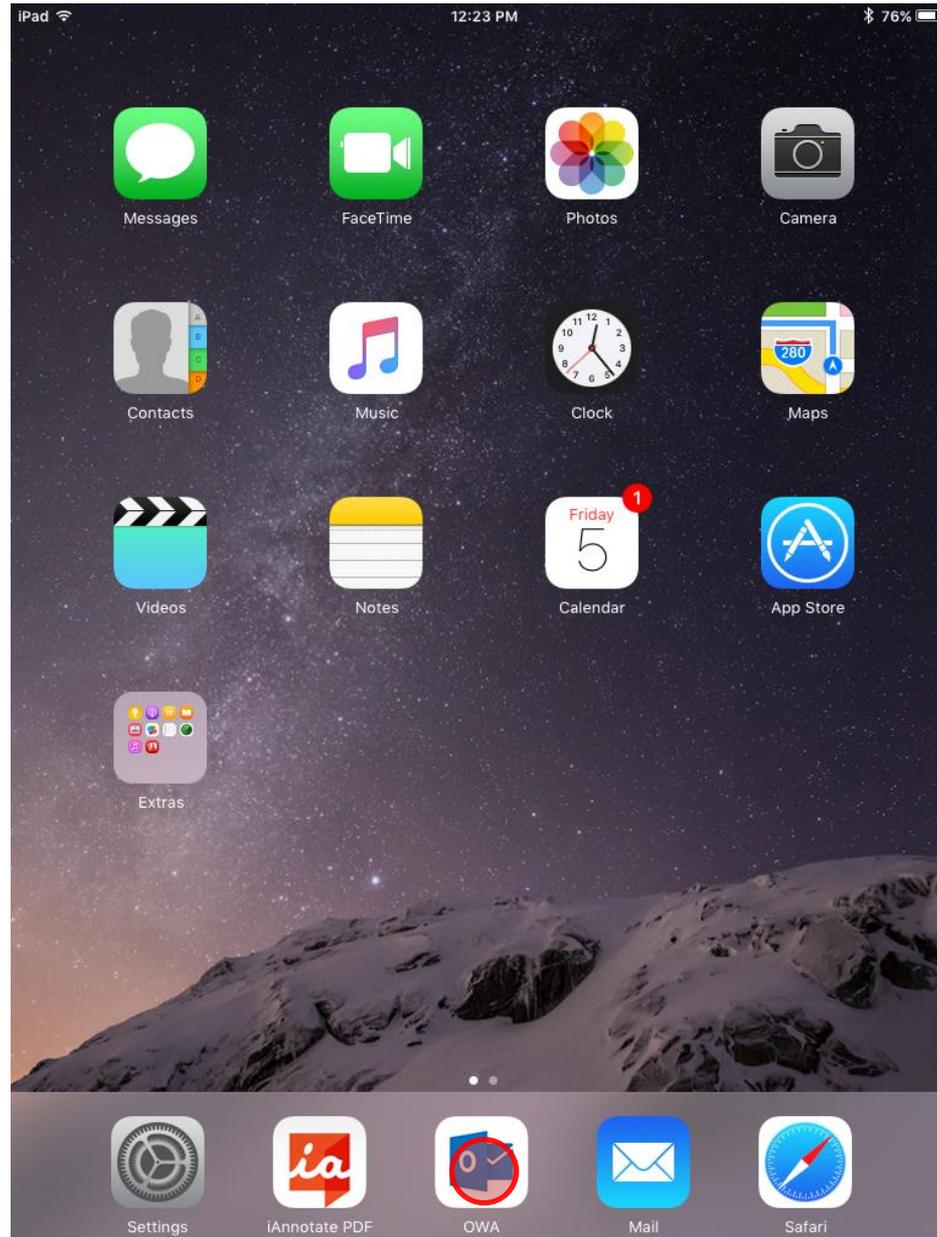


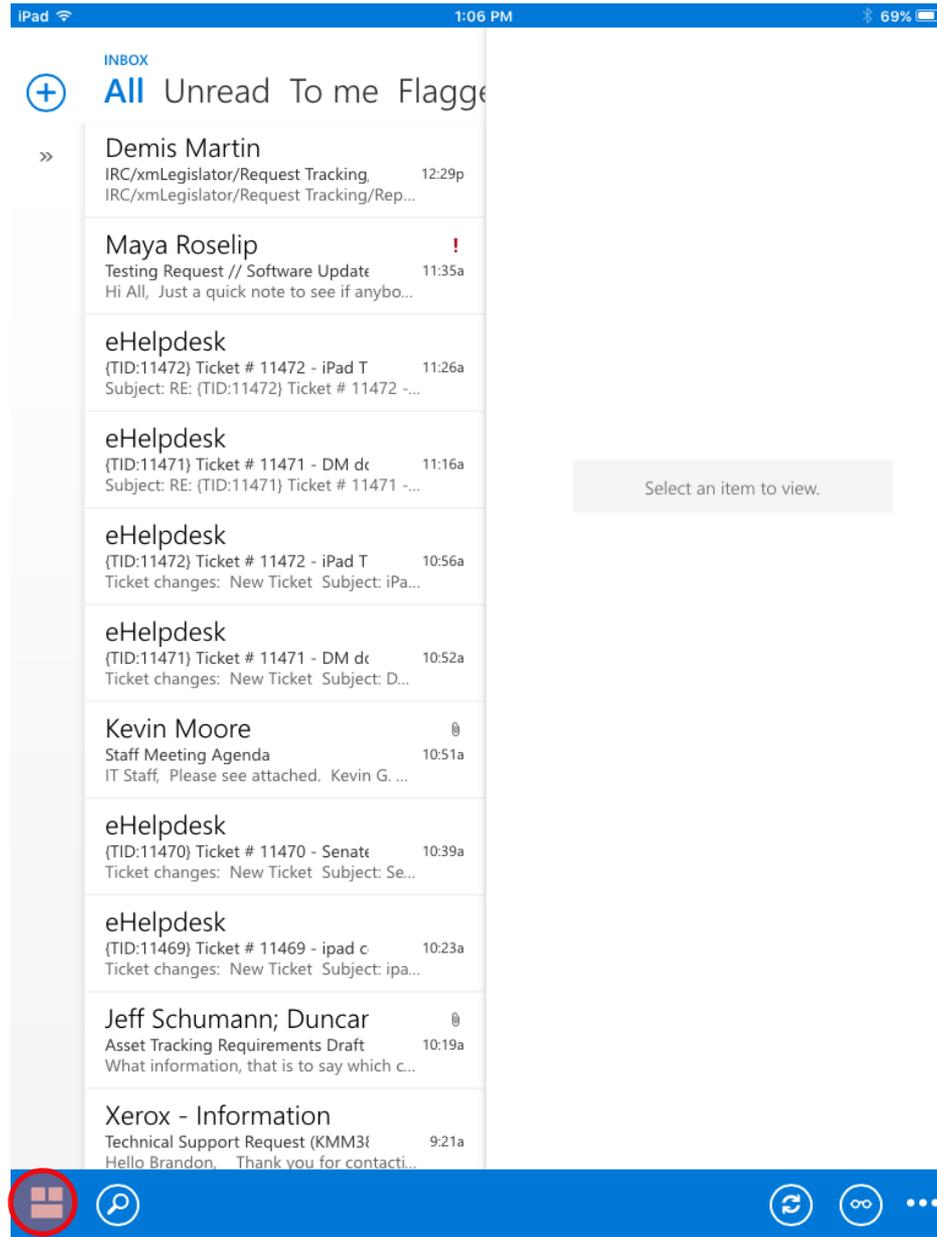
# Tip 5: Using the OWA Calendar

- Tip Breakdown
  - Navigating to the OWA Calendar
  - Cycling through Calendar views
