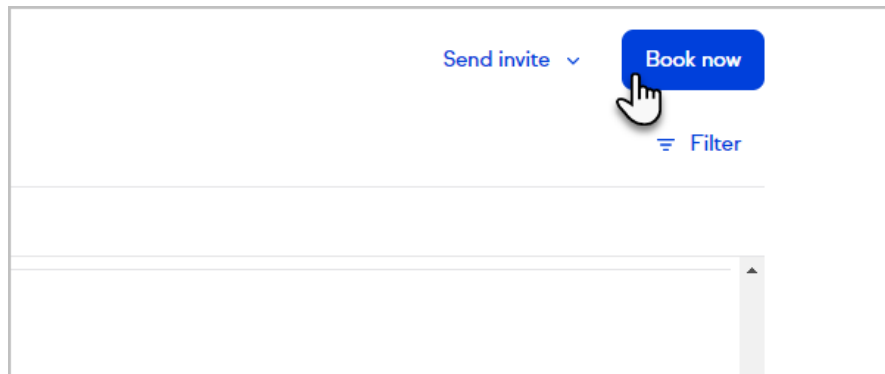# Appointments: Booking from calendar⌗
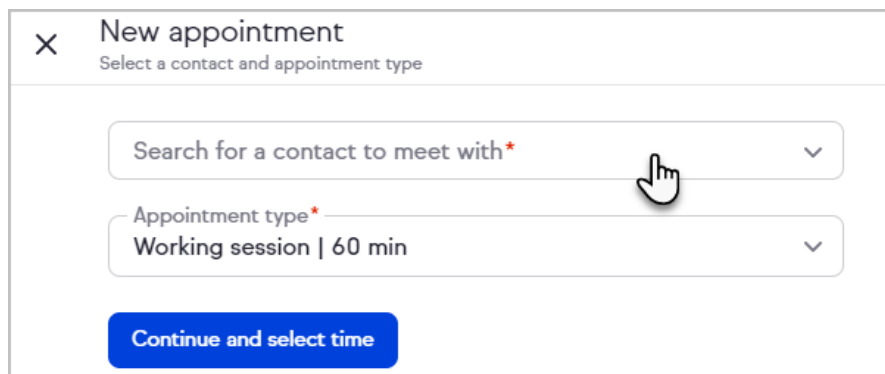
This article applies to:
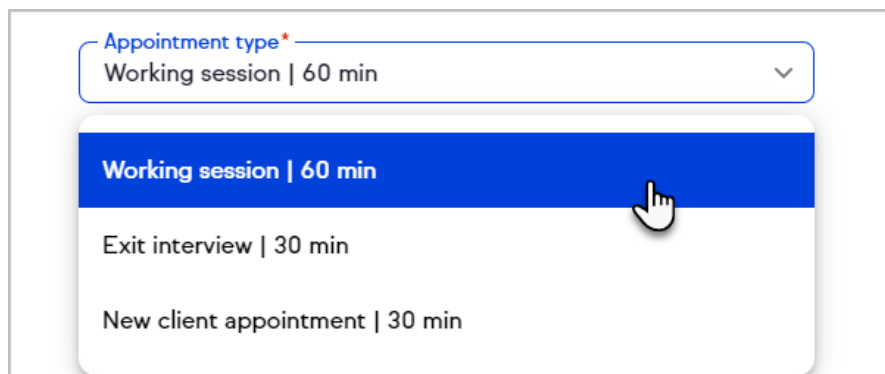
Book an appointment on your calendar

1. Click the Book now button above your daily schedule or by on appointment type

2. Search for or add a new contact

3. Select the appointment type

4. Click **Continue and select time**

5. Select a date and time to book

6. Click **Confirm**

7. Choose to view your appointments, view the contact you just booked, or close the success window

✕ Success

High five Michael!
Your Working session with Eryn Fields
has been scheduled!

View appointments

View contact