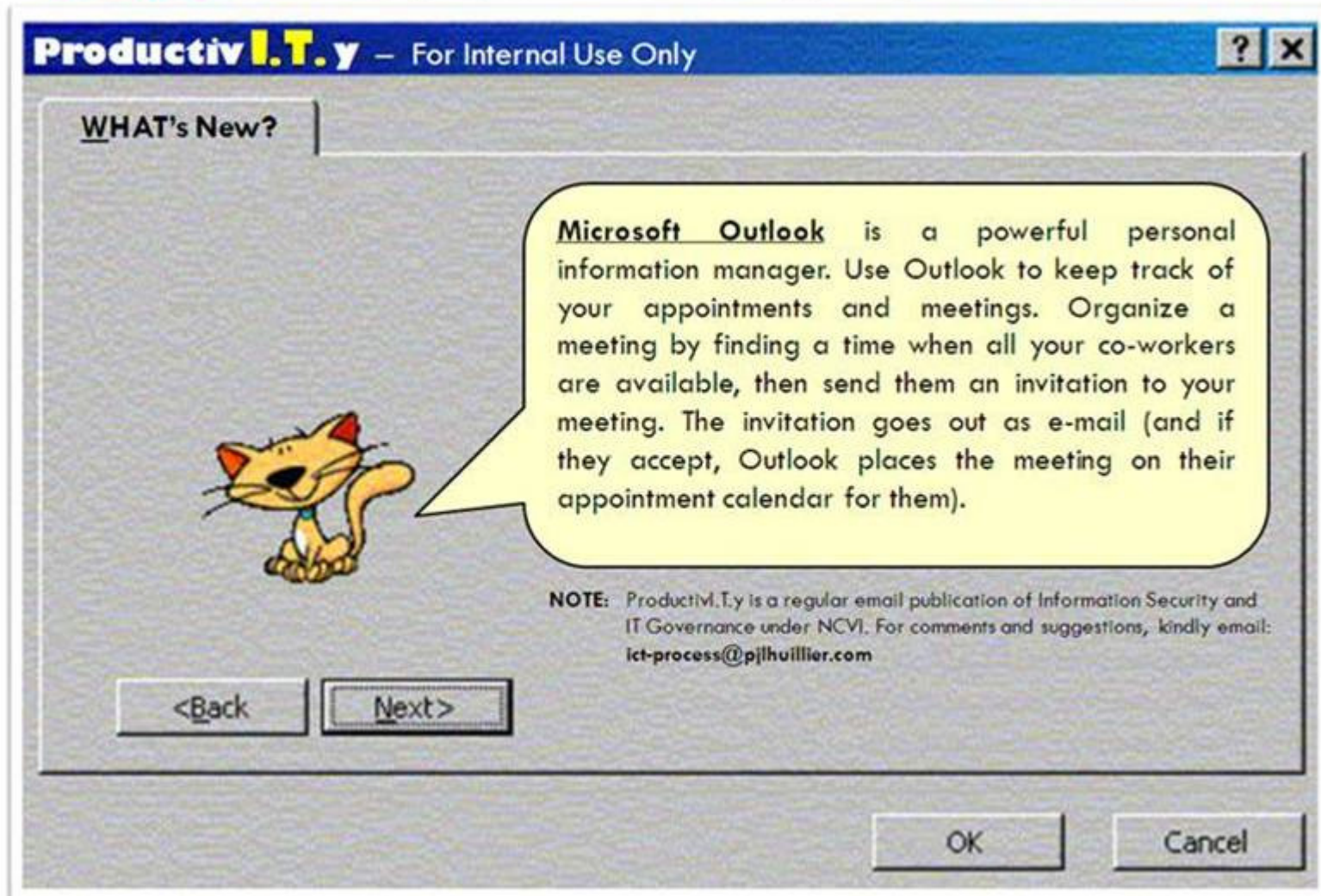
