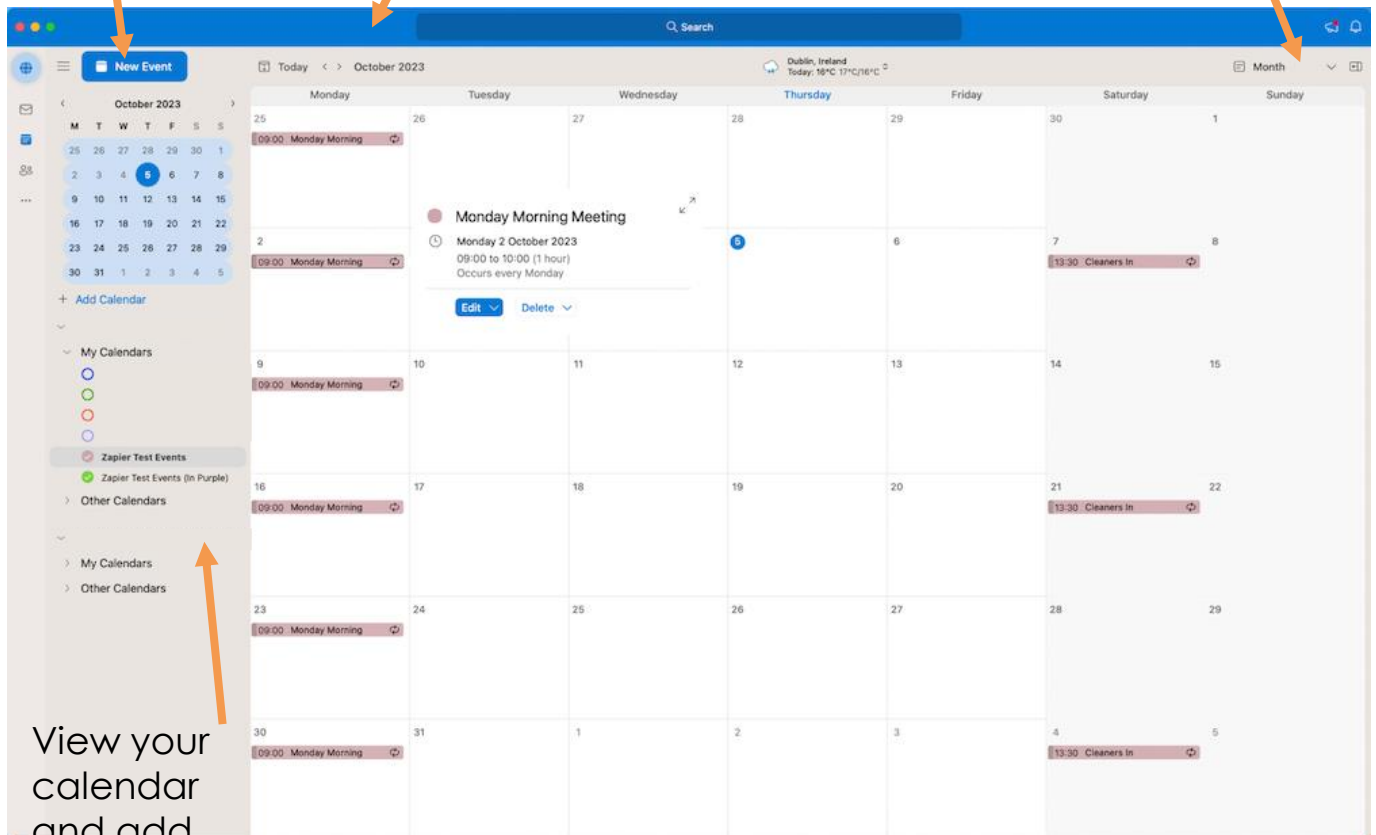# Calendar step by step

There are different applications used for online calendars and they will all look slightly different. However, they will all have the same features. Look at the image below which explains some of the common features used.

Create a new appointment/ event/meeting

Select the date or month

Change your view to day, week, work week or month

View your calendar and add other people's calendars

Calendar step by step

BOOKING A MEETING

When booking a meeting with someone, you should follow these steps:

1. Open your online calendar. If you are intending to invite other people to the meeting, you will need to view their online calendar as well as your own.

2. To add a new event to your calendar, you can do this by clicking on the day in your calendar or by clicking the new event/meeting button.

3. A new screen will pop up for you to add all the information needed.
    - Begin by adding a title for the meeting. You should then invite the people who you would like to be in the meeting by adding their email addresses.
    - Choose the date and time for the meeting.
    - You will then need to choose whether it is an online meeting or a face-to-face meeting, by either entering the location or selecting online meeting.
    - You can also add a message to explain the meeting or add any relevant attachments needed for the meeting.

4. Once you are ready, click the save button and the invite will be sent to everyone included in the invitation.
    They will then be prompted to respond by accepting or declining the invitation, which you will receive.

5. The meeting will then appear in your calendar and that of anyone else invited.

Calendar step by step

TIME MANAGEMENT

To use your online calendar to manage your own time, you should follow these steps.

1. Open your online calendar. You can view your calendar by day, week, work week or month.

2. To manage your time, you can add upcoming events to your calendar. For example, you could add any holidays, appointments or times you are busy to your calendar. If you are using an online calendar for work, you may also like to add your working hours and your work location.

3. To add a new event to your calendar, you can do this by clicking on the day in your calendar or by clicking the new event/meeting button. A new screen will pop up for you to add all the information needed.

4. Fill out the information and click save to have your event added to your calendar.

5. This event will appear in your calendar. You can change the settings for your event to be private if you do not want others to see the details of your event.

6. You can allow colleagues to view your calendar, as well as sharing individual events with a colleague. By sharing the event, it will add the event to their calendar. This is useful if you think a colleague should know about an upcoming event.

Calendar

PASSPORT TO DIGITAL

Can you book these meetings in the diary?
- 30-minute meeting
- 2-hour training session
- 1 hour project review meeting

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	Monday meeting	Team meeting	Team meeting	Team meeting	Team meeting
10:00				Meeting with Sinatra	
11:00					Meeting with Chloe
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00		Do not disturb	Business event at the library		Annual leave - Holiday
14:00	Dentist			Meeting with John	
15:00					
16:00	Home time	Home time	Home time	Home time	