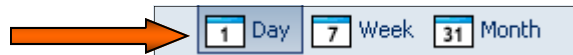


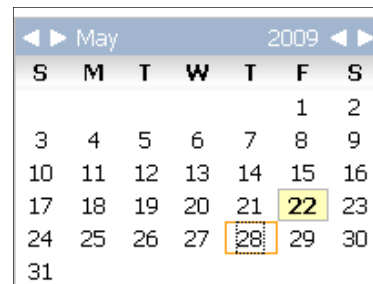
- Click on the **Calendar** tab.



- In your Calendar, open the **Day** view.



- Select a date from the calendar on the bottom left corner of the window.



- Select the time slot by clicking and dragging your mouse on the schedule area.

The following window will appear.



**Thu, May 28**

Subject:

Time: 9:00 AM - 1:00 PM

Location:

Calendar:

- Type the **Subject**.
- Type the **Location**.
- Select your personal **Calendar**.
- Click **Post**.