

Instructor Primer for
Calendar

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.

Where is Calendar?

Calendar is available on EEE:
<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/>

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

Basic Instructions

Add a class event:

1. In Calendar, click "Add Event."
2. Fill in the event information with time, date, location, and any additional information.
3. Click "Class Calendar" under Options.
4. Select the class(es) you wish to associate with this event.
5. Click the "Add Event" button.

Set a reminder:

1. In Calendar, click the event you wish to set a reminder for.
2. Click "Reminder" under Options.
3. Enter your email reminder options.
4. Click "Update Event"