Scheduling Appointments

Schedule an Appointment

1 **Navigate to My Schedule.** Tap the hamburger icon in the top left, then **My Schedule.**

2 **Create Your Appointment.** Tap the plus sign to access the Add Activity page.

Give your appointment a name, a start and end time, and some invitees. When you’re finished, tap **Done.** Invitations will be immediately sent to all relevant attendees.

Set a Reminder

1 **Open an appointment.** Tap the hamburger icon in the top left, then **My Schedule.**

Scroll through the calendar to see all of the appointments that have been pre-loaded into your schedule. Tap on any of them to see more details about them.

2 **Set a reminder.** From the detail page you can tap the clock icon to set an alert to remind you about the appointment.