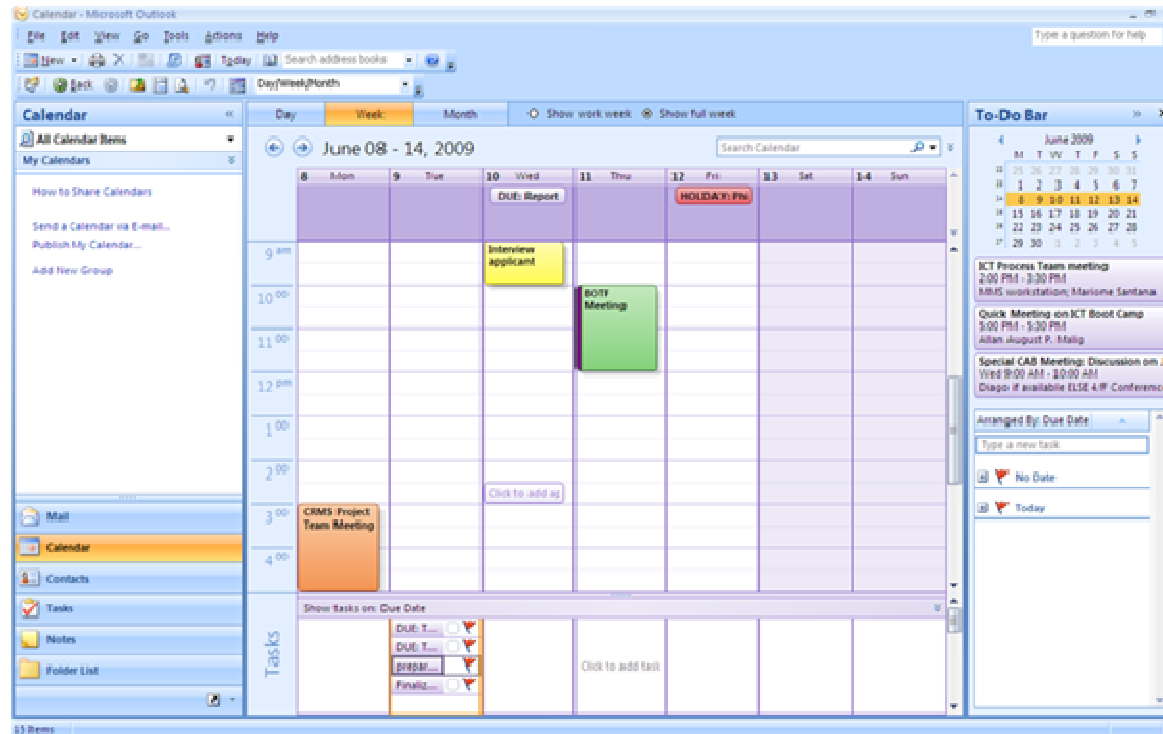


