

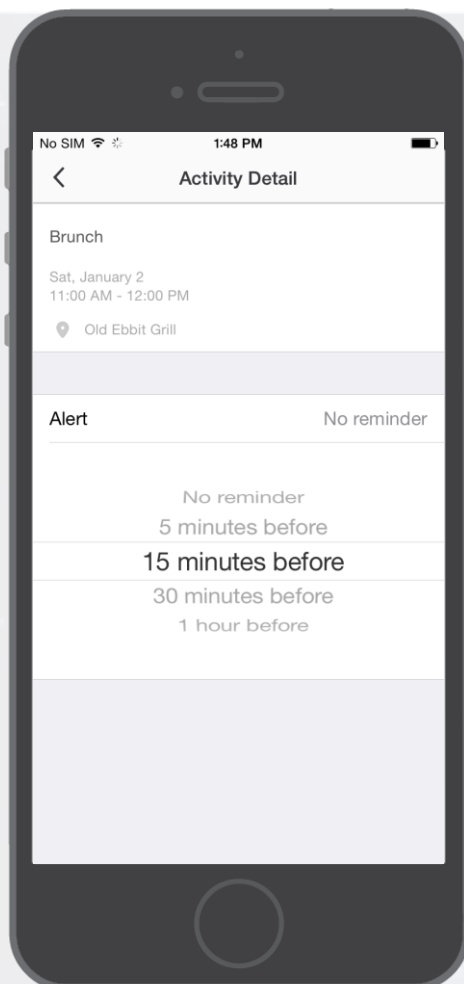
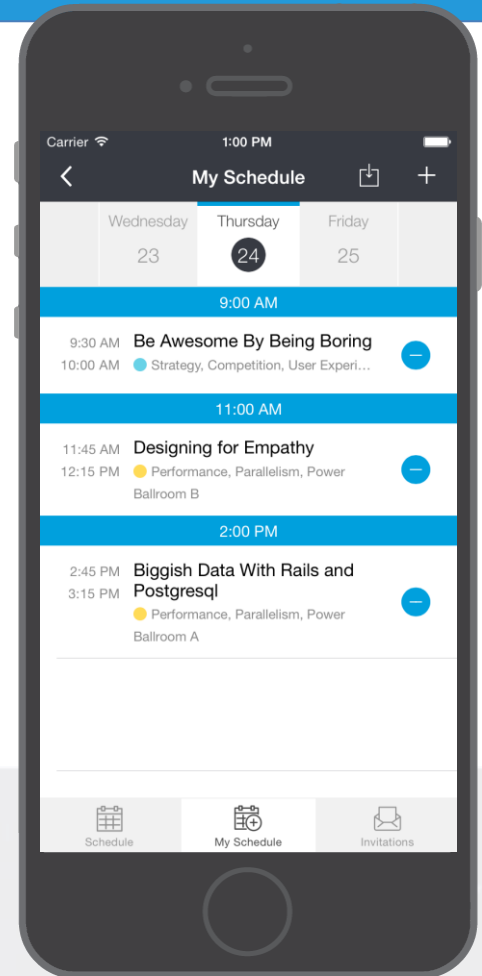
# Scheduling Appointments

## Schedule an Appointment

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

**2 Create Your Appointment.** In the top right corner of the My Schedule page you'll see a plus sign. Tap on it 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.