

Calendar

Appointments:

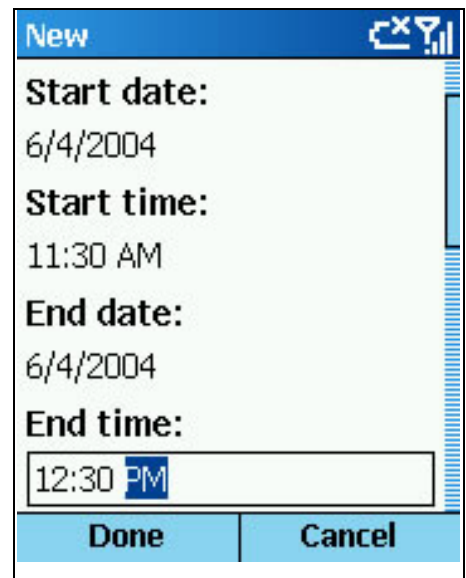
How to create a new appointment



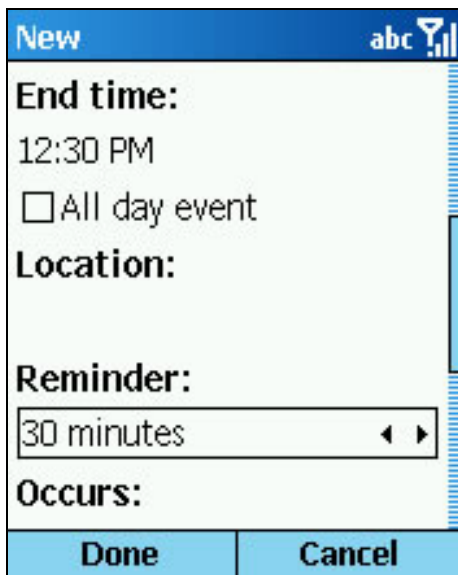
1. On the Home screen, click Start > Calendar.



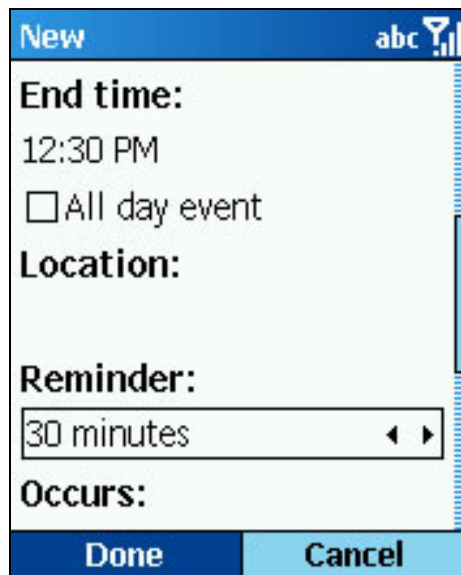
2. Click Menu > New.



3. Enter information about the appointment.



4. In Reminder, click the amount of time before the appointment that you want to be reminded. If you don't want to be reminded, Click None.



5. Click Done.

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

Appointments:

How to beam an appointment

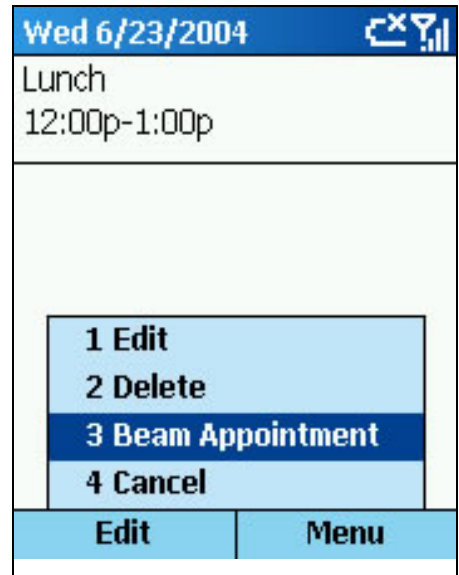
Status information displays, indicating the name of the device to which the Smartphone is beaming, and whether the beaming process is pending, finished, or has failed.



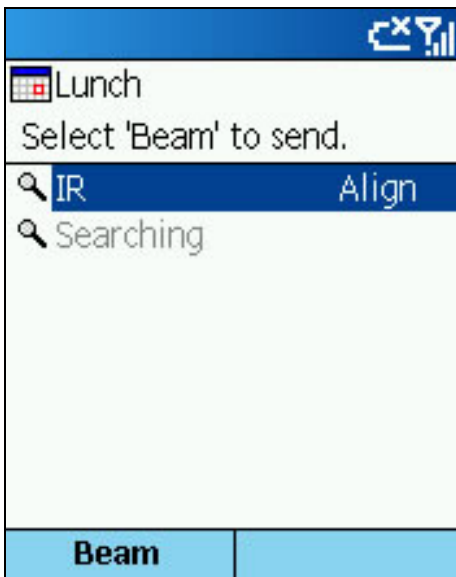
1. On the Home screen, click Start > Calendar.



