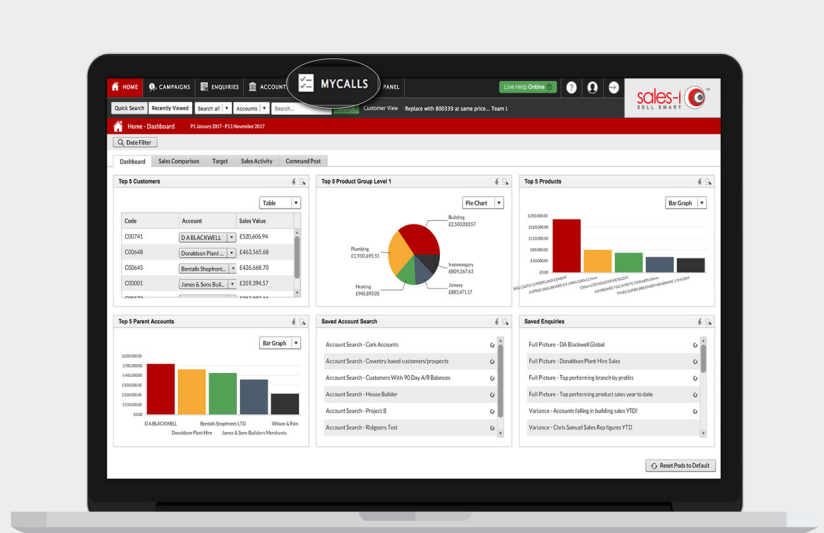# HOW TO ADD A PERSONAL APPOINTMENT TO YOUR MYCALLS DIARY

Using the MyCalls diary for both your personal and work appointments is a great way to safeguard against ever double-booking your time.
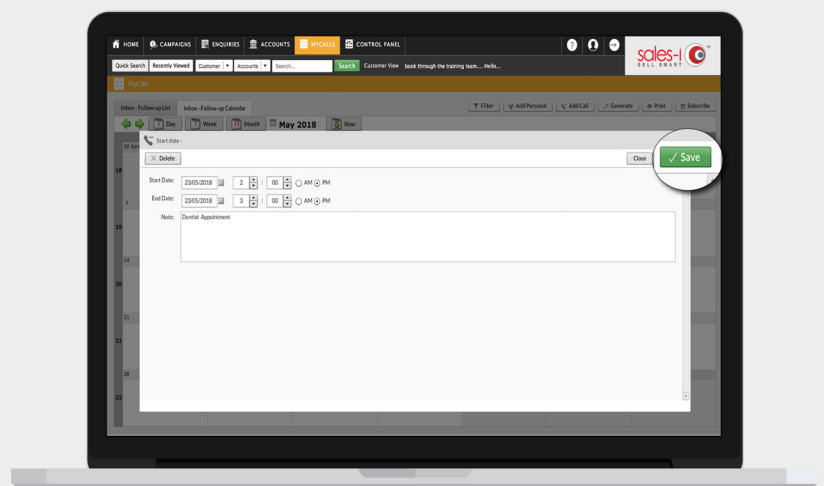
01 From the black navigation bar at the top of the screen, click **MyCalls**.
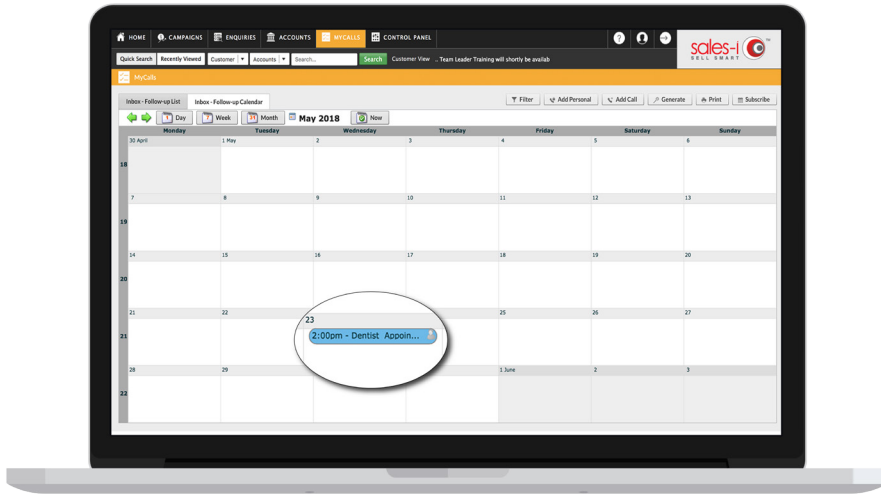
02 Select **Inbox - Follow up Calendar** (you may already be in this tab) and then click the **Add Personal** button.
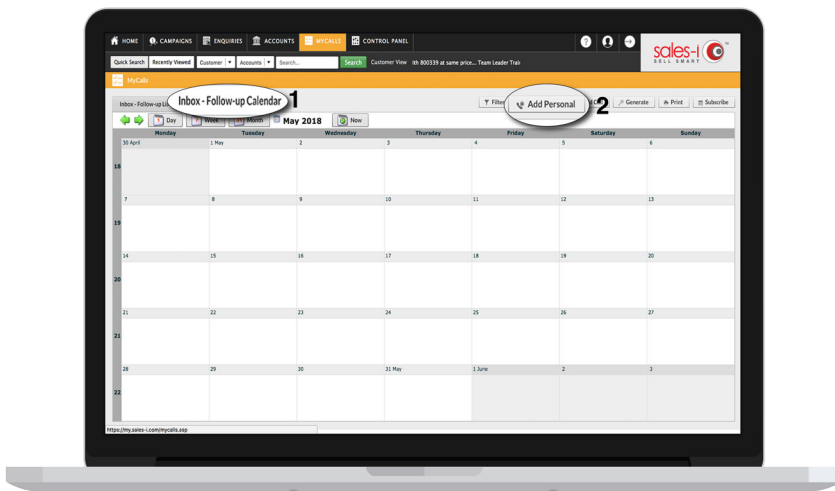
