# HOW TO USE THE CALENDAR

The Calendar is a good way of organizing important appointments and any other events you need to keep track of. If you are logged in to the email program reminders will pop up ahead of time telling you of upcoming events. If you have a test, exam or important meeting then list it in your calendar and you let the computer warn you ahead of time.

To access the calendar, open your email program and click here.
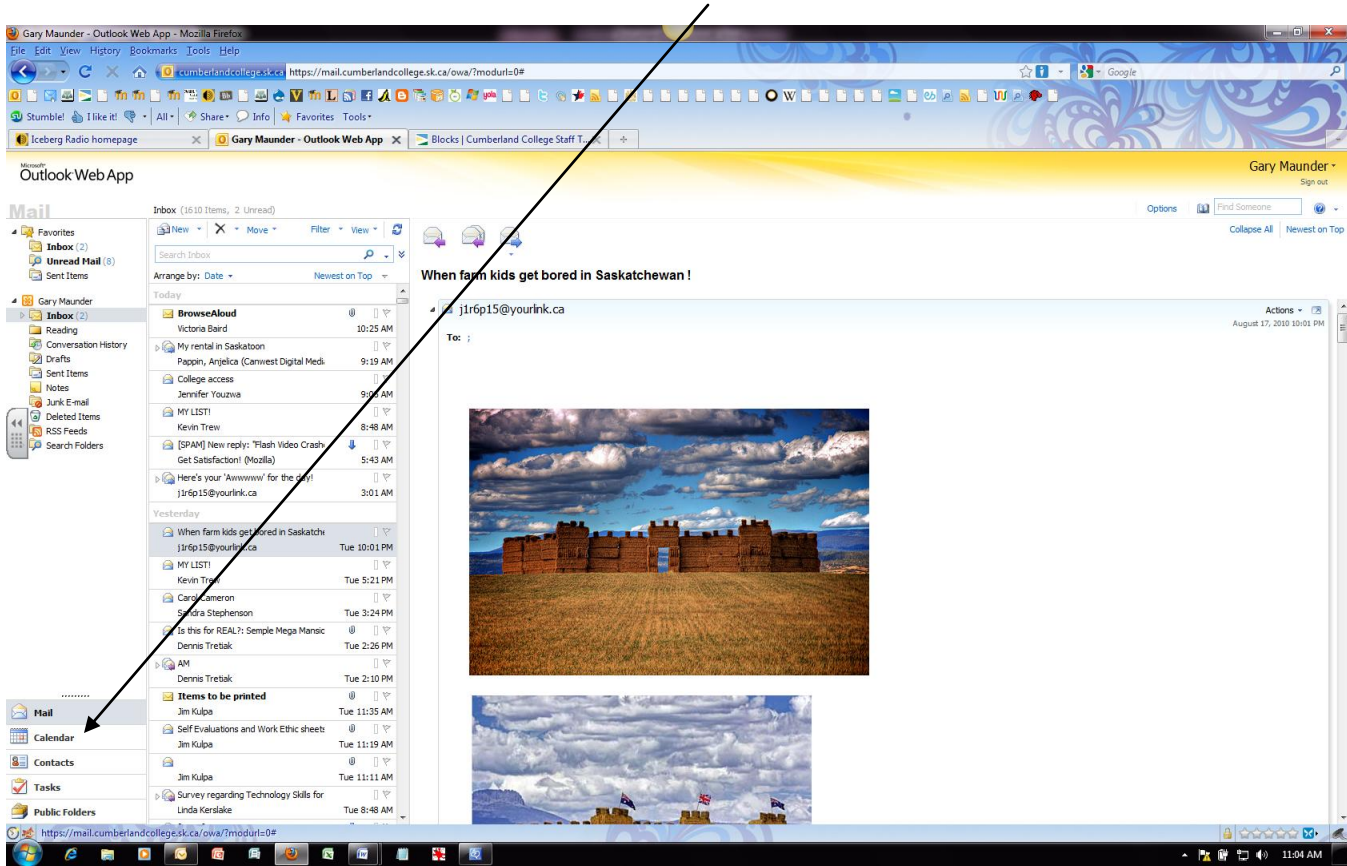