  - Creating an event
  - Editing an event
  - Deleting an event

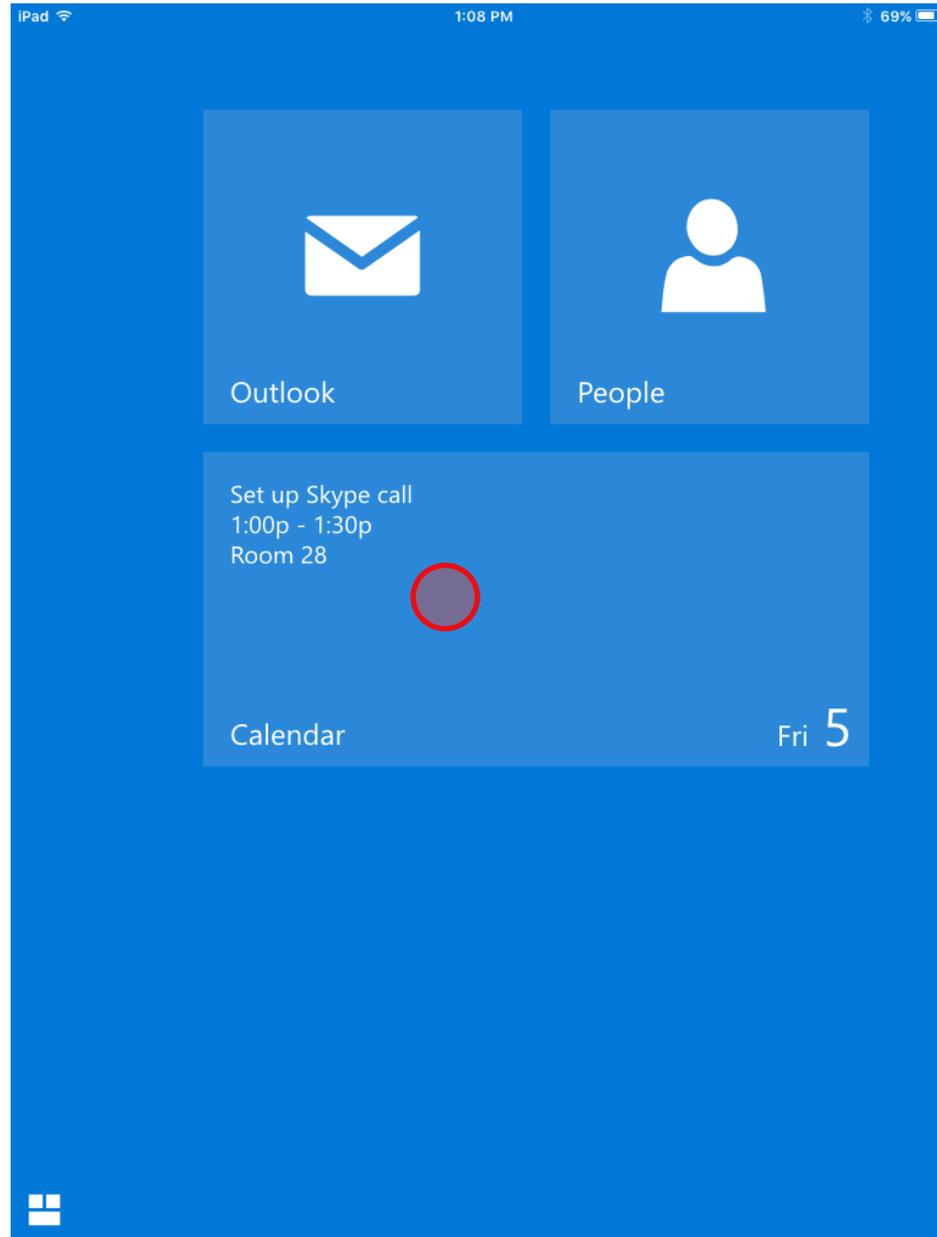
Tap the OWA icon on your Home Screen.



Tap the dashboard icon on the bottom left of the screen.



