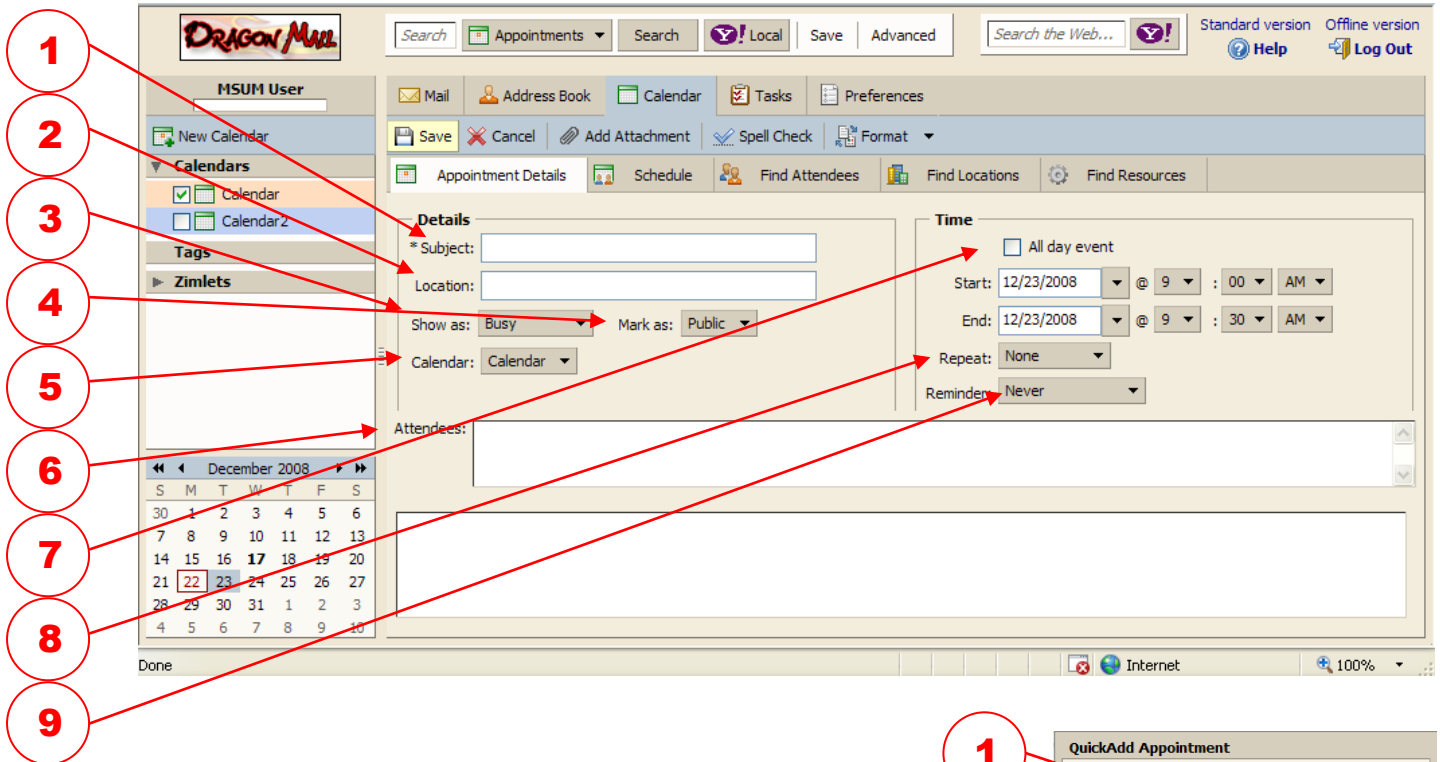


Zimbra Calendar Appointments for @mnstate.edu Accounts



Create Appointment details: Click on New to create appointment while on the calendar view tab or by creating a QuickAdd Appointment by selecting a time slot on the calendar.

- ① Subject: details of the appointment
- ② Location: details of where the appointment is to be held
- ③ Show as: Free, Tentative, Busy & Out of Office
- ④ Mark as: Public or Private (Private keeps details hidden on share)
- ⑤ Calendar: Choose the Calendar you want the appointment on.
- ⑥ Attendees: Add email addresses of users that will be invited to the appointment
- ⑦ All day event: Create an all day or multi-day event such as a conference.
- ⑧ Repeat: Schedule recurring meetings daily, weekly, monthly, or yearly.
- ⑨ Reminder: Set notify time before appointment.

