Open Your Calendar

From the Home Page, click the Calendar icon

If you have a Bookmark Bar along the left side of the window, click the Calendar icon

If you have the Open button, click it and then click the Calendar bookmark
Navigate in the Calendar

Basic Configuration

The Calendar opens in a new window tab. Click the X to close it.

Action buttons

Click here to navigate ahead by month or year and to move to a specific day in the selected month

Choose a view option

Click this drop down arrow to turn on/off time slots and to switch to the "Summarize" view

Click the Today link to go back to today

Use the horizontal scroll arrows to move ahead/back one day/week at a time
Standard Configuration

Calendar opens in a new window tab. Click the X to close it.

Click the Today button to return to the current day.

Click here to navigate ahead by month or year and to move to a specific day in the selected month.

Choose a view option.

Search your Calendar

Action buttons

Scroll ahead or back

Click drop down arrow next to Show to switch to the Summary view or to choose Filter options.

Choose to view your Calendar in a List format.

Choose other Calendars to view

View your Group Calendars.
Types of Calendar Entries

**Meeting Invitation** - use to invite others to meet with you. A meeting invitation has a start and end date and a start and end time and you specify a list of invitees. The invitees receive the meeting invitation as a mail message in their Inbox and if they accept your invitation, the meeting will appear on their Calendar automatically.

*Example:* A Staff meeting.

**Appointment** - use to schedule a period of time for yourself. An appointment has a start and end date and a start and end time.

*Example:* A training class that you are scheduled to attend or a block of time you set aside to work on an important project.

**All Day Event** - use to schedule an event that occurs for a full day or a block of days. An event has a start and end date but no time.

*Example:* Conferences or vacations.
Anniversary - use to track occasions that occur annually. Anniversaries have a start date only, no end date or start/end time. They are automatically set to repeat yearly for 10 years.

Example: Birthdays or employee performance review dates.

Reminder - use to remind yourself to do something at a specific time on a specific date. A reminder has a start date and time only, no end date or time.

Example: A reminder to call a coworker or to followup with someone.

Event Announcement – Use to send a broadcast meeting invitation to a group of people without requiring them to respond. The meeting will be placed on the invitee’s Calendar.
Specify Your Preferences

Use *Calendar and To Do Preferences* to set calendar display options, specify your free time schedule, set automatic alarms and delegate access to others.

- Click the *More* action and select *Preferences*