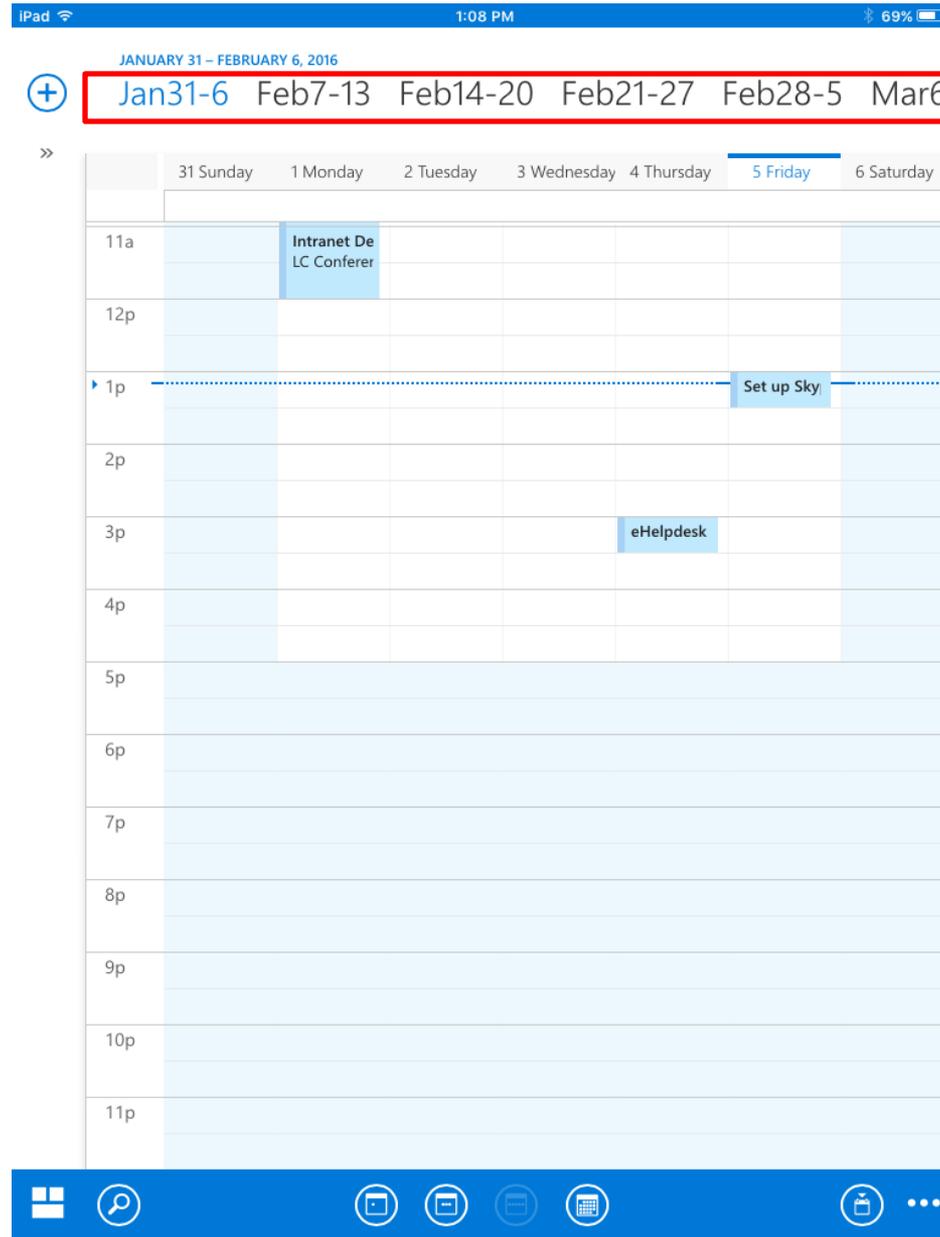
Tap the  
Rectangle that  
says “Calendar”  
on the bottom.



By default your calendar will start in the “Day” view.

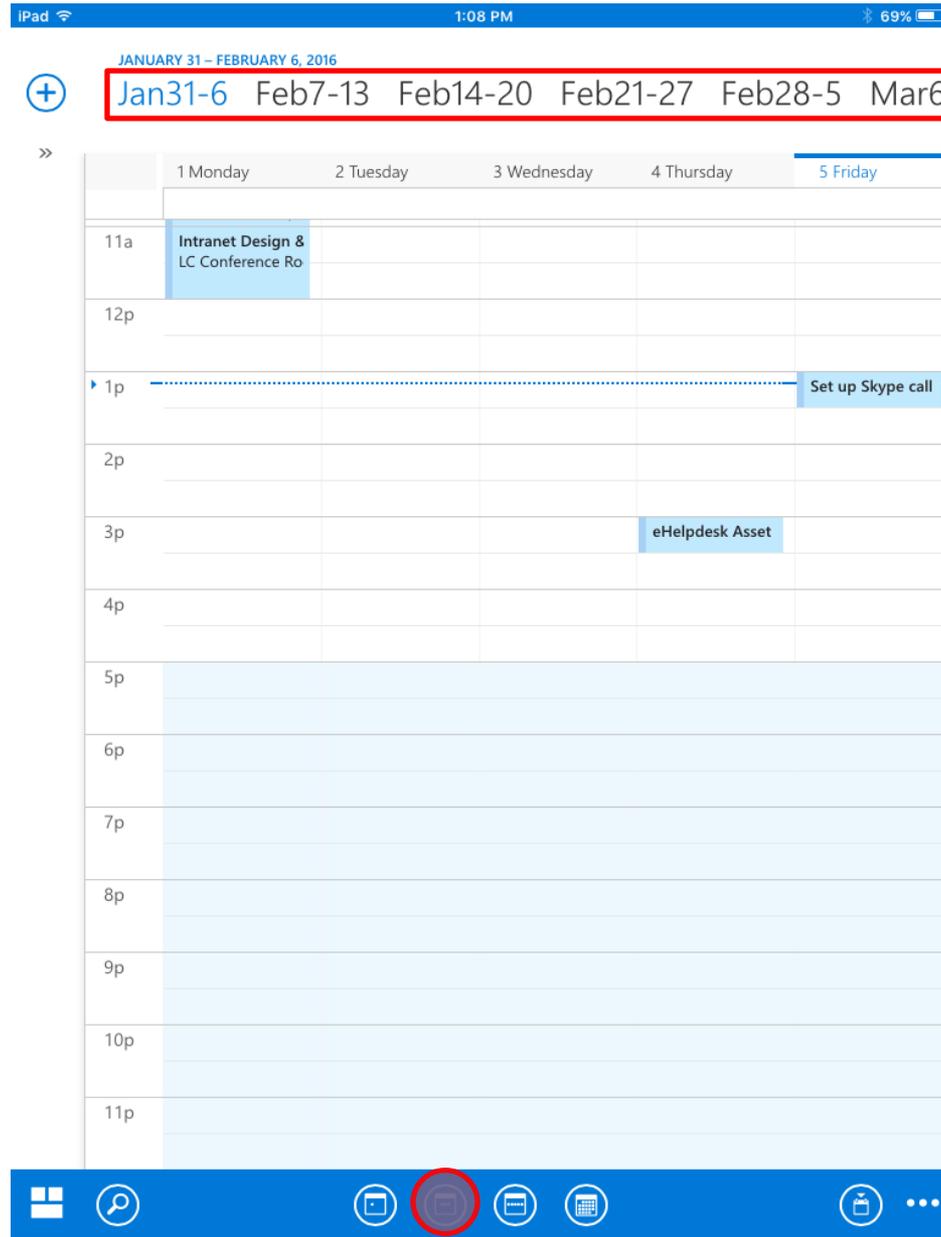
The date you are viewing appears in blue on the top of the page.

