Getting Started with CQUniversity Calendar
Basics for CQUniversity Students

The online **Calendar** in CQUniversity Mail enables students to schedule study sessions and events with other students and their friends.
Below is some information to help students start using their online **Calendar**.
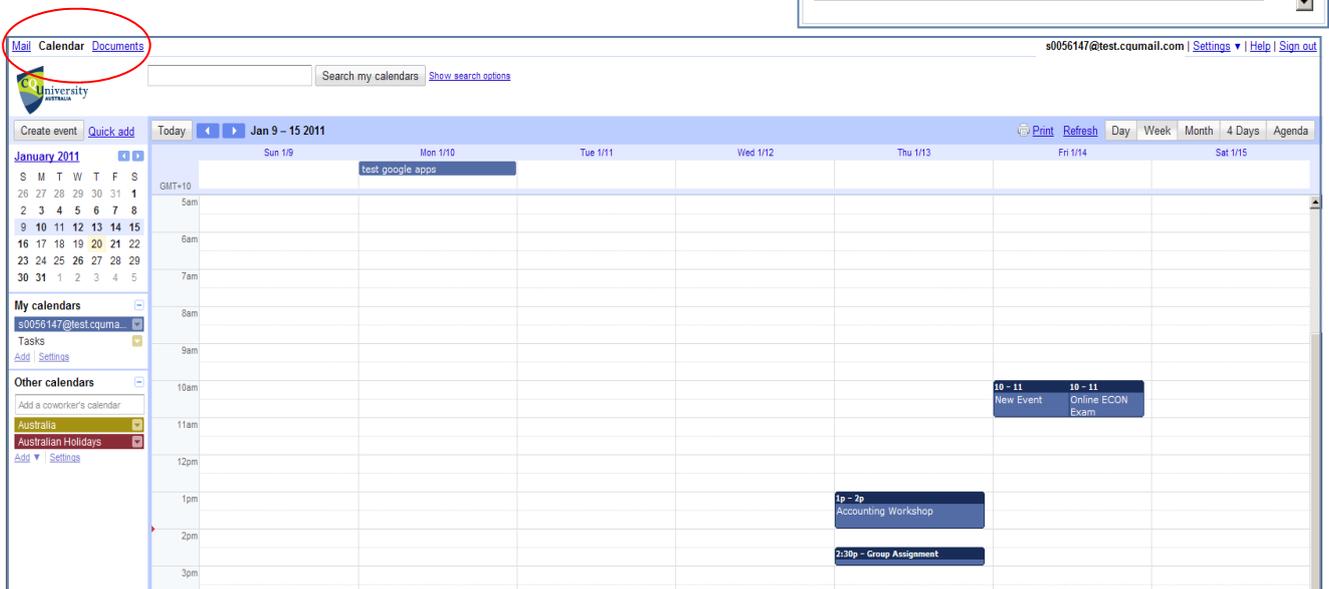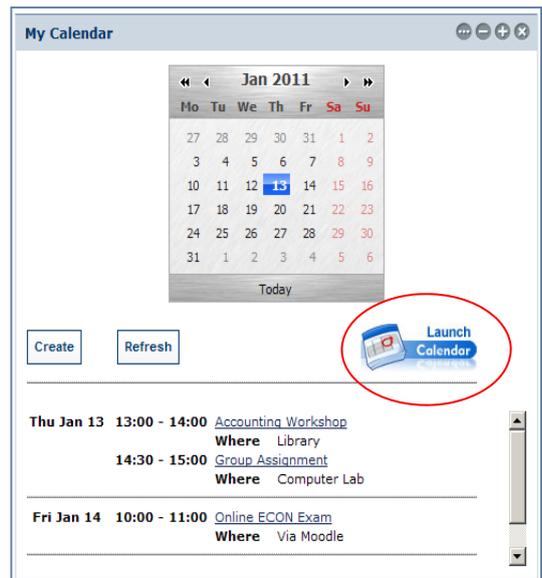
How to find your online Calendar?

Students can access their online Calendar from the "**My Calendar**" application in the My.CQU Portal.

1. Log into the My.CQU Portal http://my.cqu.edu.au.

2. Students should see a box within My.CQU that shows their personal online calendar. This is called the "**My Calendar**" application (pictured right).

3. To open the full version of your Calendar, click the "**Launch Calendar**" icon.

    Further information about using the "My Calendar" application is available online.

4. A new window will open displaying your CQUniversity Calendar (example pictured below).

    Note: Students can also access their Inbox and Online Docs by clicking on the "**Mail**" and "**Documents**" options in the top-left corner of the Calendar window.

# Getting Started with Calendar for Students (continued)

Change the view of your online Calendar

When you open the full version of your online calendar, it displays a weekly view with the current day highlighted.

