

Calendar

Appointments

How to respond to a meeting request



1. On the Home screen, select Start then Inbox.
2. If necessary, scroll right or left to switch to the ActiveSync account.
3. Select the meeting request and then respond to it as follows:
 - To accept the meeting request and insert the meeting into your calendar, select Menu and then Accept.
 - To decline the meeting request, select Menu and then Decline.
 - To tentatively accept the meeting request and insert a tentative meeting into your calendar, select Menu and then Tentative.

Your response is sent back to the meeting organizer the next time that you synchronize.

Appointments

How to create a new appointment



1. On the Home screen, select Start.



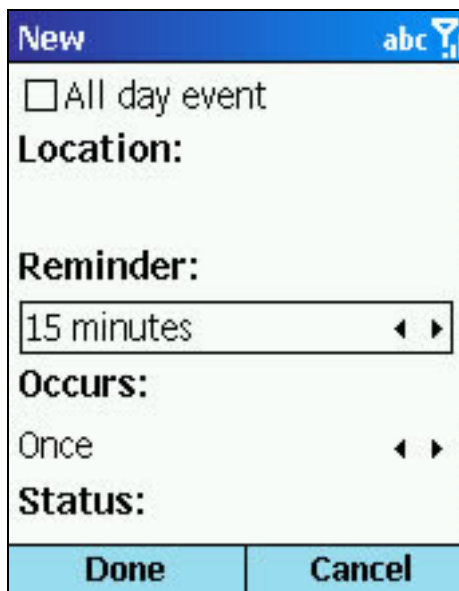
2. Select Calendar.



3. Select Menu and then New.



4. Enter information about the appointment.



5. In Reminder, scroll to the amount of time before the appointment that you want to be reminded. If you don't want to be reminded, select None.

Tips: The default reminder time is 15 minutes prior to an appointment. You can change this by selecting Menu and then Options from within Calendar.

When you create a new appointment on your Smartphone, you can synchronize Calendar with your desktop computer or Exchange Server to keep your schedule information up-to-date in all locations.

Appointments

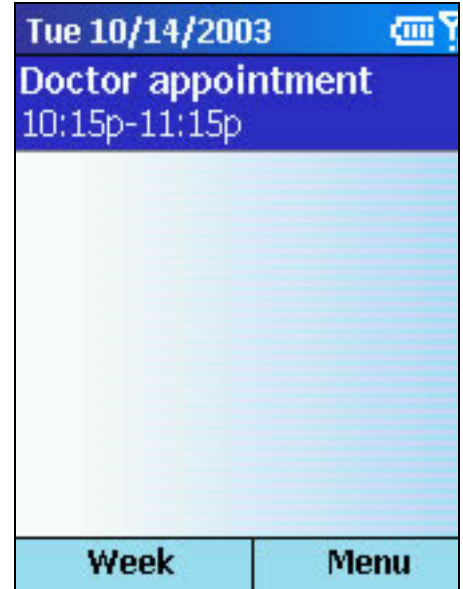
How to view an appointment



1. On the Home screen, select Start.



2. Select Calendar.



3. Select the appointment to view.

Appointments

How to edit an appointment



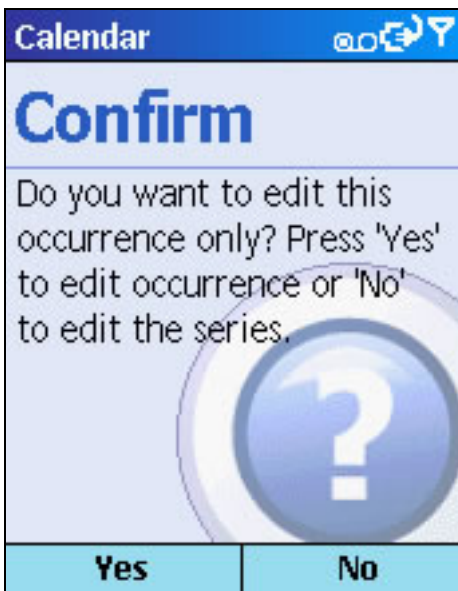
1. On the Home screen, select Start.