You can change the date you are viewing by tapping a different date on the top of the screen.



Tapping the second icon at the bottom of the screen will bring you to the “Work Week” view. This view displays Monday – Friday.

Notice you can select different work weeks at the top of the screen, much like the “Day” view.



+

JANUARY 31 FEBRUARY 6 2016

Jan31-6 Feb7-13 Feb14-20 Feb21-27 Feb28-5 Mar6

>>

	31 Sunday	1 Monday	2 Tuesday	3 Wednesday	4 Thursday	5 Friday	6 Saturday
11a		Intranet De LC Conferer					
12p							
1p						Set up Sky	
2p							
3p					eHelpdesk		
4p							
5p							
6p							
7p							
8p							
9p							
10p							
11p							

Bottom dock icons: Home, Search, Calendar, Mail, App Store, Messages, Safari, Photos, Settings, More.

Tapping the third icon at the bottom of the screen will bring you to the “Week” view. This view displays Sunday – Saturday.

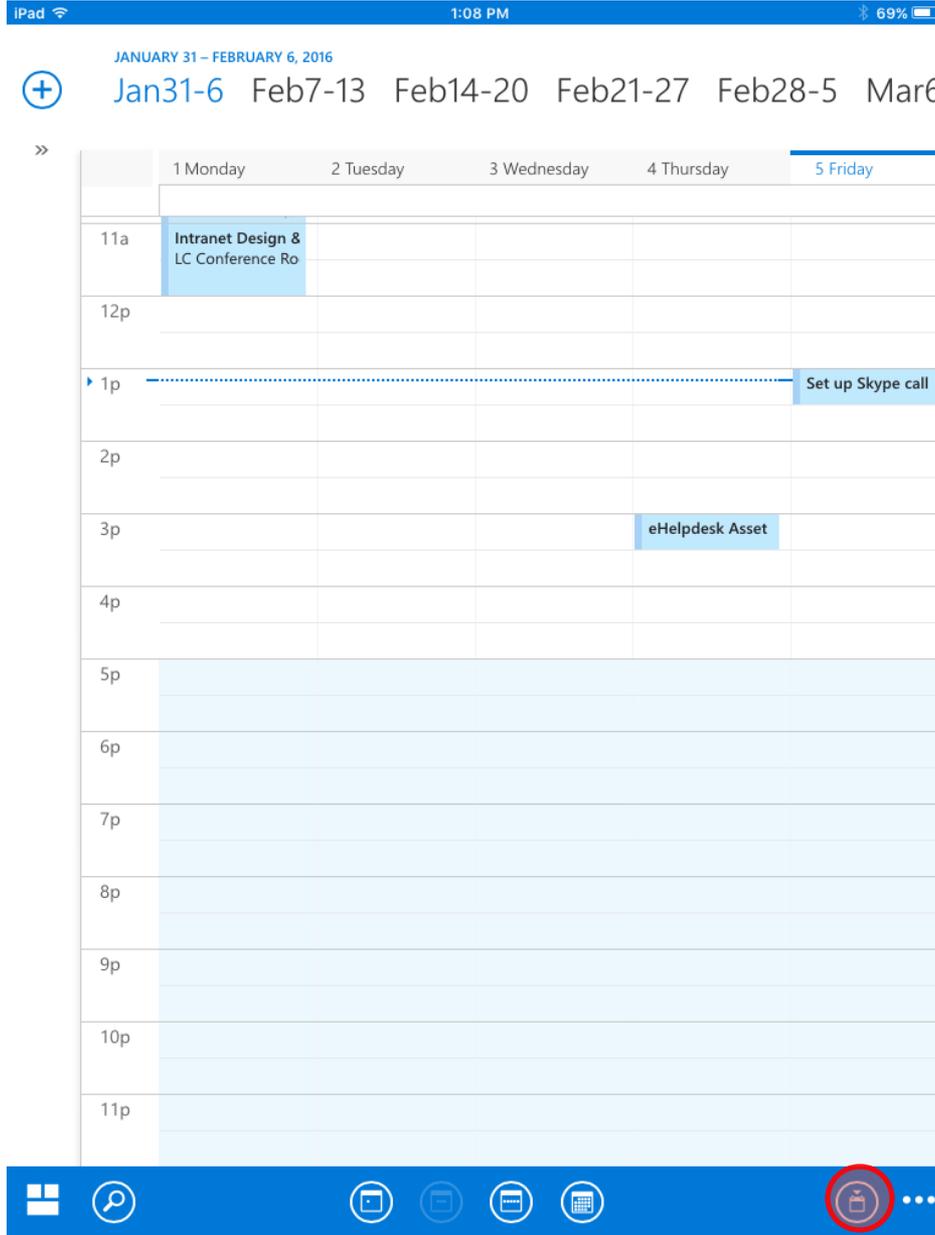
FEBRUARY 2016  
+ Feb Mar Apr May Jun Jul Aug Sep Oct Nov [

>>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Friday, February 05, 2016 >>
31	Feb 1 10a Staf 11a Intr	2	3 9a Mon 9:45a Sk	4 3p eHel	5 7:45a La 9:30a IT 1p Set u	6	7:45a Laptop delivery 15 minutes Sen. Economic De 9:30a IT Project Charter 30 minutes Lounge 1:00p Set up Skype call 30 minutes Room 28
7	8 10a Staf 3p 6 Mc	9 11:30a S	10 10a Set	11	12	13	
14	15 Presider 10a Staf	16	17	18	19	20	
21	22 10a Staf	23	24	25	26	27	
28	29 10a Staf	Mar 1 Town M	2 9a Mon	3	4	5	

Tapping the fourth icon at the bottom of the screen will bring you to the "Month" view. This view displays the entire month.





