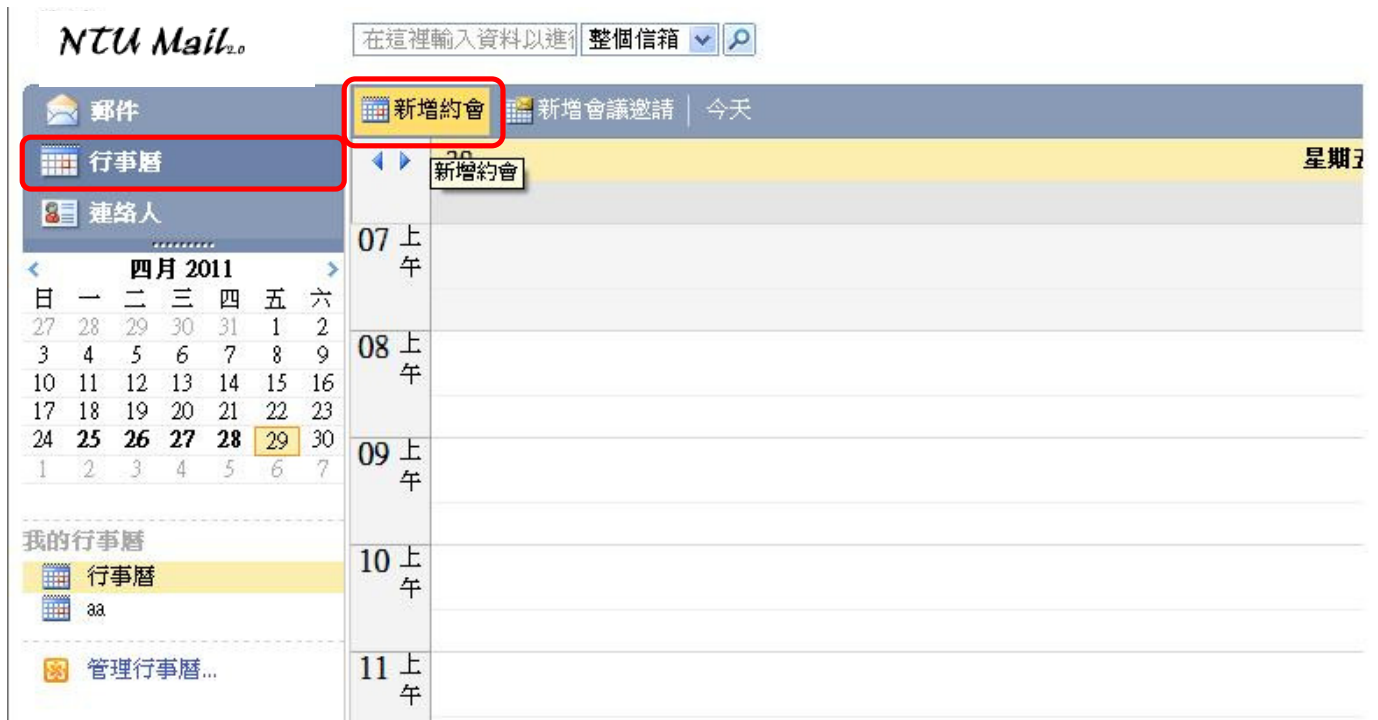


## 如何設定行事曆

1. 點選【行事曆】→點選【新增約會】。



2. 輸入約會的主旨、地點、及時間等資訊→點選【儲存後關閉】。

The screenshot shows the meeting creation form. The '儲存後關閉' (Save and Close) button is highlighted with a red box. The form fields include: '主旨:' (Subject), '地點:' (Location), '開始時間:' (Start Time) set to April 29, 2011, 06:00 PM, '結束時間:' (End Time) set to April 29, 2011, 07:00 PM, and '顯示時間為:' (Display as) with '忙碌' (Busy) selected. There is also a '附件...' (Attachments) section.

3.完成後→就會看到多一筆記錄。

