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## Setting Alarm

Posted by powrus - 2012/06/17 08:58

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Apologies for asking such a basic question which has probably been posted over and over .... but as a total newbie here and after reading prior posts I still do not understand how to set the 'advanced' alarm feature. For instance, if a meeting is scheduled for two weeks and I need to be alerted today, how to I set the alarm?

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## Re: Setting Alarm

Posted by powrus - 2012/06/17 09:03

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Replying to my own message here. Just as soon as I posted my question, I returned to the calendar "alarm" settings and everything became clear.

Sorry for the post.

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