to the appointment. For more information about how to attach files, see <a href="#">Working with Attachments</a> .
	Creates a repetition pattern for the appointment. For more information about repeating items, see <a href="#">Set a Repeating Item</a> .

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	Checks spelling in the appointment.
	Invites other people to an appointment. This changes the appointment to a meeting. For more information, see <a href="#">Request a Meeting</a> .
	Sets the importance of the appointment to High.
	Sets the importance of the appointment to Low.
	Applies a Category to your item. For more information about Categories, see <a href="#">Apply a Category</a> .
	Sends the item to a printer.
Message Format list	Sets the format of the item to HTML or Plain text. For more information about how to format messages, see <a href="#">Format Messages</a> .

### What if I want to know more?

- [Calendar](#)
- [Request a Meeting](#)
- [Keyboard Shortcuts](#)