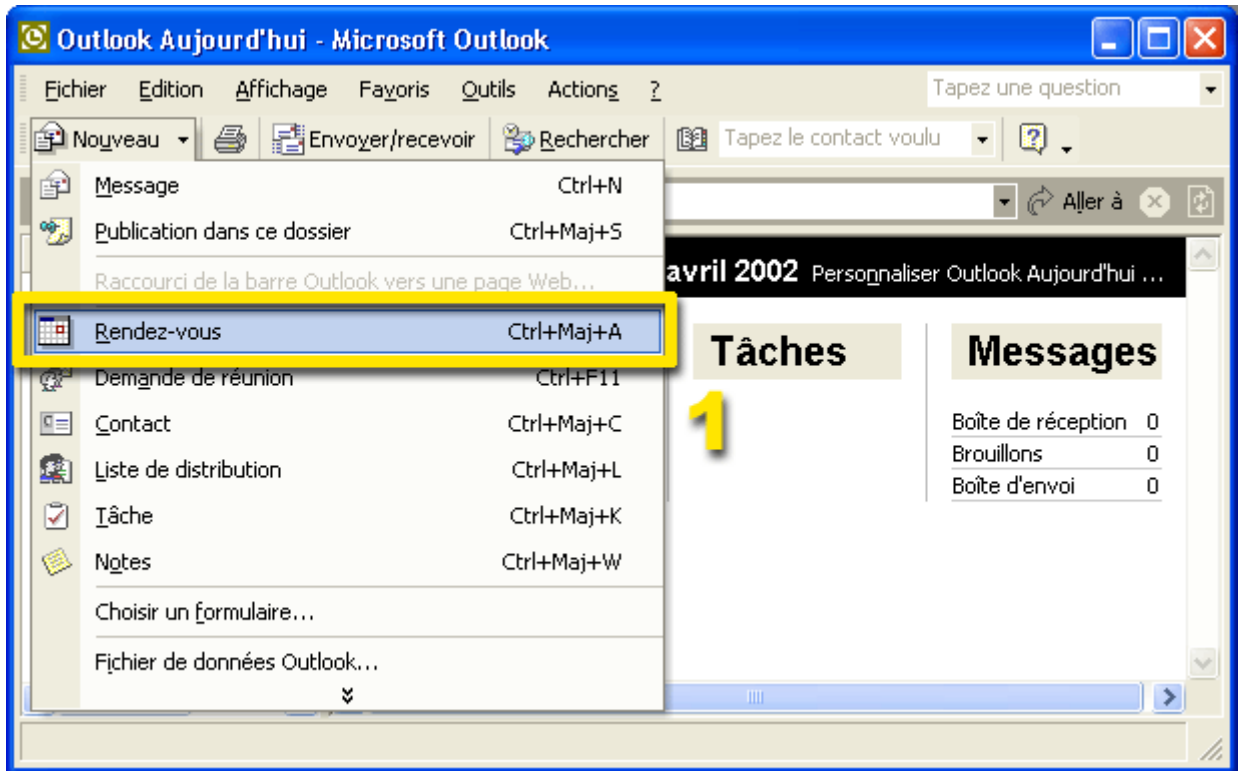


# Saisir un rendez-vous

1



1. Sous **nouveau**, sélectionnez la commande **rendez-vous**.

2



The image shows a screenshot of a meeting creation window titled "Sans titre - Rendez-vous". The window has a menu bar with "Fichier", "Edition", "Affichage", "Insertion", "Format", "Outils", and "Actions". Below the menu bar is a toolbar with several icons. A yellow box highlights the "Enregistrer et fermer" icon, with a large yellow number "5" next to it. Below the toolbar are two tabs: "Rendez-vous" and "Planification". A yellow box highlights the "Objet" and "Emplacement" fields, with a large yellow number "2" next to it. Below these fields are two rows of date and time pickers. The first row is for "Début" (start) with a date of "jeu. 18/04/2002" and a time of "11:00", and a checkbox for "Journée entière". The second row is for "Fin" (end) with a date of "jeu. 18/04/2002" and a time of "11:30". A yellow box highlights these two rows, with a large yellow number "3" next to it. Below the date and time pickers are two more fields: "Rappel" (reminder) with a checked checkbox and a dropdown set to "15 minutes", and "Disponibilité" (availability) with a blue square and a dropdown set to "Occupé(e)". A yellow box highlights these two fields, with a large yellow number "4" next to it. The "Catégorie du calendrier" field is also visible but not highlighted.

2. Définissez *l'objet* et *l'emplacement* du *rendez-vous*.
3. précifiez la *fonction de rappel*.
4. Confirmez par *enregistrer et fermer*.