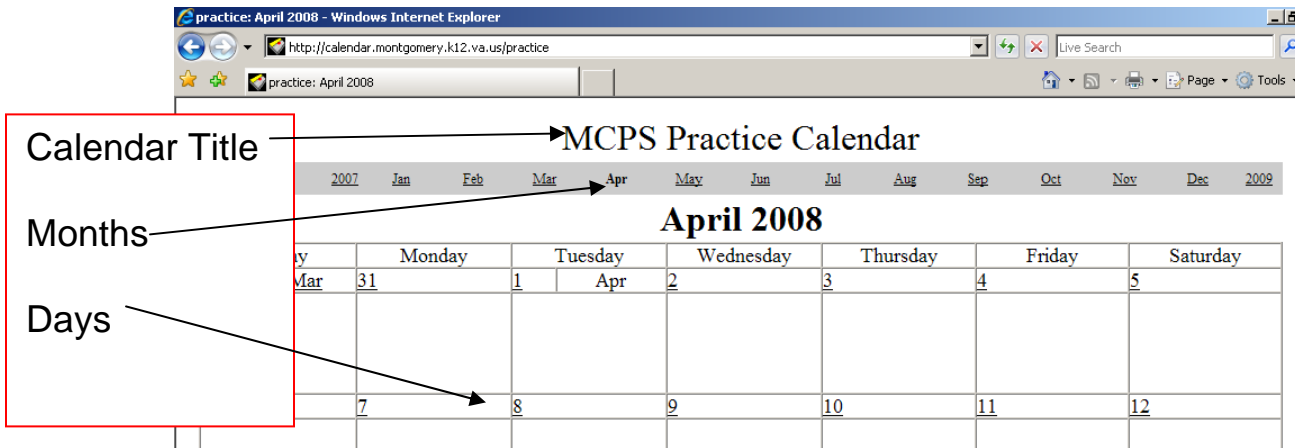


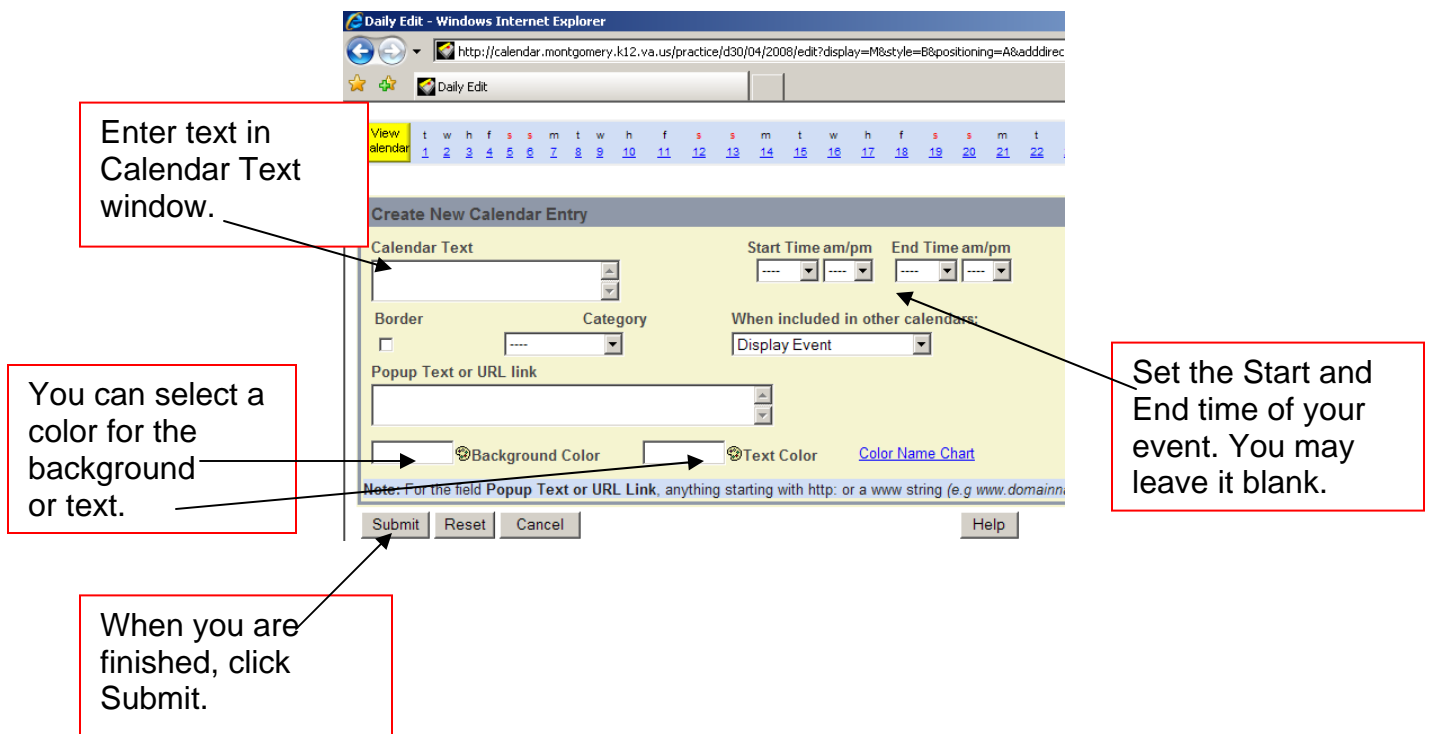
Directions for Using I-CAL

- 1.) Log on to your calendar:
<http://calendar.montgomery.k12.va.us/practice> (The end of the web address will be your calendar name. Here we are using *practice*.)

