

Calendar Icon

Clicking on the calendar will take you to View the Month, where you can examine your schedule for the month on a graphical calendar. You can also view someone else's schedule in View the Month, or view the schedule for some month other than the current month.

By double-clicking on one of the days on the month calendar, you will be able to see/modify your detailed schedule for the day. As with the month view, you can see another person's detailed day schedule.