REMINDER: Emailed to a group account. Do NOT reply using the email group account.



With today's hectic schedules, it often helps to run your email, calendar and reminders in one feature. Utilizing Microsoft Outlook's calendar feature will ensure that you'll never miss an appointment.



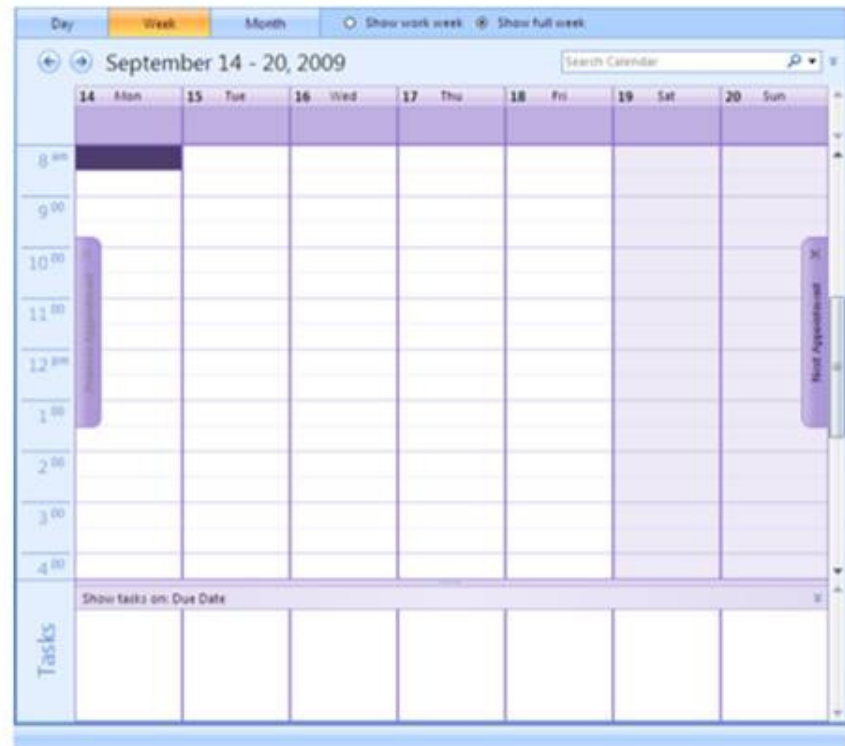
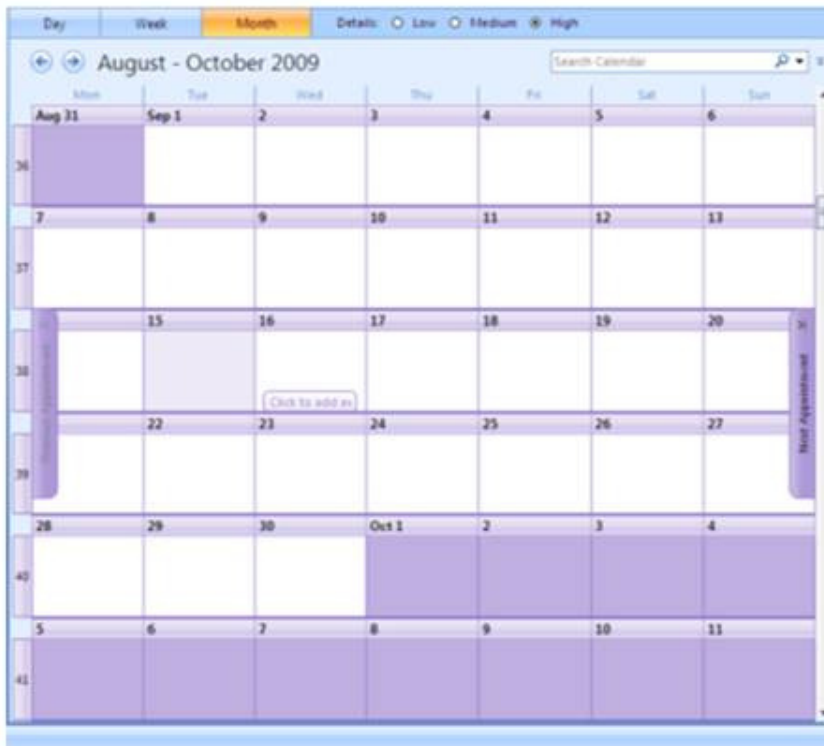
INSTRUCTIONS:

Step 1: Open Microsoft Outlook.

Step 2: Click on the calendar feature at the left-hand column under the "Folders" menu to open it.

