

Create calendar entry – BlackBerry 9700



On the handset

1. From the main screen, scroll to **Calendar** and press the **Scroll key**.



2. Press the **Menu key**.





3. Scroll to **New** and press the **Scroll key**.

Jan 28, 2010 9:09p ◀ M T W T F S S ▶

9:00a

- Prev Day ▲
- Next Day
- Prev Week
- Next Week
- New Alarm
- New**
- View Week
- View Month
- View Agenda
- Reminder Alerts
- Options ▼

4. Enter relevant details in each appropriate fields such as: **Subject:**, **Location:**, **Start date**, **Start time**, **End date**, **End time** etc.

New Appointment

Subject: |

Location:

All Day Event

Start: Sat, Jan 30, 2010 9:00 AM

End: Sat, Jan 30, 2010 10:00 AM

Duration: 1 Hour 0 Mins

Time Zone: Auckland (+12) ▼

Show Time As: Busy ▼

Reminder: 15 Min. ▼

5. Press the **Menu Key**.



New Appointment

Subject: Lunch

Location: city

All Day Event

Start: Sat, Jan 30, 2010 9:00 AM

End: Sat, Jan 30, 2010 10:00 AM

Duration: 1 Hour 0 Mins

Time Zone: Auckland (+12) ▾

Show Time As: Busy ▾

Reminder: 15 Min. ▾

6. Scroll to **Save** and press the **Scroll key**.

New Appointment

Subject: Lunch

Location: city

All Day Event

Start: Sat, Jan 30, 2010 9:00 AM

End: Jan 30, 2010 10:00 AM

Duration: 1 Hour 0 Mins

Time Zone: Auckland (+12) ▾

Show Time As: Busy ▾

Reminder: 15 Min. ▾

- Copy
- Save**
- Invite Attendee
- SnapScreen
- Switch Application
- Close

7. Press the **End key** to return to the main screen.