Your screen will look like this. You can change to view the whole week or month here. Or you can pick any date of the month by clicking here. Advance to future or go back to past months by clicking here.
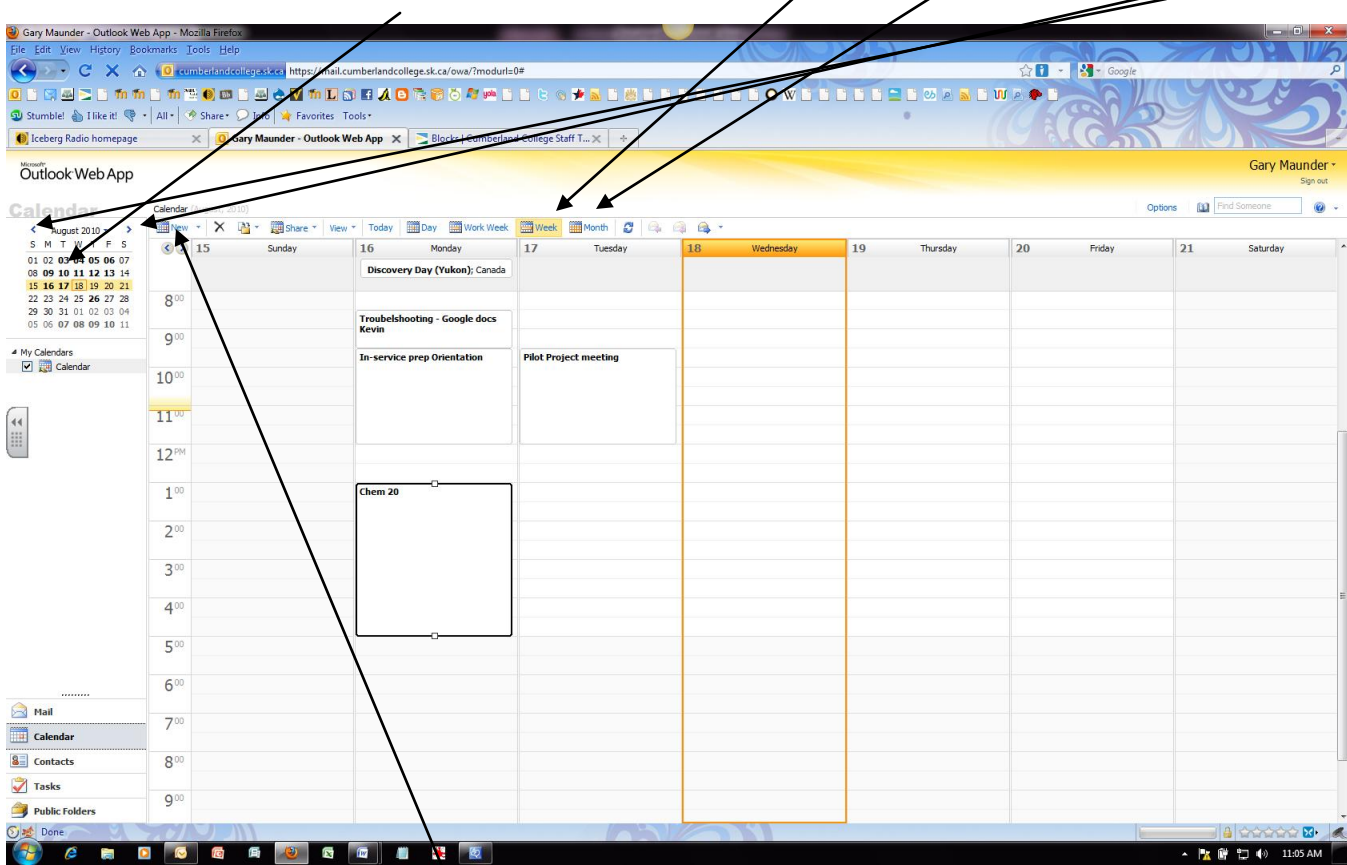
To enter an appointment, click New

A new window will pop up that looks like this. Change your date and time here. Add your Subject and Location.

You can choose to have reminders if you wish. Just drop this list down and choose the time interval.

When you are done click Save and Close to return to the main screen.