1. To change your calendar view, click the tabs in the upper-right corner of the view.

2. Alternatively, click "**Settings**" option located in the top-right corner of the Calendar window.
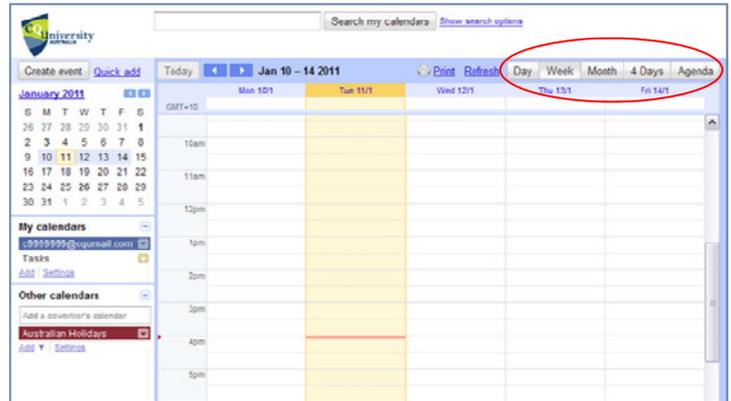
Select the "**General**" tab and students can customize the calendar settings by changing the date and time formats, the day the week starts on, and whether to show weekends.
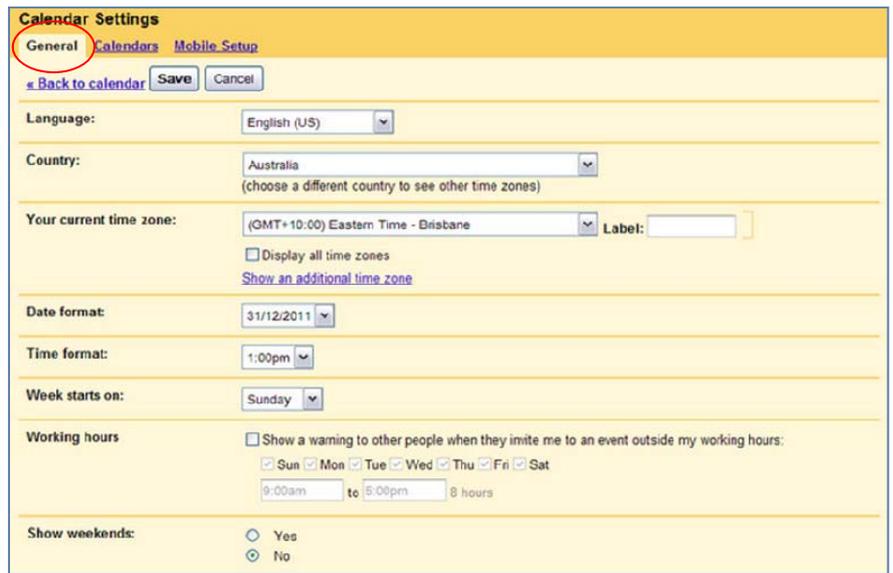
Create a New Event

1. Click "**Create event**" located on the left of the calendar to open the event details page.

Alternatively, click a spot on the calendar and drag to create an event of more than 1 hour. Then type the event title in the box.

2. Click "**Create Event**" to immediately publish the event or click "**Edit event details**" to continue setting up the event.
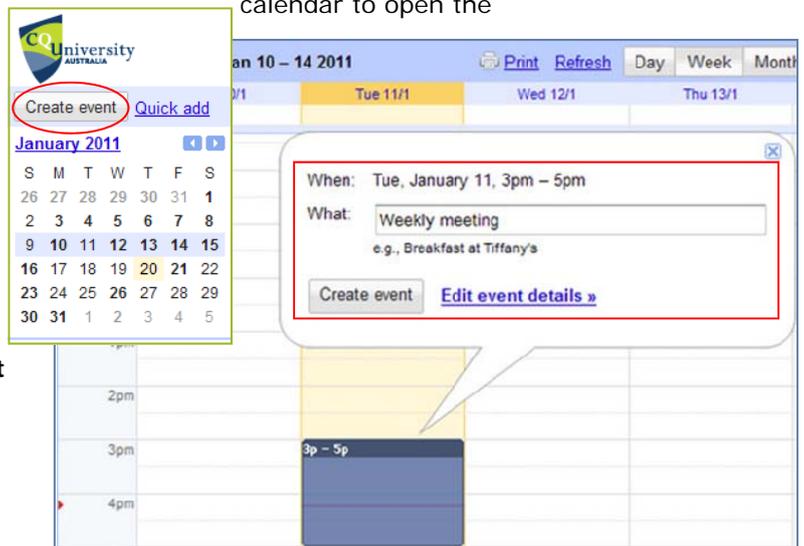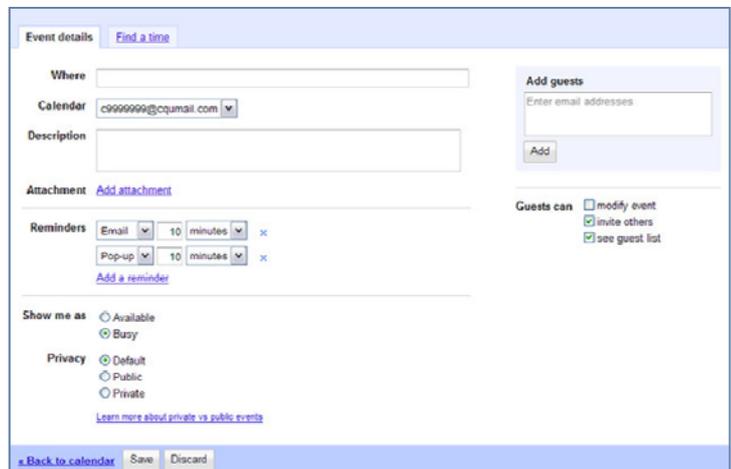
Getting Started with Calendar for Students (continued)