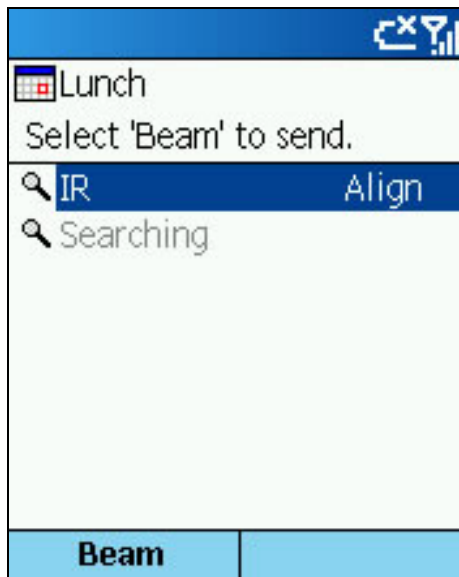
2. Select the appointment to beam.



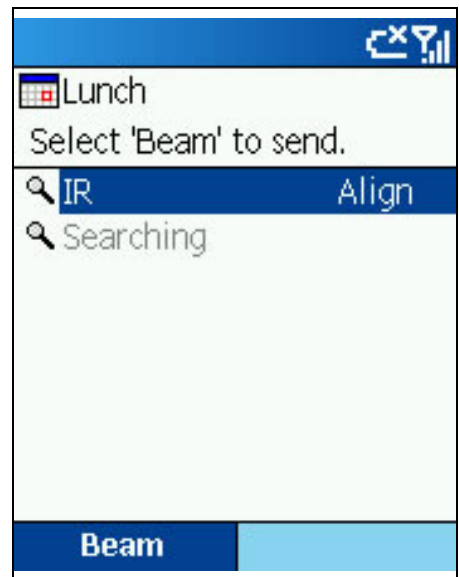
3. Click Menu > Beam Appointment.



4. Scroll to the device you want to beam to.



5. Do one of the following:
 - To beam by infrared, make sure that the infrared ports are unobstructed and within close range of each other.
 - To beam by using Bluetooth, make sure that both Bluetooth radios are turned on and that Bluetooth is discoverable on the receiving device.



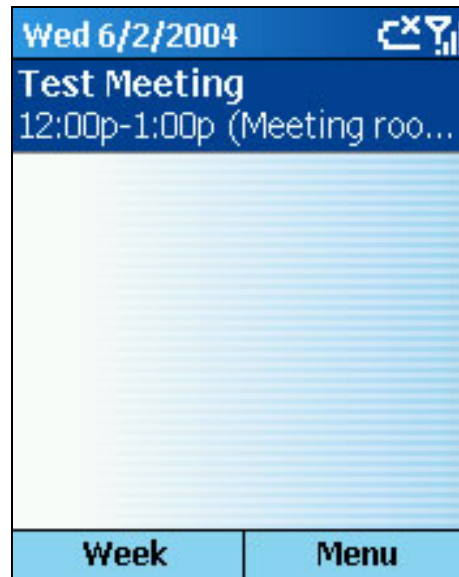
6. Click Beam.

Appointments:

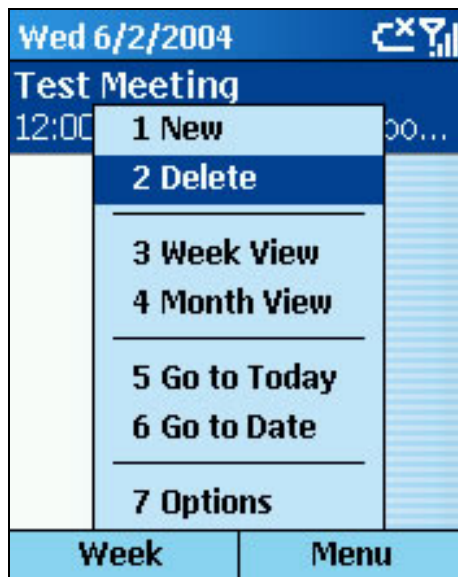
How to delete an appointment



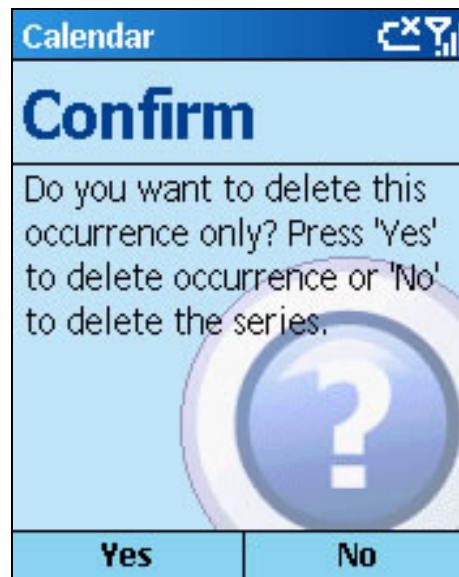
1. On the Home screen, click Start > Calendar.



