

# Personal Calendar

## Quick Start Guide



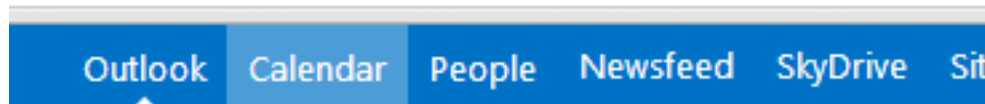
Doncaster  
College

University  
Centre

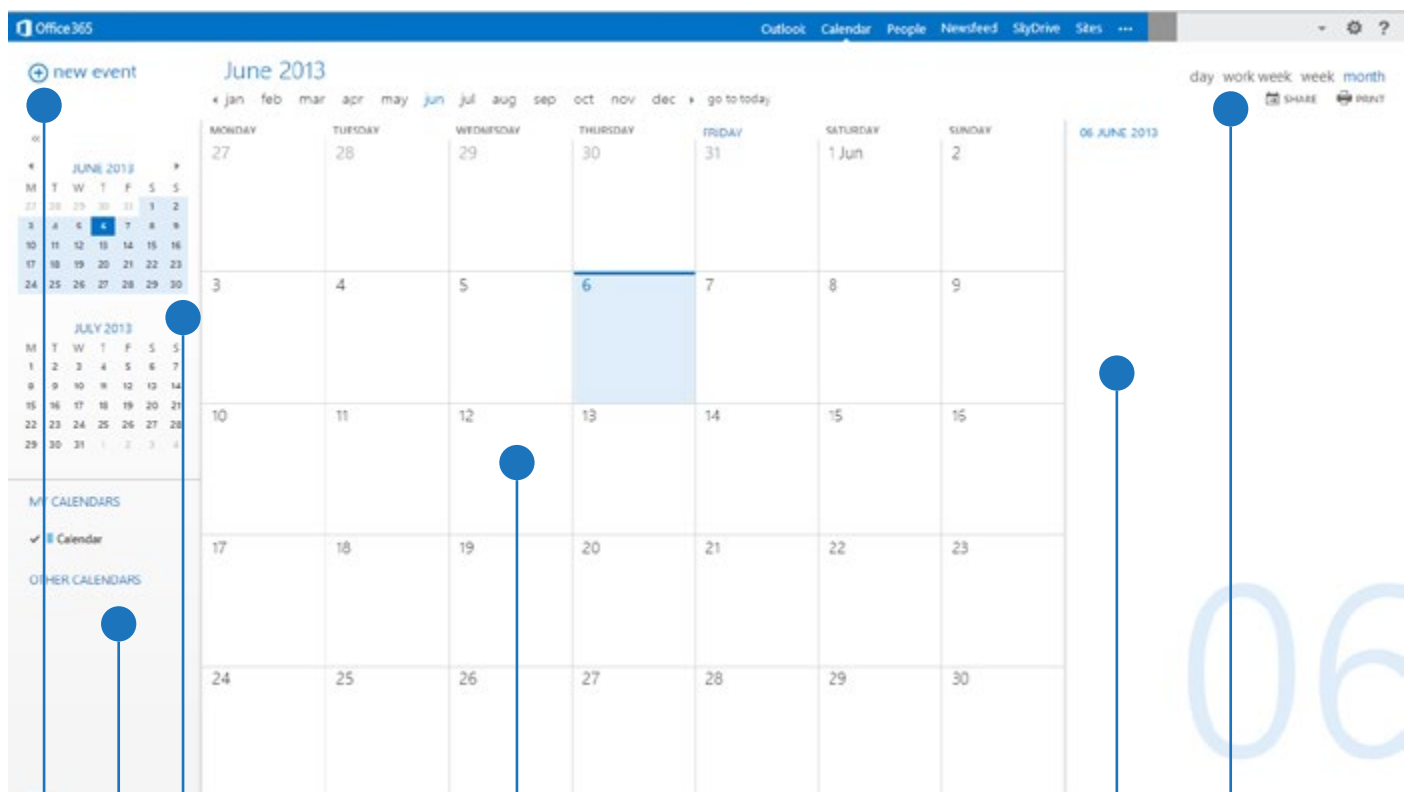
# Accessing your Calendar

To access your calendar:

- Log in to your student email account (<http://studentmail.don.ac.uk>)
- Click the calendar link in the top menu



Your calendar will load shortly and look similar to the image below:



Quickly navigate between dates

Create & view calendars and shared calendars

Create a new event (Meeting, appointment etc.)

Main calendar window (Displays calendars, events etc.)

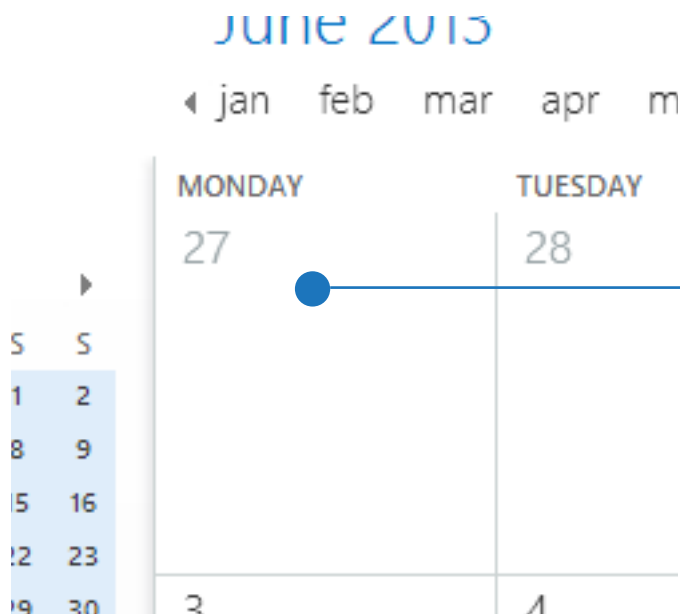
Change view, share, or print your calendar

Agenda view (shows events in a selected day)

# Creating a New Event

You can create a new event in a number of different ways:

- Clicking the **+ new event** button
- Double-clicking inside any calendar day



Double-click inside any date/hour box to create an event

Fill in the event details as required. Here you can schedule event reminders, invite friends and add more information about your event.

Event: \_\_\_\_\_

Location: \_\_\_\_\_ add a room

Attendees: \_\_\_\_\_ +

Start:   Duration:

Show as:  Reminder:

Calendar:

Repeat:

Mark as private

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# Creating a new Calendar

To create a new calendar:

- Under the **MY CALENDARS** menu, right-click and select **new calendar**
- Give your new calendar **a name**
- Press the **return** key on your keyboard to create the calendar

