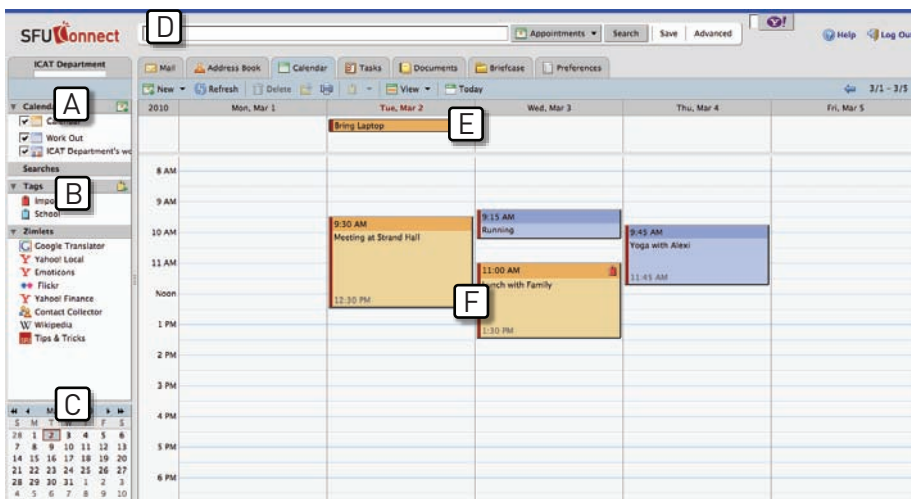


interface calendar buttons




- [A]** - List of Calendars
- [B]** - Tags
- [C]** - Mini Calendar


- [D]** - Search Field
- [E]** - Daily Note/All Day Event
- [F]** - Meeting/Appointments

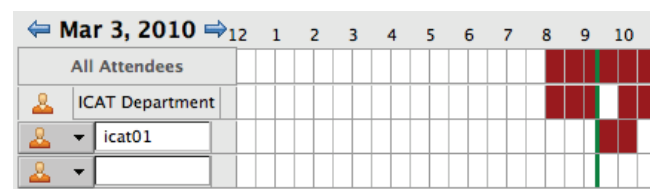
how to...

Create a new meeting: Click on 

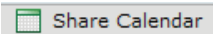
- (1) Enter a Subject for the meeting.
- (2) Enter the start & end time/date.
- (3) Enter a location, or go to the Find Locations tab.
- (4) Enter the attendees, or go to the Find Attendees tab.
- (5) Type in any notes on the large field below.
- (6) Go to the Schedule tab to verify that there are no conflicts.
- (7) Once meeting information is finalized, click 

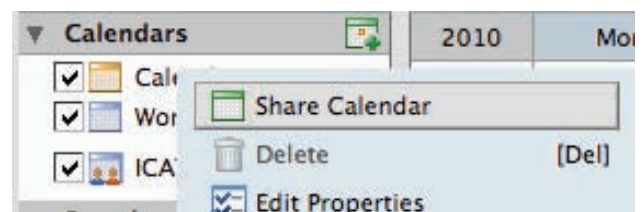
Check availability: Click on 

- (1) Go to the Schedule tab.
- (2) If necessary, change the proposed start & end time/date.
- (3) Enter each person in the 'All Attendees' fields on the left. The dark red blocks indicate busy times; orange for tentative.
- (4) Once finished, click 

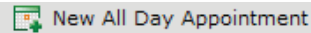


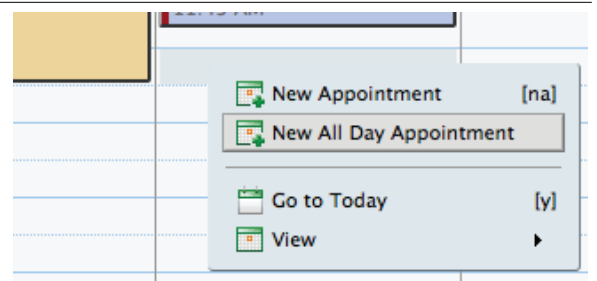
Share a calendar: Right click (Mac: ctrl+click) on the calendar you want to share (listed on the left hand column).

- (1) A list of options should appear. Choose 
- (2) Keep the share with Internal Users or Groups.
- (3) Enter the email addresses of the share recipients.
- (4) Choose Viewer or Manager access (do NOT give Admin access).
- (5) Click OK to send a message to the share recipients.













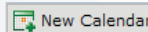


Create a daily note: Right click (Mac: Ctrl+click) on a day

- (1) A list of options should appear. Choose 
- (2) Enter the details of the note in the Subject field.
- (3) Set it to show as Free.
- (4) Optional: Set the reminder.
- (5) Click OK when finished. The daily note should appear at the top of the day in all views (except Month view).



calendar buttons

-  **New** | Create a new appointment
-  **Refresh** | Refresh all active calendars the current calendar view
-  **Delete** | Deleted the selected calendar entry
-  | Open the printer friendly version of the current view
-  | Place a tag on the selected calendar entry
-  **Day** [d] | Display all calendar entries in a particular day
-  **Work Week** [ww] | Display all calendar entries in a work week (excluding Sat & Sun)
-  **Week** [w] | Display all calendar entries in an entire week
-  **Month** [m] | Display all calendar entries in an entire month
-  **List** [l] | Display all calendar entries as an ordered list
-  **Schedule** [s] | View multiple calendars side-by-side for a particular day
-  **Today** | Return to the current day/time in the current calendar view
-  **New Calendar** | Create a new calendar