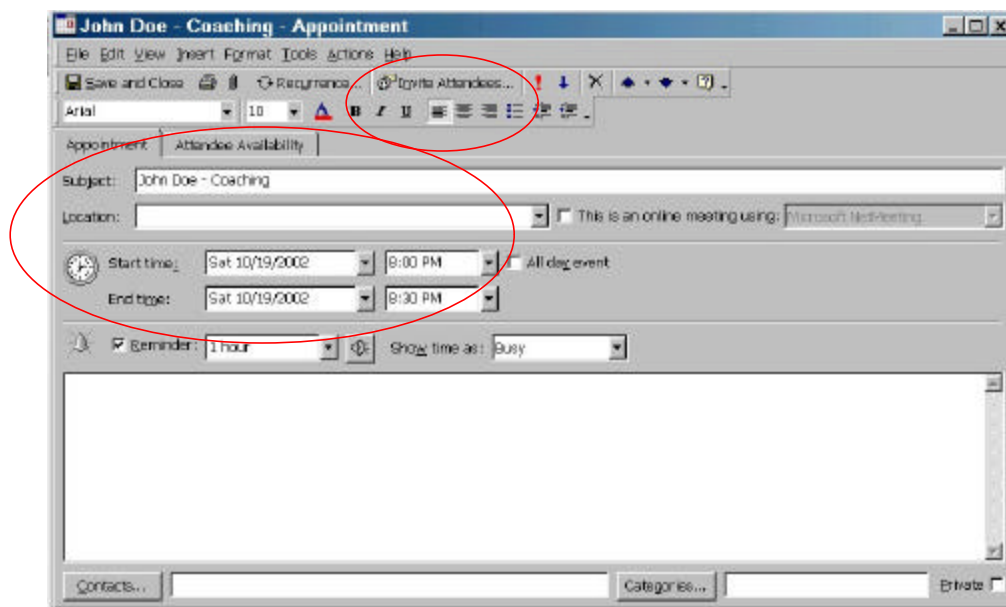


Taming The Technology Tiger

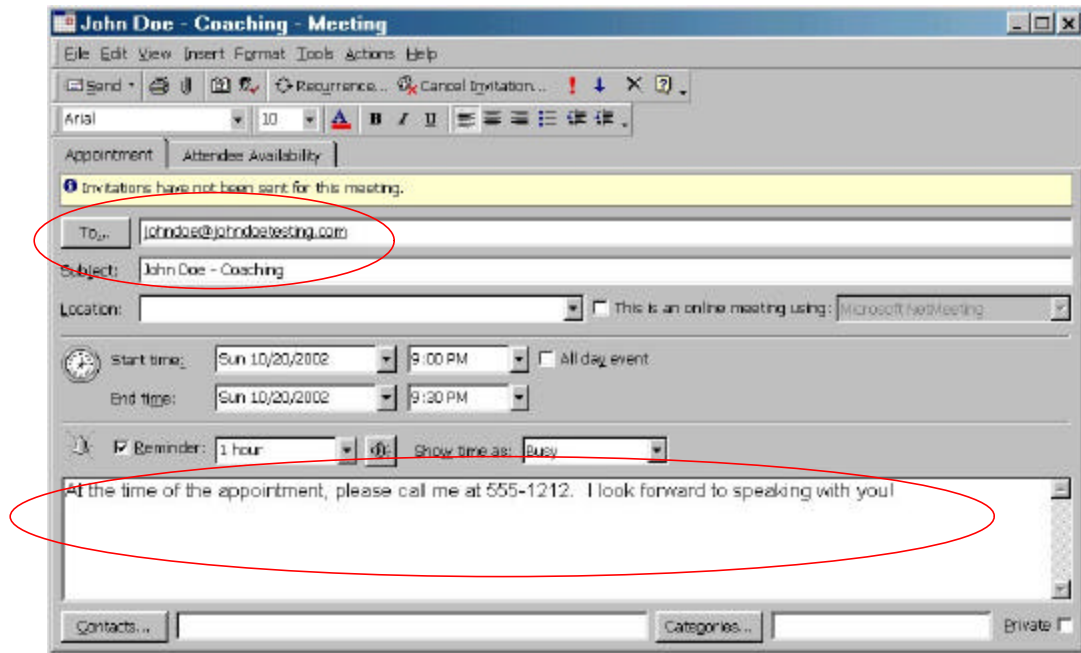
<http://www.TechnologyTiger.com>

How To Invite A Client To An Appointment

1. From the **File** menu, select **New, Appointment**.



2. Enter in the **Subject**, **Date** and **Time**.
3. Click the **Invite Attendees** button.



4. In the **To** field, enter in the client's email address (or click the To button to select the client from your address book).
5. In the memo field at the bottom, enter in any information that you'd like your client to know about this appointment.
6. Click **Send**. An email will be sent to your client, and the appointment will be entered into your Calendar.