

File **Appointment** Scheduling Assistant Insert Format Text Review Developer Help Tell me what you want to do

Delete
 Copy to My Calendar
 Forward
 Appointment
 Matrix Booking
 Teams Meeting
 Meeting Notes
 Invite Attendees
 Show As:
 Recurrence
 Categorize
 Private
 Dictate
 High Importance
 Low Importance
 Tags
 Voice

Save & Close

Title **Held for conference call**

Start time All day Time zones

End time [Make Recurring](#)

Location