If you find need to return to today's date, click the icon on the bottom right side of the screen that looks like a calendar with an arrow above it.

JANUARY 31 – FEBRUARY 6, 2016



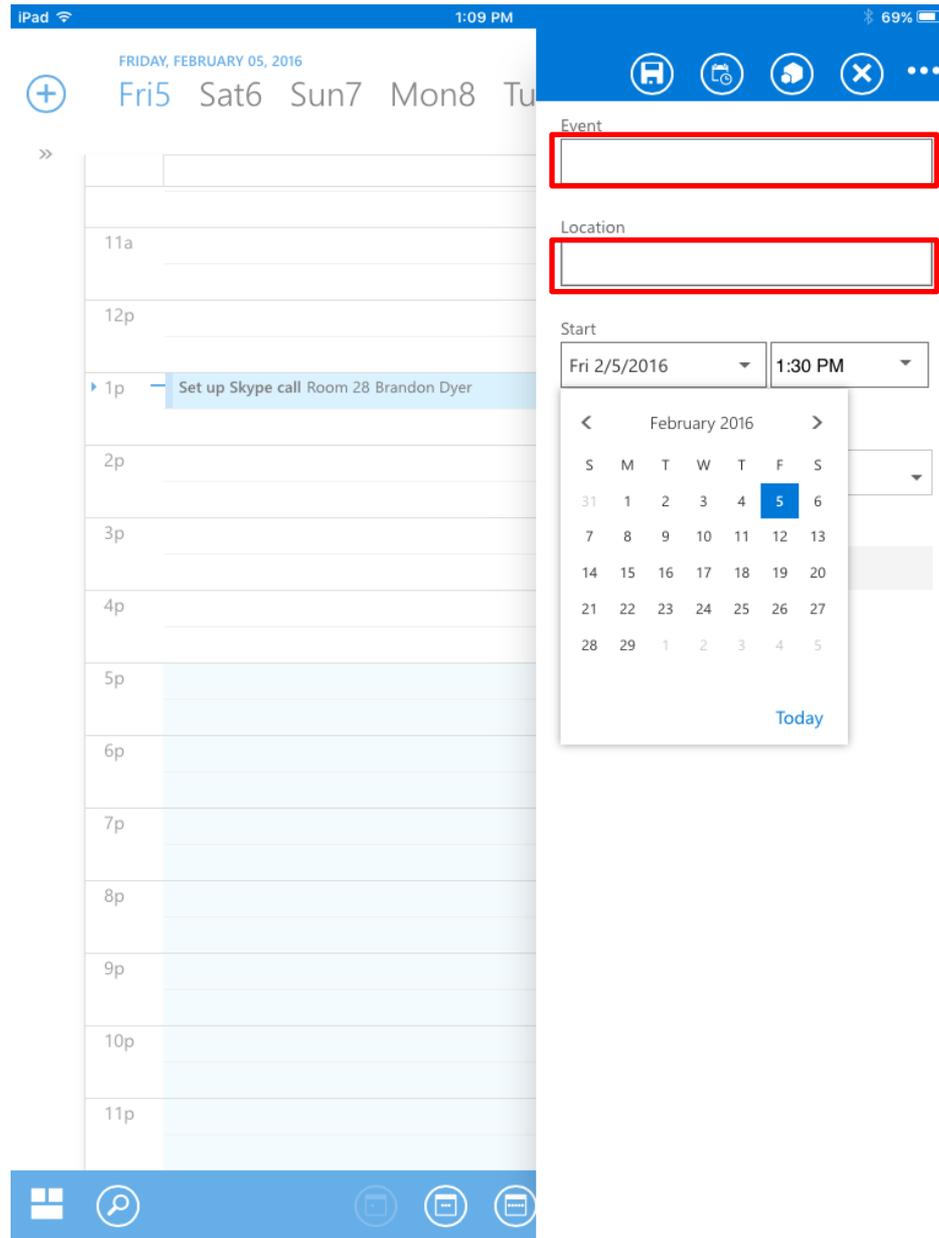
Jan31-6 Feb7-13 Feb14-20 Feb21-27 Feb28-5 Mar6