You will see your calendar similar to the one pictured below.

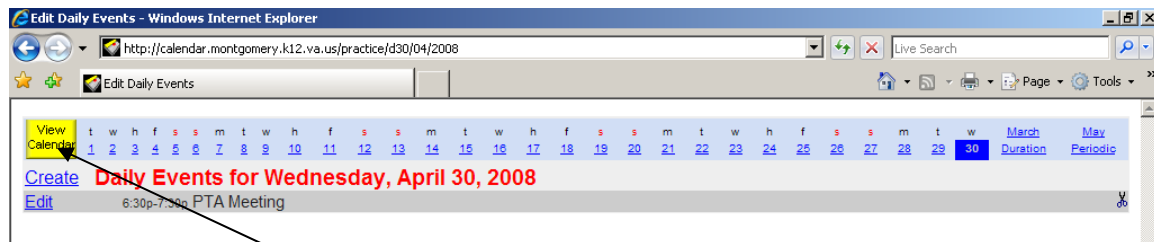


- 2.) To add an event, click on a day. You will see the following window.



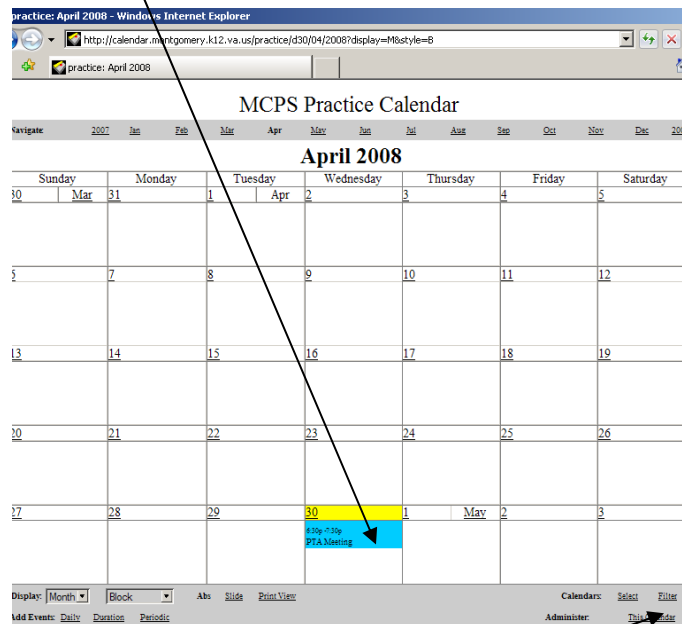
You will see the Daily Events for that day. If you need to go back and change the event, click Edit.

If you need to add another event, click Create.



3.) To see the calendar view, click View Calendar at the top left.

Now you will see your event on the calendar.



Click here to set or change the security and settings for your calendar.

4.) Calendar Administration – Allows you to change and edit your calendar.

The screenshot shows the 'Calendar Administration' page for 'Calendar: practice' in a Windows Internet Explorer browser. The page is divided into several sections with various settings links and descriptions. Annotations on the left side, enclosed in a red box, point to specific sections:

- Change your Display** points to the [Display Options](#) link.
- Change the Title, Header, Footer** points to the [Title_Header_Footer](#) link.
- Security settings** points to the [Security](#) link.
- Return to calendar** points to the [Return to Calendar](#) button.

| Calendar Administration Calendar: practice | |
|---|---|
| Display Options | Customize how your calendar appears |
| General Settings | Specify calendar description, language, color scheme and other options |
| EventEdit Form | Customize the fields on the event entry form and create custom fields |
| Title_Header_Footer | Specify the text for the title, header and footer of the calendar |
| Month/Day Headings | Change the titles for the days of the week and months |
| Colors | Change the color of text and backgrounds |
| Fonts | Change fonts |
| Event Categories | Specify and activate event categories. |
| Add-Ins | Specify which pre-defined events to include in the calendar |
| Include Calendars | Dynamically include data from other calendars. |
| Security | Specify who can edit your calendar |
| Subscription/Outlook | Subscribe for email notification and post events to Microsoft Outlook |
| Delete Month Events | Remove all events on a calendar month. |
| External iCalendar | Subscribe to an external iCalendar (e.g. From <i>Apple</i> or <i>Google</i>) |
| RSS Feed | RSS Feed configuration |
| Data Importing | Import calendar data from text files. |
| Data Exporting | Export calendar data to a text files. |
| Publish Calendar | Publish static HTML calendar files for a given date range. |
| Return to Calendar | |
| Global iCal Administration | |
| Global Administration | Create and Delete Calendars, Email Configuration and more ... |

iCal v4.0.0.43
Brown Bear Software

- 5.) Set Security Level – Allows you set User ID and Password for the security settings.

Select UserID/Password required to change the Settings, Editing, and Adding.

Create a User ID and Password for your use. Only give it to those who will be editing the calendar.

If you want parents or others to view the calendar, leave the Anyone can View selected.

Calendar Administration

Set Security Level
You can secure your calendar by requiring that a UserID and Password be entered entries, editing entries, or even viewing your calendar.

Settings: Anyone can change **Settings**
 UserID/Password required to change settings
User ID: Password:

Editing: Anyone can **Edit/Delete** entries
 UserID/Password required to Edit/Delete entries
User ID: Password:

Adding: Anyone can **Add** entries
 UserID/Password required to Add entries
User ID: Password:

Viewing: Anyone can **View** this calendar
 UserID/Password required to View calendar
User ID: Password:

Save Cancel

If you need further assistance, please see your TRT.