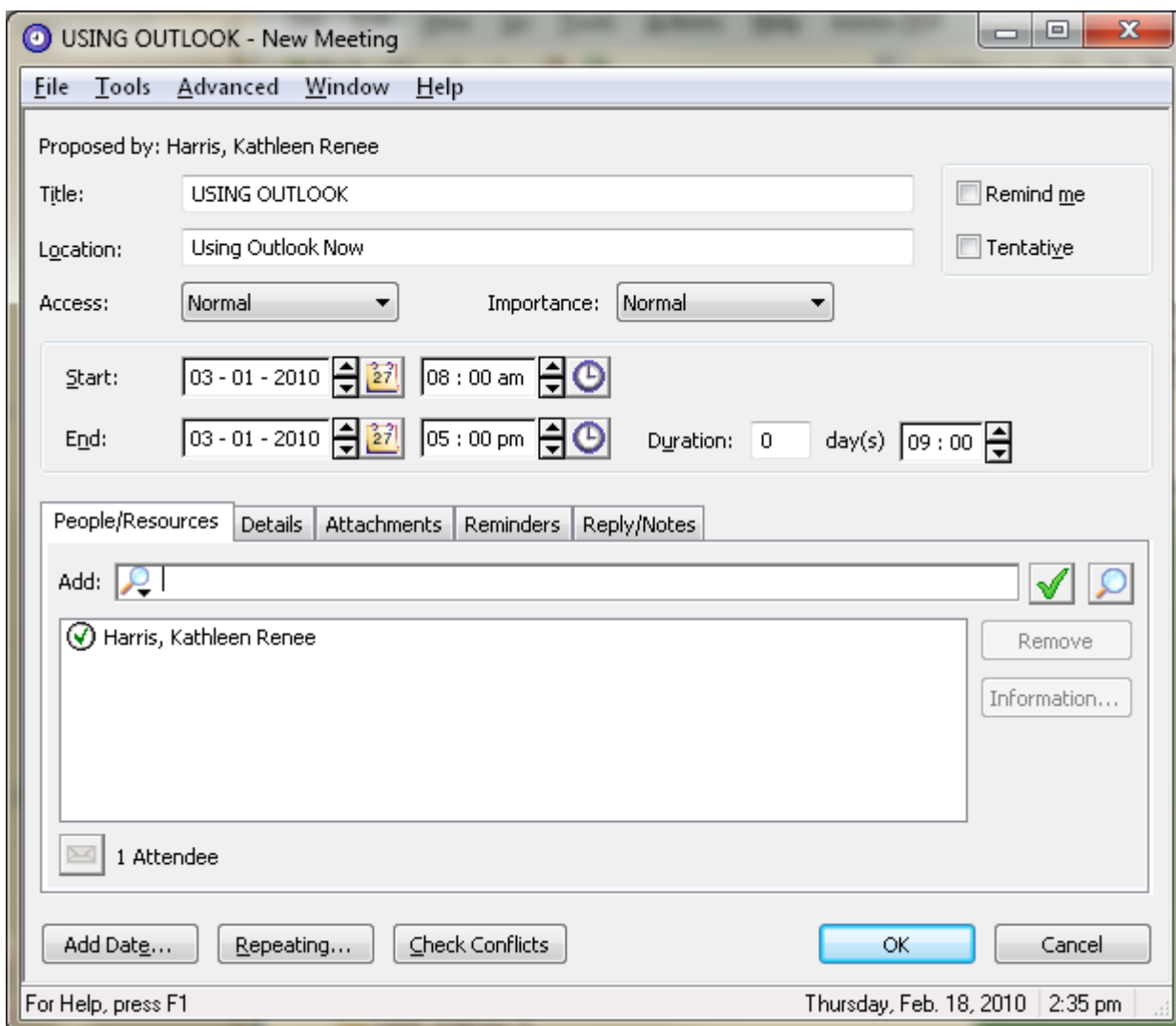


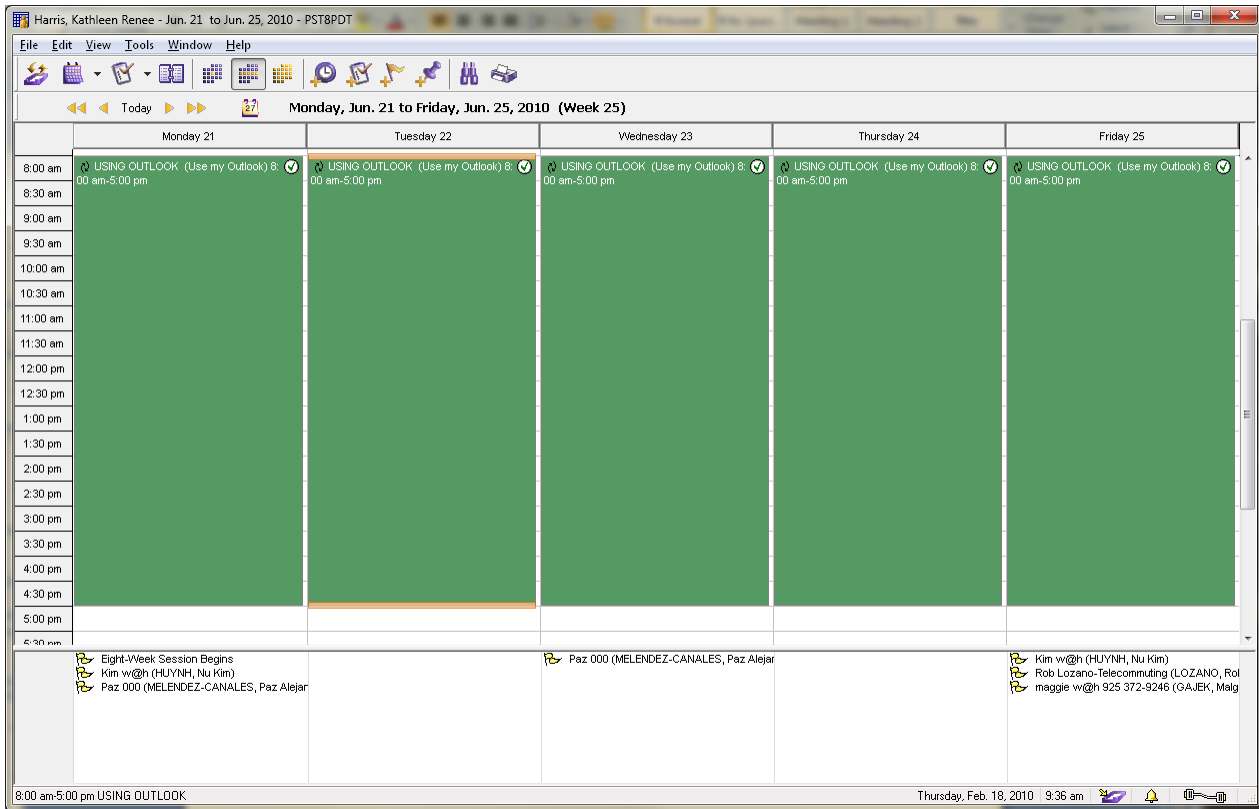
Blocking Out Your CalAgenda

By filling your CalAgenda with a repeating daily meeting, you prevent others from accidentally using it to schedule meetings once you've switched to Outlook Calendar.

1. Open CalAgenda
2. Go to today's date and double click to create an appointment.
3. Title the appointment "Using Outlook Calendar. View my Outlook schedule or email me."
4. In the Location field, enter your email address: (kathleen_harris@haas.berkeley.edu).
5. **Un-check the "Remind me" box to the right of the title.** (You do NOT want to receive a reminder every day)
6. Start time should be your usual work start and end time.



14. Go to CalAgenda to be sure every day is blocked and each day has the message you entered.



Congratulations – You have successfully blocked out your CalAgenda, and now you can leave it forever as you work in Outlook Calendar!