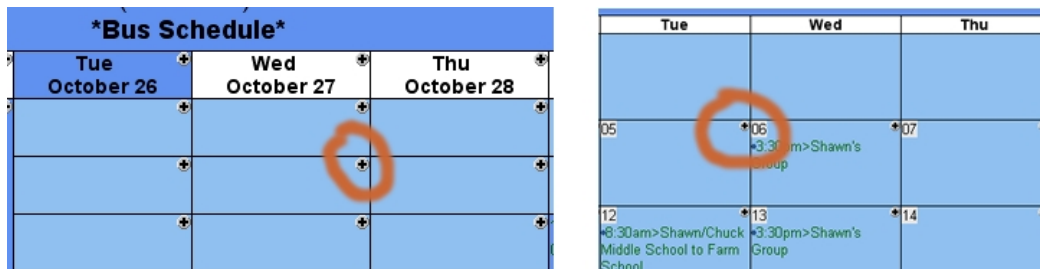


## Web Calendar Tutorial (v.9.44)

Welcome to Web Calendar! Your Web Calendar can be accessed through any computer connected to the Internet.

**Add New Entry** – This will be the most used function on Web Calendar. Use this function to add events to yours or another's calendar. **Note that an easier way to access this page is to click on one of the small crosses in your calendar:**



**Accessing this section in this way will automatically fill out your date and/or time.**

When you click Add New Entry you will come to a screen that looks similar to this:

### Add Entry

**Brief Description:**

**Full Description:**

**Date:**

**Time:**  :   am  pm

**Duration:**  :  (hours:minutes)

**Priority:**

**Access:**

**Send Reminder:**  Yes  No  days  hours  minutes before event

**Participants:**

**Repeat Type:**  None  Daily  Weekly  Monthly (by day)  Monthly (by date)  Yearly

**Repeat End Date:**  Use end date

**Repeat Day:** (for weekly)  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

**Frequency:**

Let's go through these one by one. You are encouraged to put in a real event while reading through this section.

**Brief Description:** This is what will show up on the calendar so make it as descriptive as you need to.

**Full Description:** This is the information you will see after clicking on an event title.

**Date:** Today's date is the default. If you are not sure of what the exact date you want is, choose the "select" button and a mini-calendar will pop up that you can select a date from.

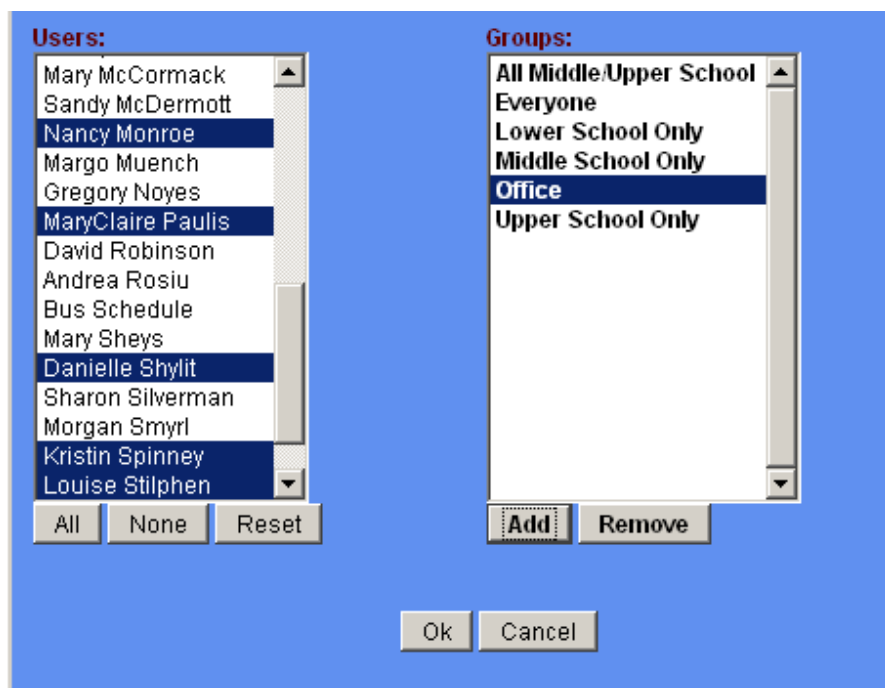
**Time:** Put an hour in the first box and minutes in the second box. Make sure to choose AM or PM.

**Duration:** How long will the event be? Make sure to put both hours and minutes.

**Priority:** This determines how big/bold the font for the event is. (high priority show up as bold, low priorities show up as small). This feature is optional.

**Access:** If you have a personal event happening that you would like on your calendar you may choose 'confidential'. If someone else looks at your calendar, this time will still be blocked out but the event will simply be labeled 'confidential' and will have no details.

**Participants:** If you are scheduling an event for yourself, you don't need to touch this as you are automatically selected. Be aware though that if you are including others as part of the event, *you must be sure to choose yourself as well*. To choose multiple people, hold down the <ctrl> key if you are a PC user and hold down the <apple> key if you are a Mac user while you select people. If you need to choose a number of people or would like to choose an entire group (e.g. all high school faculty) click on the select button and a screen will come up that looks like this:



To add a whole group select the group you want and click the 'add' button. In this example, the group 'office' was selected and all the people in that group are highlighted on the left. You may add as many users as you want on the left using the <ctrl> or <apple> key and click OK when you are finished.

Repeat Type: There are four options:

- None – For one time only events
- Daily – For events that will repeat daily until a certain date
- Weekly – For events that will occur once (or more) every week until a specified date.
- Monthly (by day) – For events that occur every month on a certain day (e.g. a meeting on the third Thursday of every month)
- Monthly (by date) – For events that occur every month on a certain date (e.g. the 5<sup>th</sup> of every month).
- Yearly – For events that occur on the same date every year.

**Repeat End Date: *Important!*** If your event is a repeating event you must put in an end date. Not doing so may result in program errors. Select "use end date" and put in the appropriate end date. You may use the 'select' button to get a pop-up calendar.

**Repeat Day (for weekly):** If you have a weekly event that occurs on one or multiple days you may specify this day(s) here. For example if you have a class that meets on Tuesdays and Thursdays, simply select Tuesday and Thursday.

**Frequency:** Use this to schedule events such as bi-weekly/bi-monthly. A 1 indicates that it will happen once a week/month. A 2 to indicate a bi-weekly or bi-monthly meeting.

When you are finished push the 'save' button to save your event.

## **Click My Calendar on the bottom to continue**

**Assistants:** Same as covered earlier

**Help:** There is limited online help available.

## **Conclusion**

Congratulations, you made it!