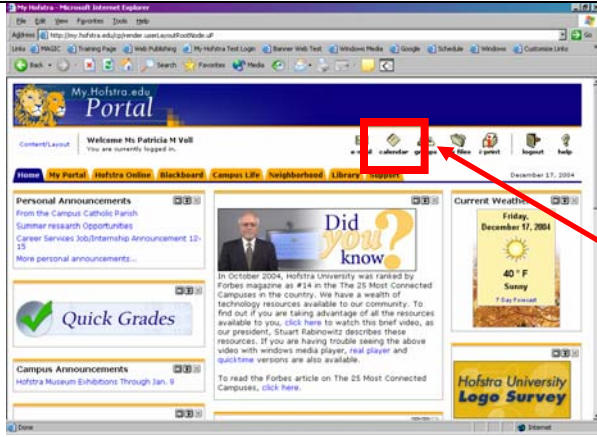
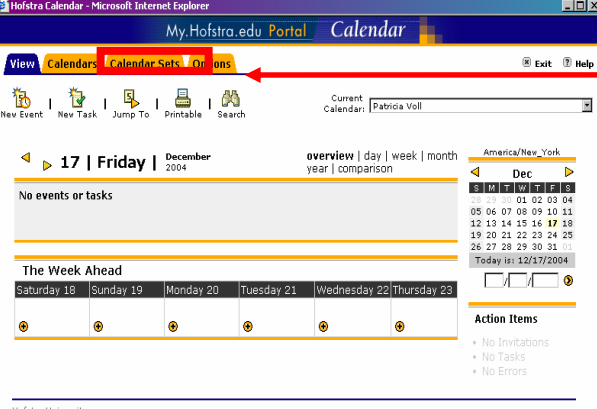
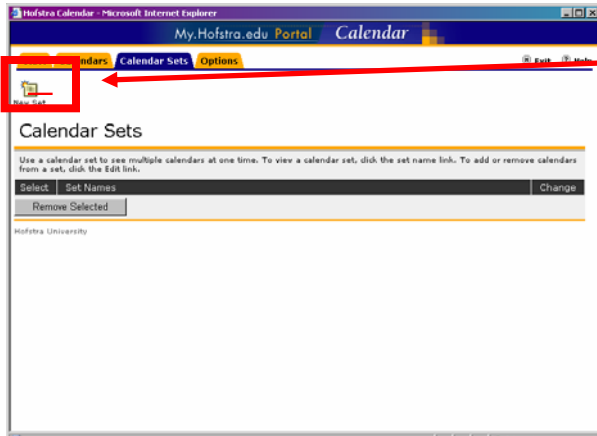


CREATING A CALENDAR SET

| Form/Function | Step | Procedure |
|---|------|---|
|  | 1) | <p>A Calendar set is a named collection of calendars you create. Rather than bring up separate calendars, you can create a calendar set and view activity on your frequently used calendars at once.</p> <p>Click the CALENDAR icon on your MY HOFSTRA portal page,</p> |
|  | 2) | <p>Next click the CALENDAR SET tab.</p> |
|  | 3) | <p>Click the NEW SET icon.</p> |

| | |
|--|---|
| | <p>4) Type your calendar name in the SET NAME field.</p> <p>Use the QUICK ADD drop down arrow to display calendars to which you are already subscribed. This will include your class schedule calendars, your group calendars and your portal calendar.</p> <p>Click on a calendar name you wish to add to this calendar set.</p> |
| | <p>5) Notice the selected calendars now appears in your Members field.</p> <p>When you are finished adding MEMBER calendars to your set, click the OK button.</p> |
| | <p>6) You can edit or delete your newly created Calendar Set by clicking on the links as shown.</p> <p>To view your Calendar Set, remember to select it while on the View Tab.</p> |

Using the My Hofstra Calendar

Calendar

The My Hofstra Calendar application gives members the ability to access and manage their personal, group and school calendar. Your Groupwise calendar is not available now, but will be sometime in 2005.

Views

My Hofstra calendars can be shown in a number of different views – overview, day, week, month, year and comparison. Change the view on the Views tab.

Calendar Options

You can view your calendar or other calendars that you have access to. You can also create calendar sets. Individuals have a lot of settings options when it comes to the My Hofstra calendar. Options can be viewed and modified on the Options tab of the calendar window.

Events & Tasks

An event is a scheduled item that you place on your calendar. Events can be for just you or you can invite guests (or invitees).

To schedule an event:

- Click the **New Event** icon.
- Give the Event a Title and a time. Note that you can choose all day for all day events and repeat for recurring events.
- Type in the username of any invitees you would like to include.
- Complete additional information about the event on the Details, Reminders, Availability, Calendars and Preview Tabs.
- Click OK.

When someone invites you to an event, the event is added to your calendar and the following notification appears in your Action Items area of your calendar.

Replying to an event invitation:

- Click the event title in your calendar or the Invitations link in your Action items list.
- Use the drop down menu or the +, -, ? to reply to the message.
- Click OK or Save.

A task is an item that you need to do, often by a specific date and time. Tasks are very similar to events however they can not include invitees and they do not need responding to.

To schedule a task:

- Click the **New Task** icon.
- Give the Task a Title and a time.
- Complete additional information about the event on the Details, Reminders, Availability, Calendars and Preview Tabs.
- Click OK.

When the task is completed you can return to the task and click Completed. A line will appear through the task name.