>>

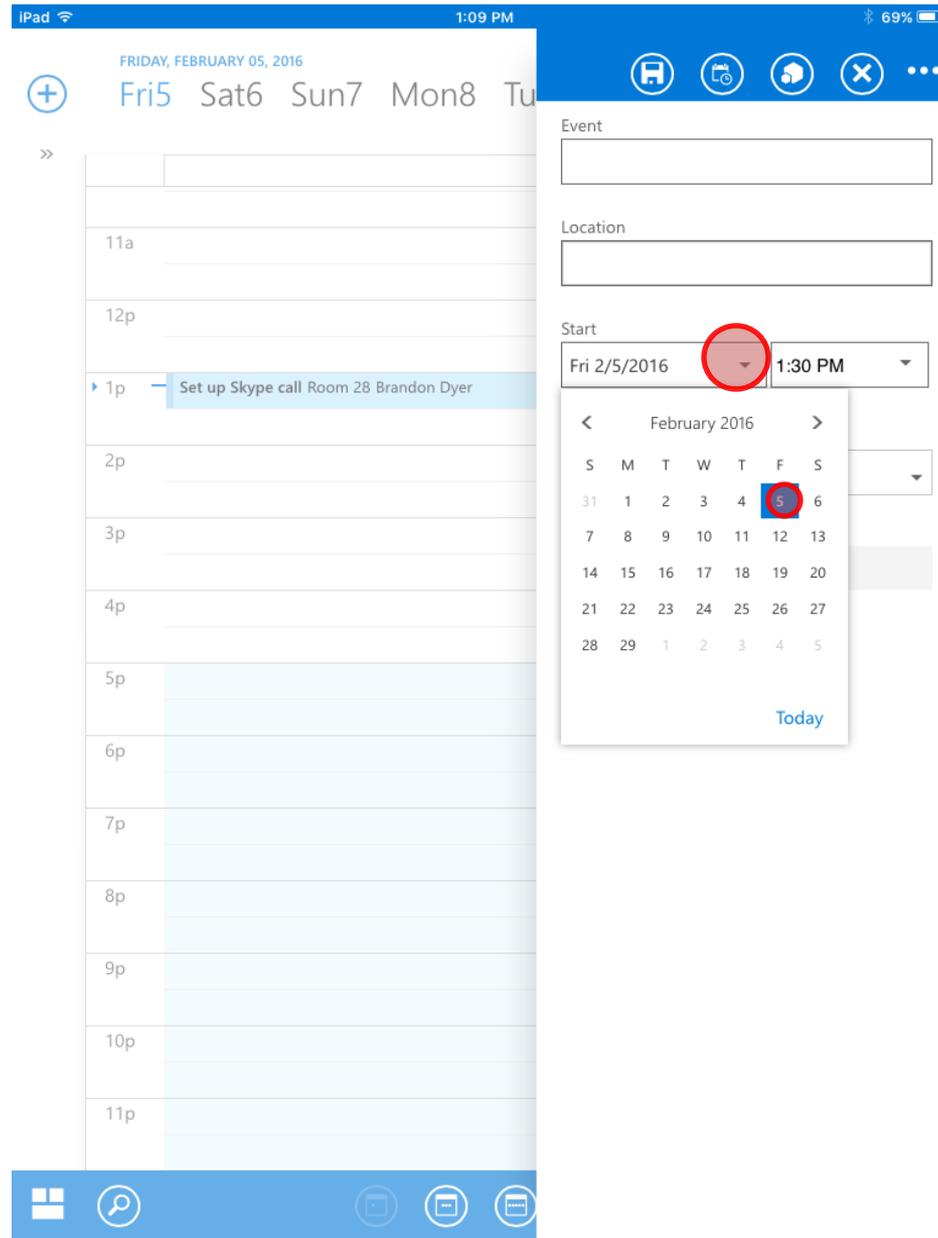
	31 Sunday	1 Monday	2 Tuesday	3 Wednesday	4 Thursday	5 Friday	6 Saturday
11a		Intranet De LC Conferer					
12p							
1p						Set up Sky	
2p							
3p					eHelpdesk		
4p							
5p							
6p							
7p							
8p							
9p							
10p							
11p							

To create a calendar event, click the blue “+” sign on the top left of the screen.

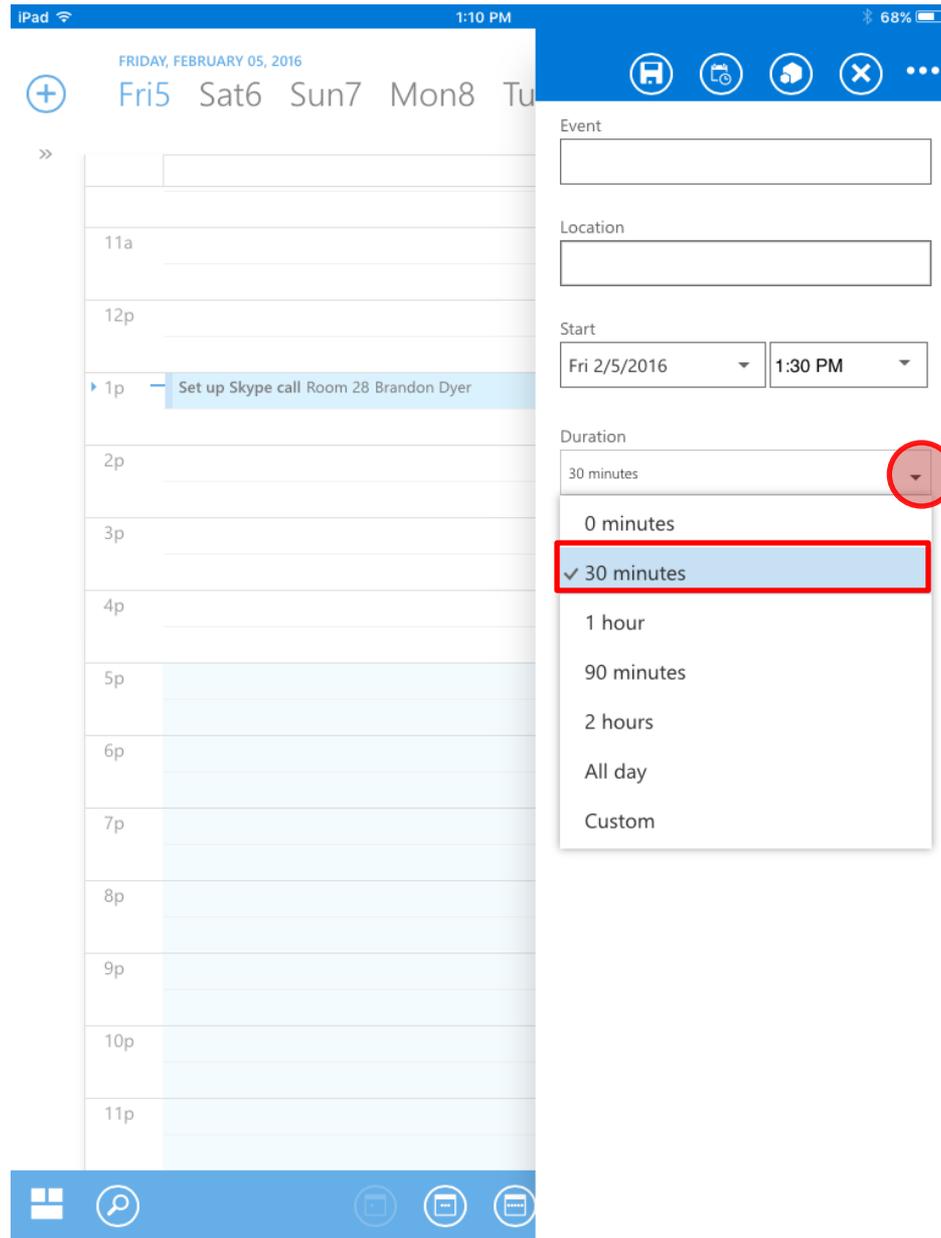
Fill out the event name and location by tapping on the input boxes, and typing with the on-screen keyboard.



