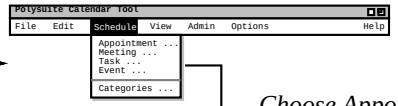
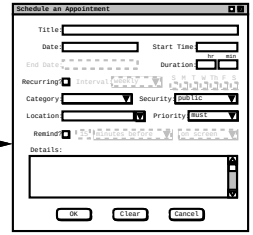
Schedule Menu

Choose Schedule in menubar



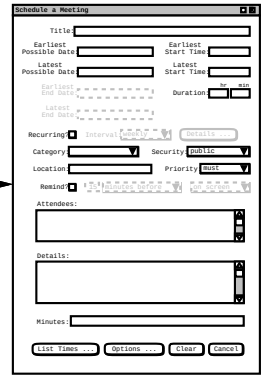
Appointment Dialog

Choose Appointment in Schedule menu



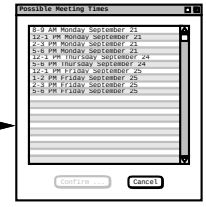
Meeting Dialog

Choose Meeting in Schedule menu



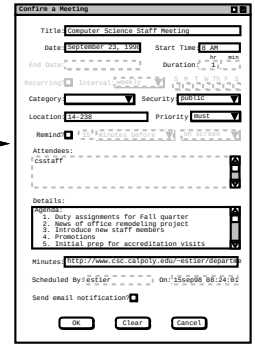
Possible Times List

Press Possible Times button



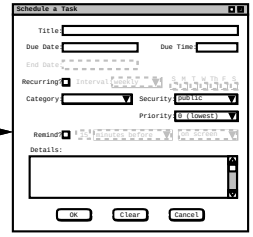
Confirmation Dialog

Press Confirm button



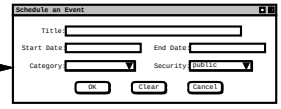
Task Dialog

Choose Task in Schedule menu



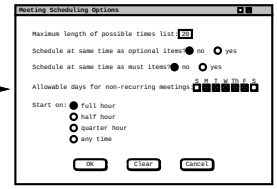
Event Dialog

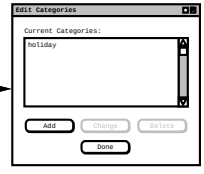
Choose Event in Schedule menu



Scheduling Options

Press Options button



Edit Categories Dialog

Choose Categories ... in Schedule menu