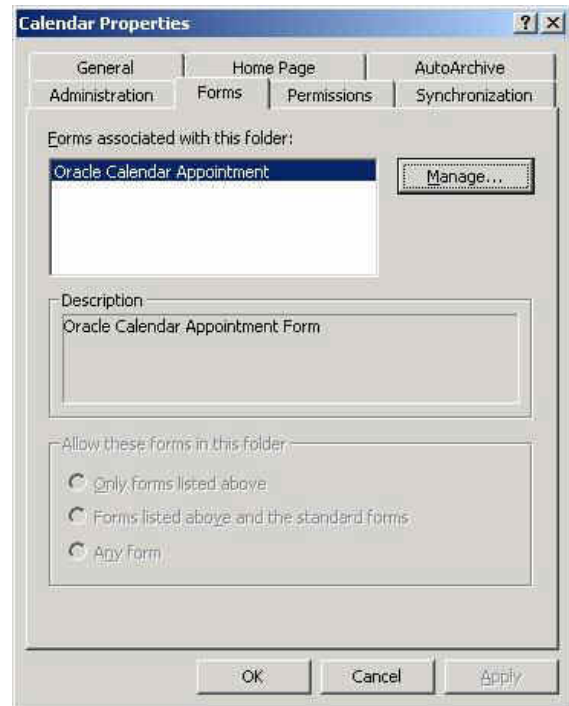


Installing a Calendar form

You should only install the calendar form if your Calendar Appointment Window displays "Scheduling" instead of "Attendee Availability" on the second tab.

- 1) Right click the calendar icon.
- 2) Click **Properties**.
- 3) Click on the **Forms** tab.



- 4) If Calendar Appointment is not listed under "Forms associated with this folder", click **Manage**.
- 5) Click **Install**.
- 6) Click **OK**.