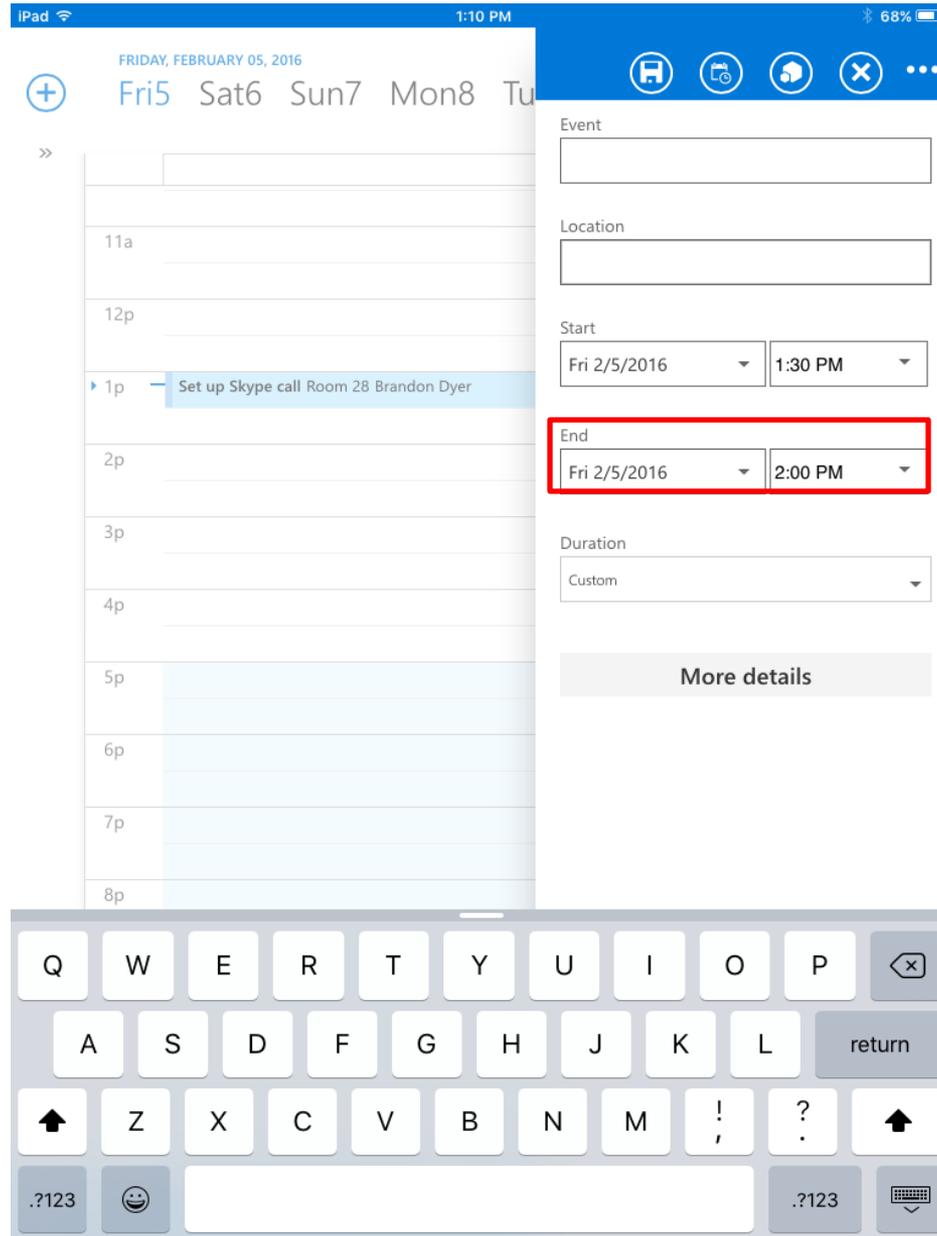
You can select a start time of the event by tapping the “Start:” dropdown menu, and then tapping the appropriate date.



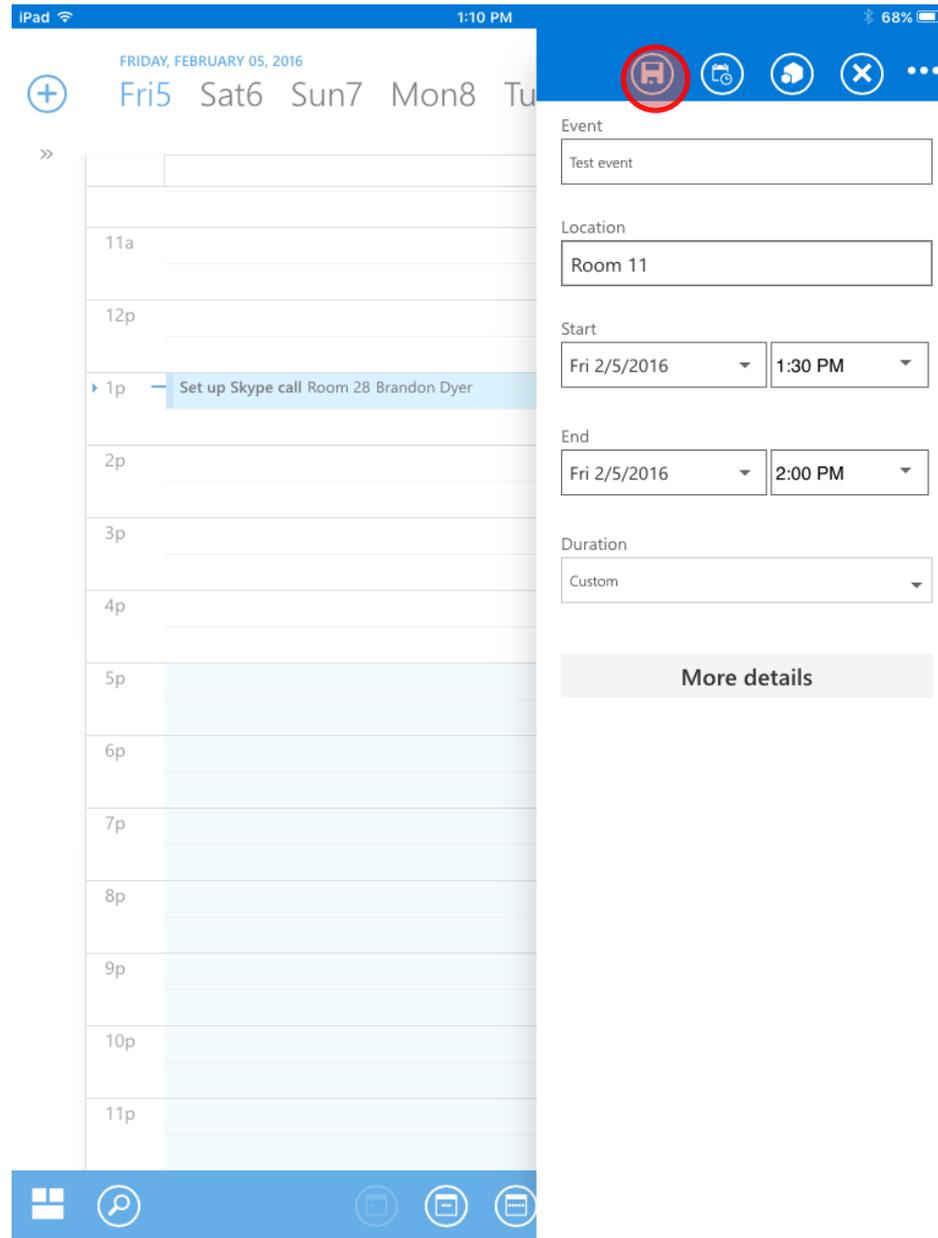
You can change the duration of the event by tapping the “Duration” drop down menu and tapping the appropriate length of the event.

