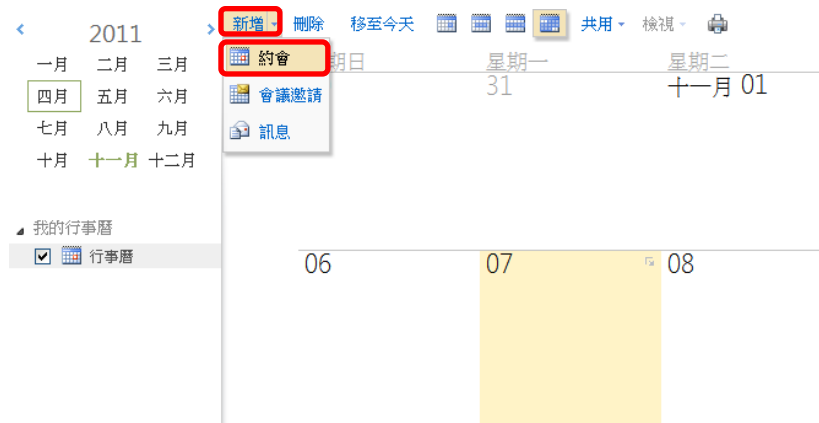


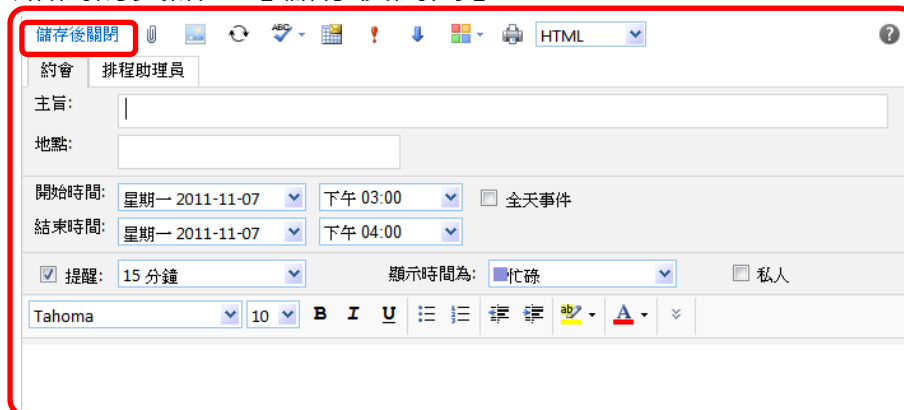
## 新增約會

方法一：

1.點選【新增】→【約會】。

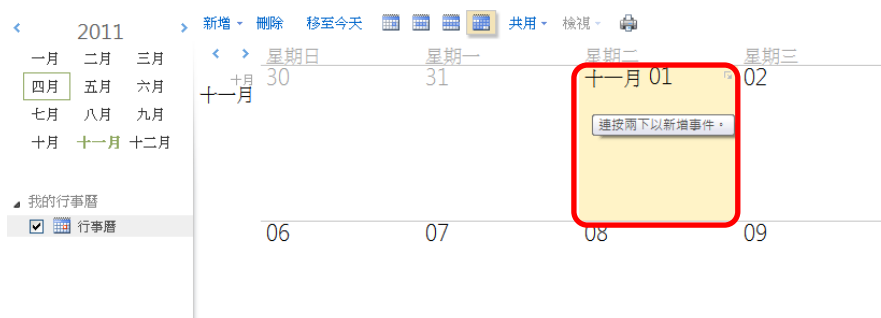


2.輸入相關的資訊→【儲存後關閉】。



方法二：

1.在想要加入約會的日期→雙擊。



2.輸入相關的資訊→【儲存後關閉】。

The screenshot shows a web form for creating an appointment. The form is titled "約會" (Appointment) and is managed by "排程助理員" (Scheduler). The form includes the following fields and options:

- 主旨:** A text input field for the appointment subject.
- 地點:** A text input field for the appointment location.
- 開始時間:** A date and time selector set to "星期一 2011-11-07" and "下午 03:00". There is an unchecked checkbox for "全天事件" (All-day event).
- 結束時間:** A date and time selector set to "星期一 2011-11-07" and "下午 04:00".
- 提醒:** A checked checkbox for "提醒" (Reminder) set to "15 分鐘" (15 minutes).
- 顯示時間為:** A dropdown menu set to "忙碌" (Busy). There is an unchecked checkbox for "私人" (Private).
- Formatting:** A toolbar with options for font face (Tahoma), size (10), bold (B), italic (I), underline (U), list creation, list editing, text color, and background color.

The "儲存後關閉" (Save and Close) button is highlighted with a red border in the top-left corner of the form's header area.