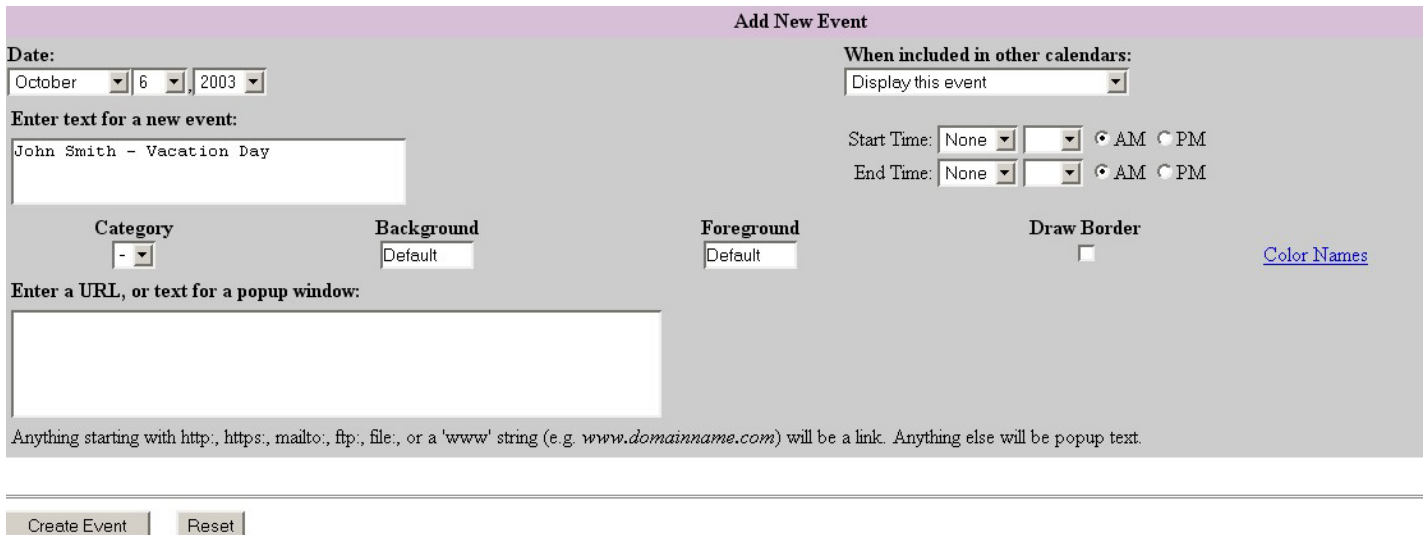


# Using the Out of Office Calendar

1. From the ISTS Intranet home page(<http://infotech.ists.dartmouth.edu/index.html>), *Click* on the [Out of Office Calendar link](#).
2. The numbers representing the days of the month on these calendars are hyperlinks. *Click* on the date which you would like to add your day off. The **Add New Event** box(*Fig I.*) screen will appear:



**Add New Event**

Date: October 6, 2003

When included in other calendars: Display this event

Enter text for a new event:  
John Smith - Vacation Day

Start Time: None AM PM  
End Time: None AM PM

Category: - Background: Default Foreground: Default Draw Border:  [Color Names](#)

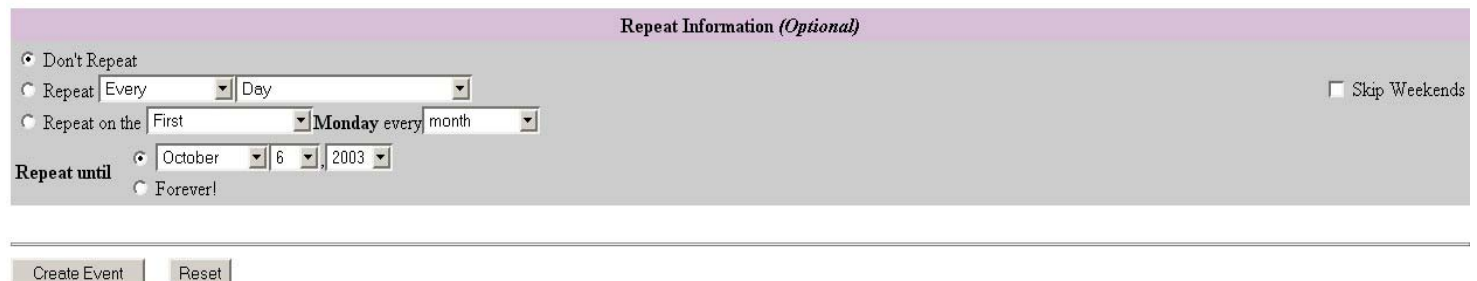
Enter a URL, or text for a popup window:

Anything starting with http:, https:, mailto:, ftp:, file:, or a 'www' string (e.g. www.domainname.com) will be a link. Anything else will be popup text.

Create Event Reset

*Fig I. Add New Event box*

3. Within the text area entitled “**Enter text for a new event:**”, enter your event (i.e. John Smith – Vacation Day). This text will be displayed on the Calendar. If your event is happening at a certain time (i.e. an appointment), you have the option of including what time you will be leaving for your event and what time you will be returning. You can do this in the drop-down boxes on the right hand side of *Fig. I*.
4. If this is a one-day event, *Press* the **Create Event** button, which is pictured at the bottom of *Fig. I*. The page will reload. To see your event listed on the calendar, *Click* on the **View Calendar** link on the top left-hand corner of the screen (not pictured). If this is not a one day event, proceed to step 5.
5. In the **Repeat Information** box, you can choose to repeat your event if it covers multiple days. In the radio-button selection box, *Select* how you would like the event to be repeated and the duration of the repetition. Once finished, *Click* the **Create Event** button. The page will reload. To see your event listed on the calendar, *Click* on the **View Calendar** link on the top left-hand corner of the screen (not pictured).



**Repeat Information (Optional)**

Don't Repeat

Repeat Every Day  Skip Weekends

Repeat on the First Monday every month

Repeat until:  October 6, 2003  Forever!

Create Event Reset

*Fig II. Repeat Information Box*