03 Create your appointment by adding the date, time and a description, then click **Save**.
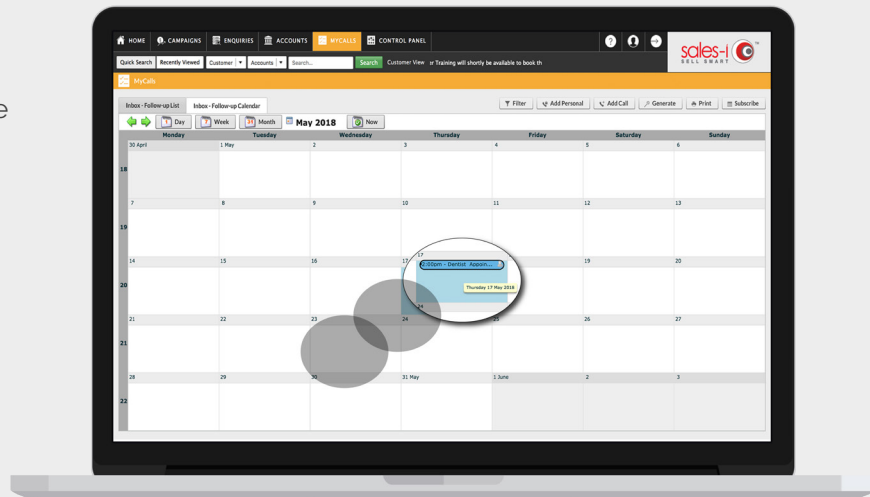
04 If you need to change an appointment, find it in your calendar, double-click on it and make your changes.

05 Alternatively, you can simply drag and drop the appointment into a different time slot or date.

In the day and week views, you can also drag the bar at the bottom of the appointment to adjust the length of the appointment.

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https://support.sales-i.com