2. Select the appointment to delete.



3. Click Menu > Delete.



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

Tip: To cancel a deletion, press the Back key.

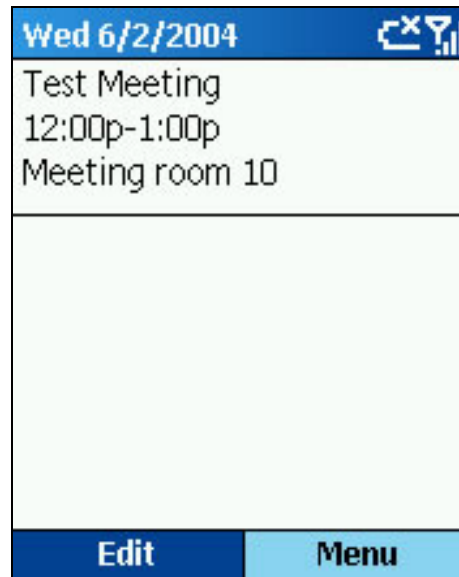
Note: When you delete an appointment in Calendar on your Smartphone, it is also deleted on your desktop computer the next time you synchronize. If you have not previously synchronized, however, the appointment is not deleted.

Appointments:

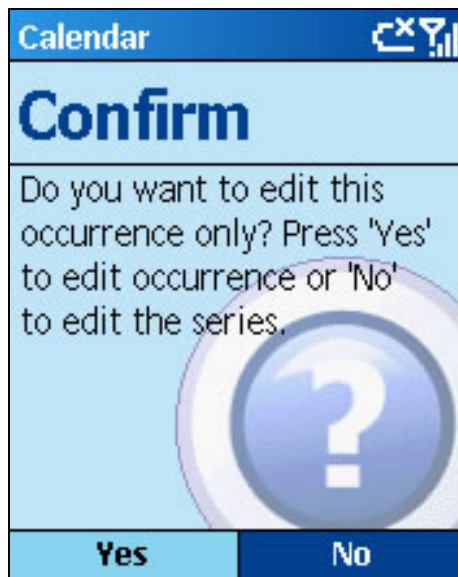
How to edit an appointment



1. On the Home screen, click Start > Calendar.



2. Select the appointment and click Edit.



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



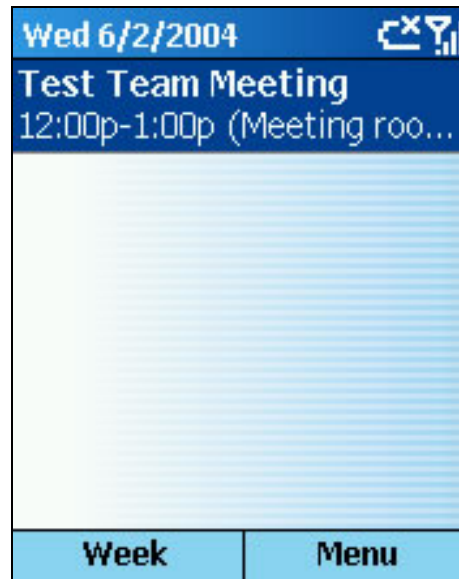
4. Make your changes, and click Done.

Views:

How to view an appointment



1. On the Home screen, click Start > Calendar.



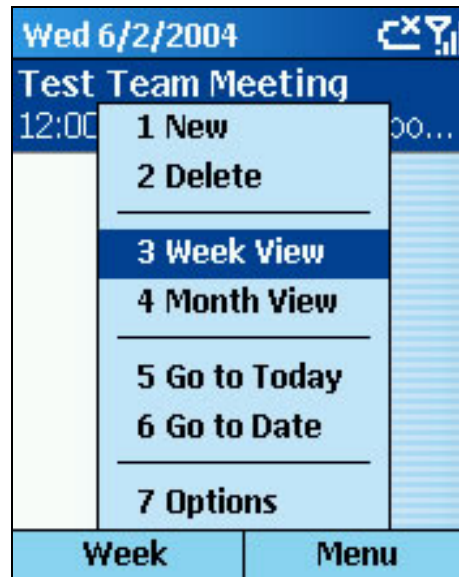
2. Click the appointment to view.

Views:

How to view appointments for the week



1. On the Home screen, click Start > Calendar.



2. Click Menu > Week View.

Views:

How to view today's agenda

1. Do one of the following:
 - On the Home screen, click on your upcoming appointments.
 - From Week or Month view in Calendar, click Menu > Go to Today.

Tip: To view previous or approaching dates, scroll left or right.



Views:

How to view your agenda for a specific date



1. On the Home screen, click Start > Calendar.



2. Click Menu > Go to Date.



3. Enter the date to view, and click Done.

Views:

How to view your schedule for the month



1. On the Home screen, click Start > Calendar.

2. Click Menu > Month View.

Views:

How to customize the calendar view



1. On the Home screen, click Start > Calendar.



2. Click Menu > Options.



3. Scroll to select the options you want and click Done.