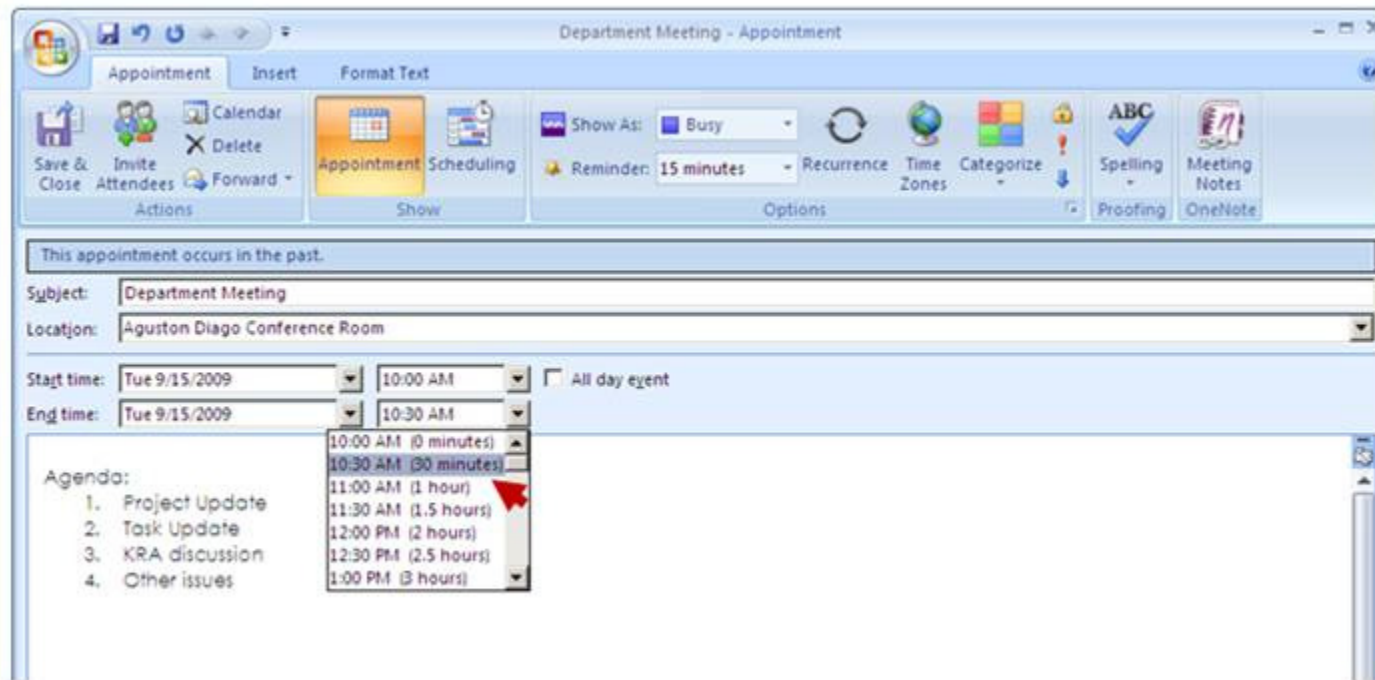


Step 3: Double click on the date/time when you would like to schedule an appointment.



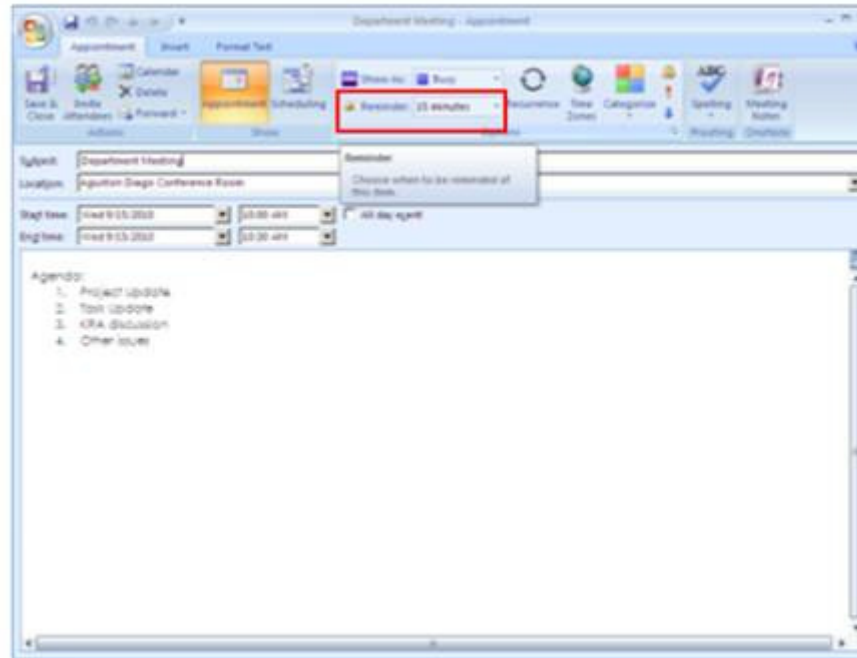
Step 4: Insert the name or the details of the appointment under the "Subject" heading, and note where this appointment will take place under the "Location" heading.

Step 5: Provide any additional details in the large white text box below.



Step 6: Use the drop-down menus to schedule your appointment for the correct time. You may also use the other drop-down menu to change the date of your appointment.

Step 7: Check the "Reminder" box below the drop-down menu if you would like Microsoft Outlook to send you a reminder of the event.



Step 8: Use the toolbar on the top of the calendar pop-up box to invite other attendees to this event, schedule it as a recurring event or establish the event's level of importance.