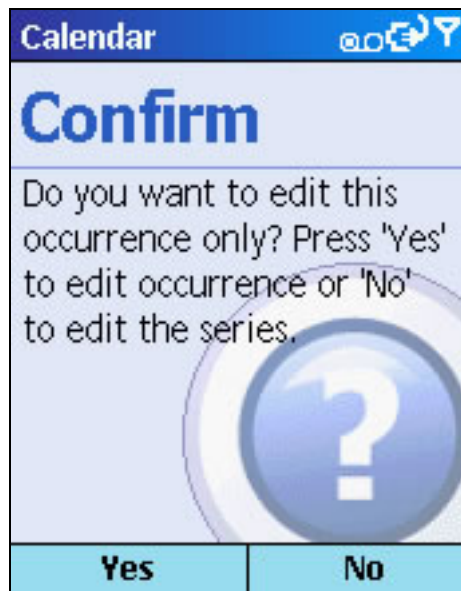
2. Select Calendar.



3. Select the appointment then Edit..



4. If the appointment is recurring, select Yes to edit only the current occurrence, or select No to edit the series.



5. Make your changes and select Done. Make your changes and select Done.

Appointments

How to delete an appointment



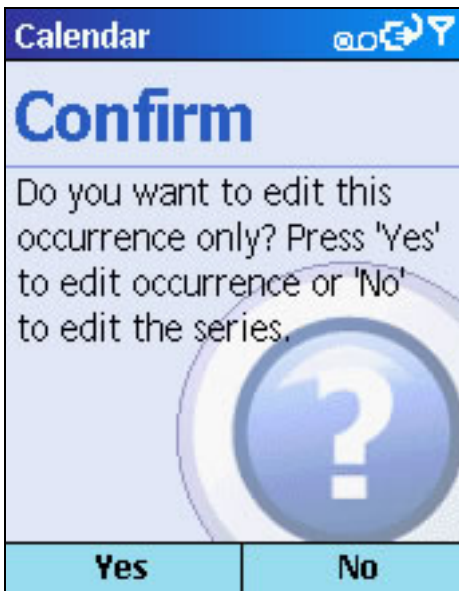
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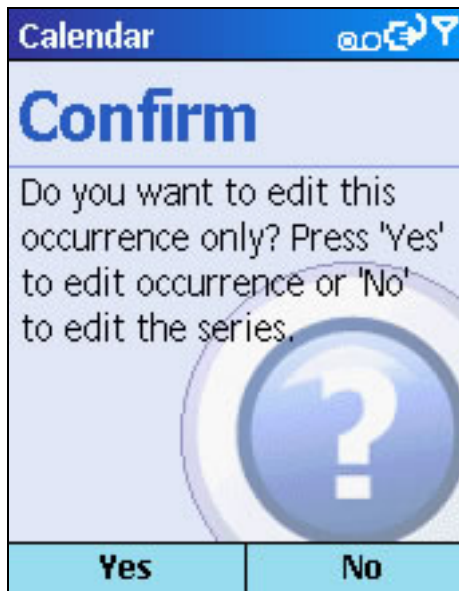
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3. Select the appointment then Edit..



4. If the appointment is recurring, select Yes to edit only the current occurrence, or select No to edit the series.



5. Make your changes and select Done. Make your changes and select Done.

Appointments

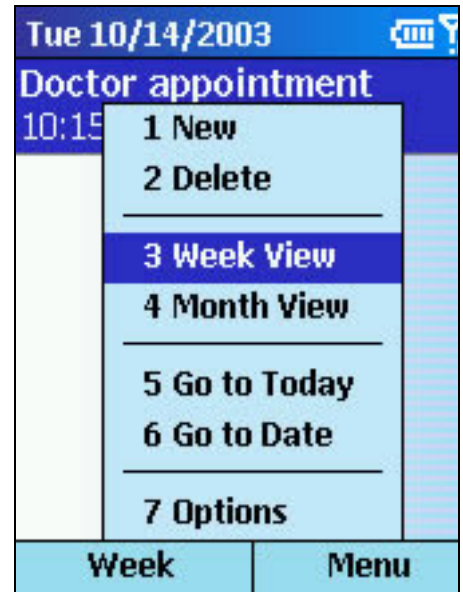
How to view appointments for the week/month



1. On the Home screen, select Start.



2. Select Calendar.



3. Select Menu and then Week/Month View.

Views

How to view today's agenda



1. On the Home screen, select Start.



2. Select Calendar.



3. From Week or Month view in Calendar, select Menu and then Go to Today.

Views

How to view my agenda for a specific date



1. On the Home screen, select Start.



2. Select Calendar.



3. Select Menu and then Go to Date.



4. Enter the date to view and select Done.

Views

How to customize the calendar view



1. On the Home screen, select Start.



2. Select Calendar.



3. Select Menu and then Options.



4. Scroll to select the options you want and select Done.

Views

How to open the calendar



1. On the Home screen, select Start.



2. Select Calendar.