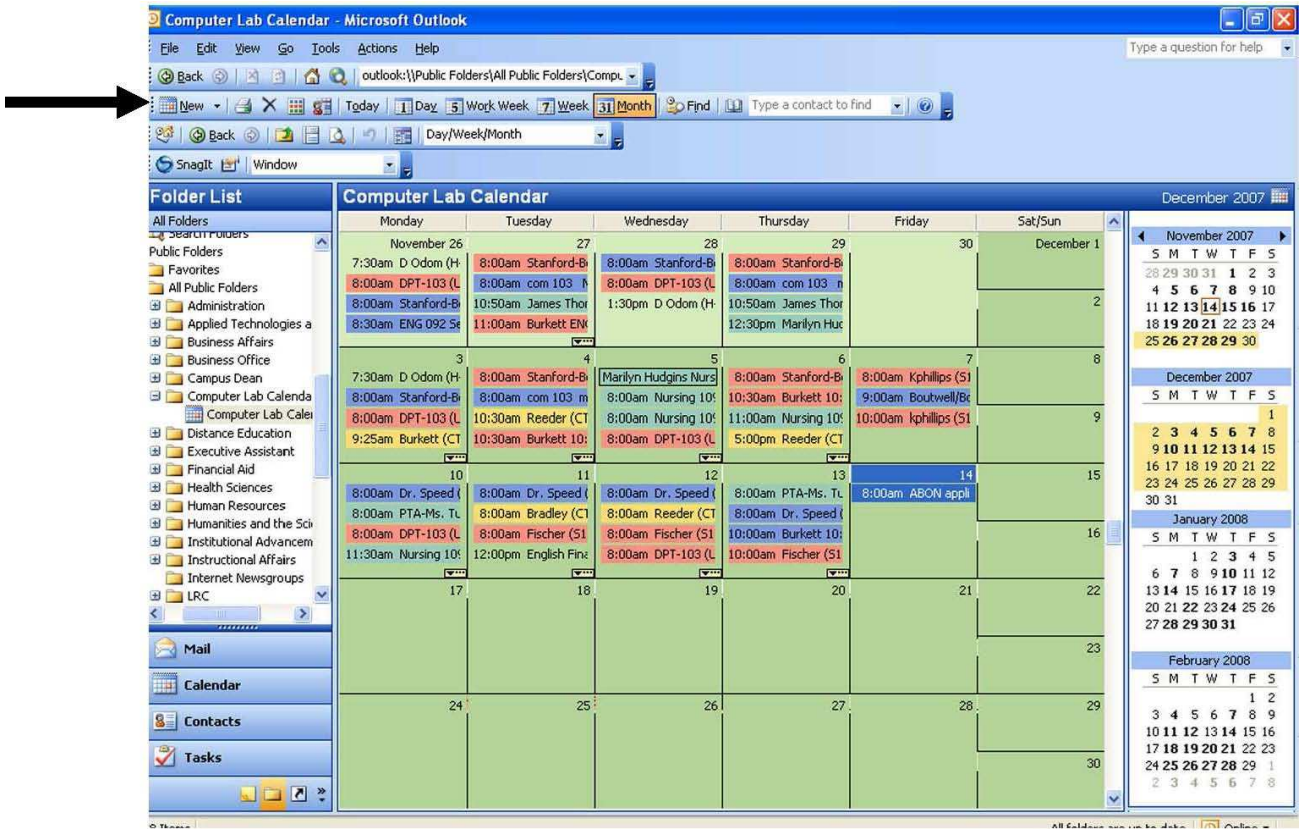
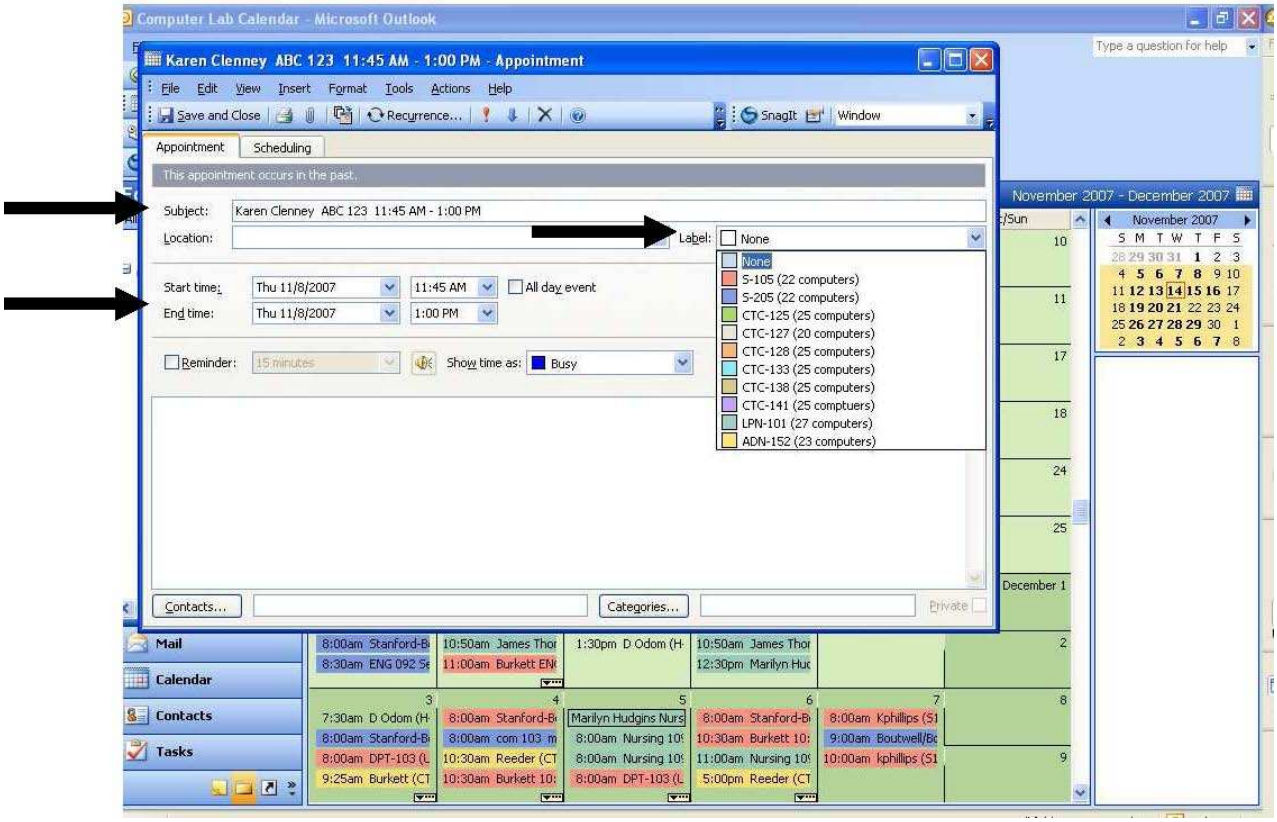
How to Add a Calendar Entry

