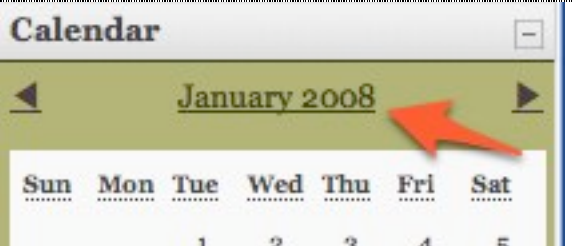
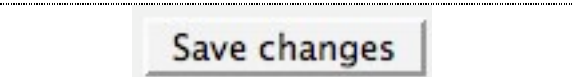
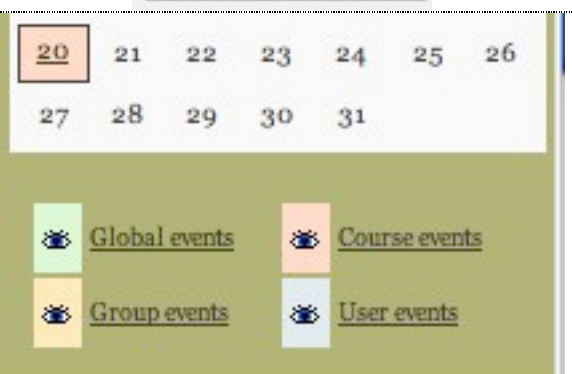


**How to . . .****Add a Calendar Event**

<p>1. Click the Current Month link in the <b>Calendar</b> block</p>	
<p>2. Click the <b>New Event</b> button</p>	
<p>3. Select the appropriate type of event (likely Course event)</p>	
<p>4. Fill in the name, description and select the date.</p>	
<p>5. Click <b>Save changes</b></p>	
<p>6. Your event is now indicated on the calendar block by the appropriate color</p>	

Questions, comments or to schedule a training session email [tobiasg@marlboro.edu](mailto:tobiasg@marlboro.edu) or call x147 or 451-7147(off campus)