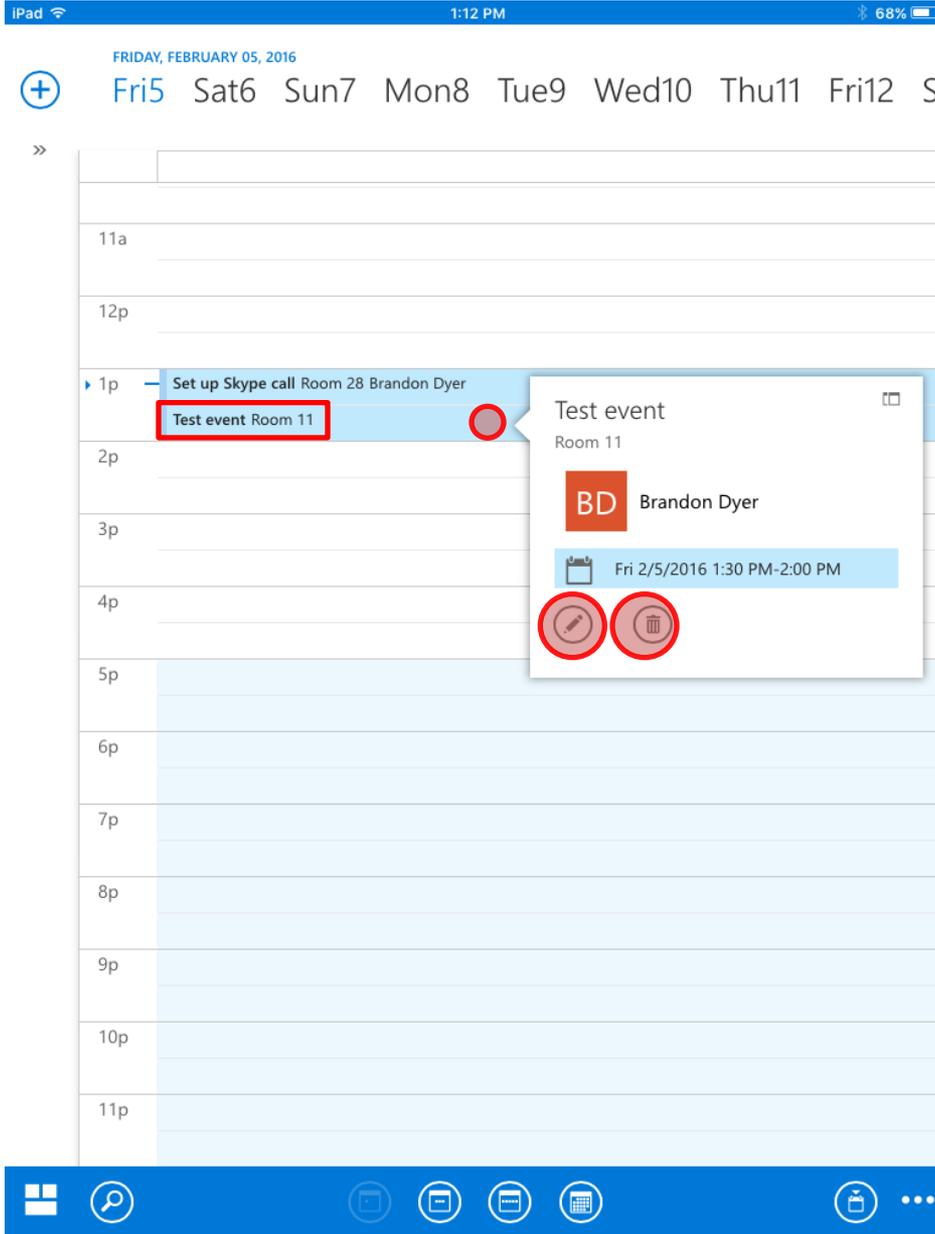


If you select “Custom” as the event duration, a new set of drop down menus will appear allowing you to specify the end time of the event.



When you are finished inputting your event's information, tap the first icon on the top right that looks like a small floppy disk.





To edit or delete an event, tap it on your calendar. Hit the pencil icon to edit the event, or the trash can icon to delete it.

# Questions or Comments?

- IT Staff Contact:
  - Brandon Dyer – User Support
    - (802)828 – 0291
    - bdyer@leg.state.vt.us
  - Al Coccagna – Systems/User Support
    - (802)828 – 3085
    - acoccagna@leg.state.vt.us
- We highly encourage the submission of EHelpDesk tickets
  - Email: eHelpDesk@leg.state.vt.us