

Student primer for

Calendar

This class will be using EEE **Calendar**. This primer gives you the basic info you need to know to get started; your instructors/TAs will tell you more.

What is Calendar?

Calendar can be used to organize and keep track of your classes, appointments, holidays and other events online. You can also create reminders and notes regarding important class deadlines.

Your calendar automatically enters your classes into their appropriate time slots and days each quarter and your instructors and TAs may add additional class events.

Where is Calendar?

Calendar is on the EEE website:
<https://eee.uci.edu/>

To access Calendar, click the "ToolBox" link in the upper-left of any EEE page, then click the "Calendar" link under "Administration."

More Info

Step-by-Step Instructions
<https://eee.uci.edu/help/calendar/students/>

EEE Support
Web: <https://eee.uci.edu/contact/>
Email: eee@uci.edu
Phone: (949) 824-2222

Basic Instructions

Add an event:

1. In Calendar, click "Add Event."
2. Fill in the event information with time, date, location, and any additional information.
3. Click "Add Event."

View Finals Week:

Calendar automatically retrieves the final exams schedule from Registrar's Schedule of Classes and adds it to your Finals Week in calendar.

Always double-check exam dates and times with your instructor and/or class syllabi.