Step One: To add an entry to the calendar, you can click on the New button located on the Task Bar. A window will open.



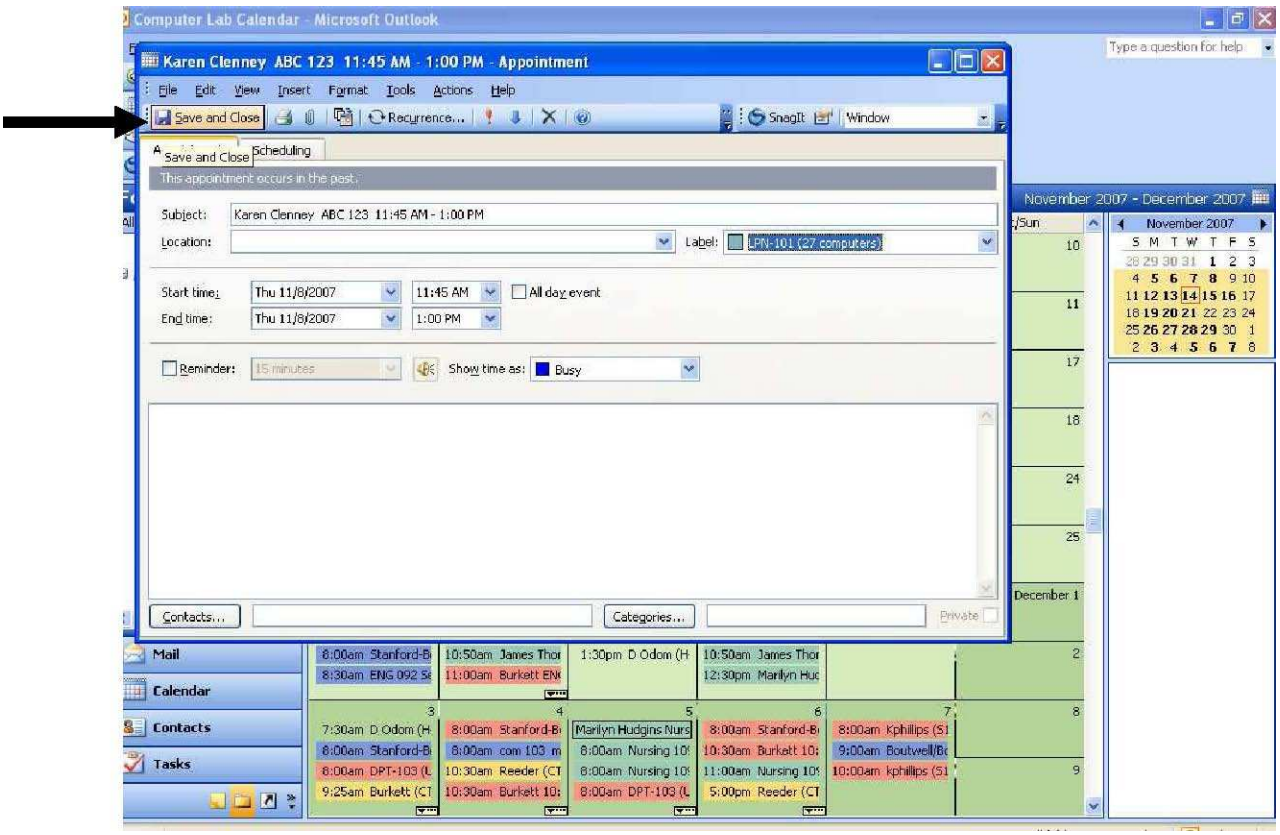
Step Two: In this window you will enter your information. Subject can be your name, class, and time of class meeting. In the box called “Label” you will drop down and choose the lab that you are planning to use. Finally, you will need to choose a Start time/Date and an End time/date.

Note: You can manually enter the time into the time boxes. Just click inside the box and then enter the time and whether it is AM or PM.



Step Three: Once you have completed this information, then you can click on the Save and Close button on the task bar. It will then show up on the calendar.

Note: At the top of the calendar on the task bar, you can choose the view you would like Today's date, One day, Five Days, etc. Also, the Calendar will show up on the screen where you can go to different months – the location of the calendar is dependent upon the layout of the Calendar Screen.



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