3. Enter details such as recurrence, attendees, an agenda and a reminder.

4. Click "**Save**".

Recurring Meeting

1. Open the meeting.

2. Select the "**Repeat**" check-box.

3. Choose from the different options on the
   Repeat window (example right).

4. Click "**Done**".
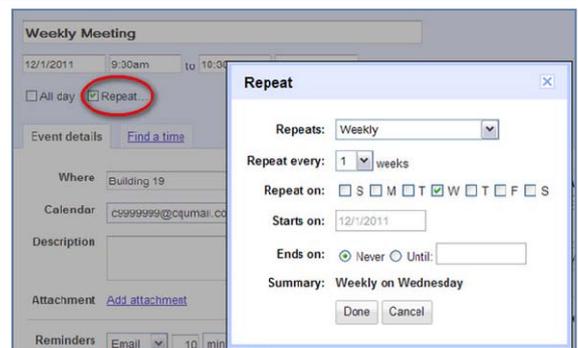
Set an Event Reminder

1. Open the meeting.

2. In the **Event Details** tab under **Reminders**, click "**Add a reminder**".

3. Choose the type of reminder you want (pop-up or email message) and when you want to receive it.

   Remove the reminder you do not want by clicking on the blue cross.

4. Click "**Done**".
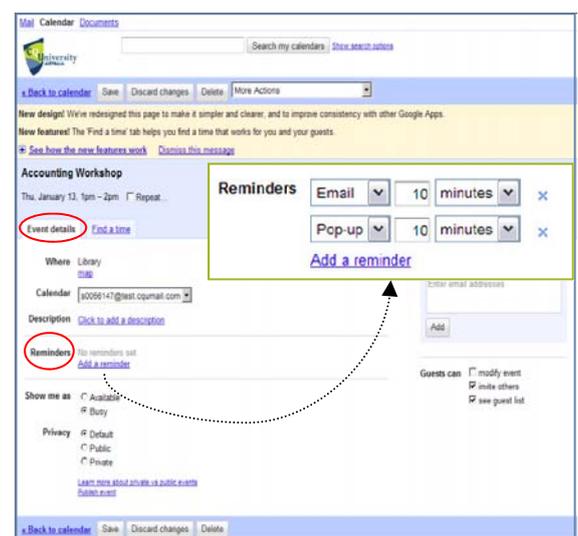
Reminder Settings for a full Calendar

1. In the top-right corner of the window, select "**Settings**" and "**Calendar Settings**".

2. Click the "**Calendar**" tab and select the "**Notifications**" link for the calendar.

Getting Started with Calendar for Students (continued)

3. In the **Event reminders** section, click "**Add a reminder**".

s0056147@test.cqumail.com Details

Calendar Details   Share this Calendar   Notifications

« Back to calendar   Save   Cancel

Event reminders:
Unless otherwise specified by the individual event.   No reminders set   Add a reminder

4. Students can choose the default settings for event reminders. *For example*, students can be reminded of events in their online calendar by email and/or a pop-up message.

By default, remind me via   Email   10   minutes   before each event remove
Pop-up   10   minutes   before each event remove

Add a reminder

Click "**Remove**" to cancel a reminder.

5. Click "**Save**".

Print your Calendar

CQUniversity AUSTRALIA

Create event   Quick add

January 2011

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

My calendars
s0056147@test.cquma...
Social
Tasks

1. Students can select the calendars they want to print from their **My Calendars** list (pictured right).

2. In the top-right corner of the calendar, select the view that you want to print. *For example,* the day or week.

Print   Refresh   Day   Week   Month   4 Days   Agenda

Wed 1/19   Thu 1/20   Fri 1/21   Sat 1/22

3. Click "**Print**".

4. In the Clandar Print Preview window, students will be able to select from a font size, page orientation and other options.

    Select the options you want and then click "**Print**".

Calendar Print Preview

s0056147@test.cqumail.com, Social, Australia, Australian Holidays Sun Jan 16 – Sat Jan 22, 2011 (Eastern Time - Brisbane)

Font Size: Normal
Orientation: Auto
Show events you have declined: ☑
Black & White: ☐

Print   Save As...   Cancel