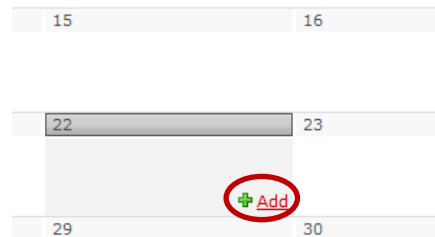


## Add Calendar Event

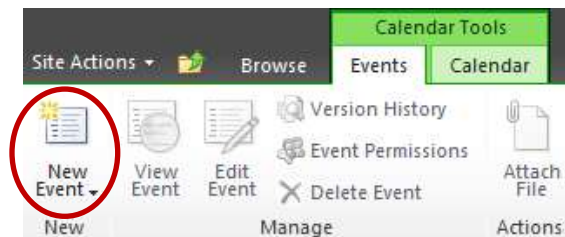
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On a calendar, you can add an event a few different ways.

1. Double click on the date.
2. Hover over the bottom left corner of a day and click the **Add** button that appears.



3. Click **New Event** on the **Events** tab of the **Calendar Tools**.



In the **Calendar – New Item** dialog, you can fill out the following information and click **Save**:

**Title** (required): A short name for the event.

**Location**: Place the event will take place.

**Start/End Time** (required): Date and time the event will begin and end.

**Description**: A longer description of the event.

**Category**: A selection of how the event might be classified.

**All Day Event**: Check the box if the event doesn't start or end at a specific time.

**Recurrence**: Set up a recurrence if the event repeats.

**Workspace**: You can ignore.

Calendar - New Item

Edit

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Title \*

Location

Start Time \* 5/22/2012 5 PM 00

End Time \* 5/22/2012 6 PM 00

Description

Category

All Day Event

Recurrence

Workspace

Save Cancel

Detailed description of the form: The form is titled "Calendar - New Item" and features a ribbon-style interface with an "Edit" tab. The ribbon contains icons for Save, Cancel, Paste, Copy, Attach File, and Spelling. Below the ribbon are several sections: "Title" and "Location" are text input fields. "Start Time" and "End Time" are date and time pickers, both set to 5/22/2012, with times of 5 PM 00 and 6 PM 00 respectively. The "Description" field is a rich text editor with a toolbar. The "Category" section has a radio button selected for a dropdown menu and an option to "Specify your own value:" with a text input. The "All Day Event" section has a checkbox and a description: "Make this an all-day activity that doesn't start or end at a specific hour." The "Recurrence" section has a checkbox and a description: "Make this a repeating event." The "Workspace" section has a checkbox and a description: "Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event." At the bottom are "Save" and "Cancel" buttons.