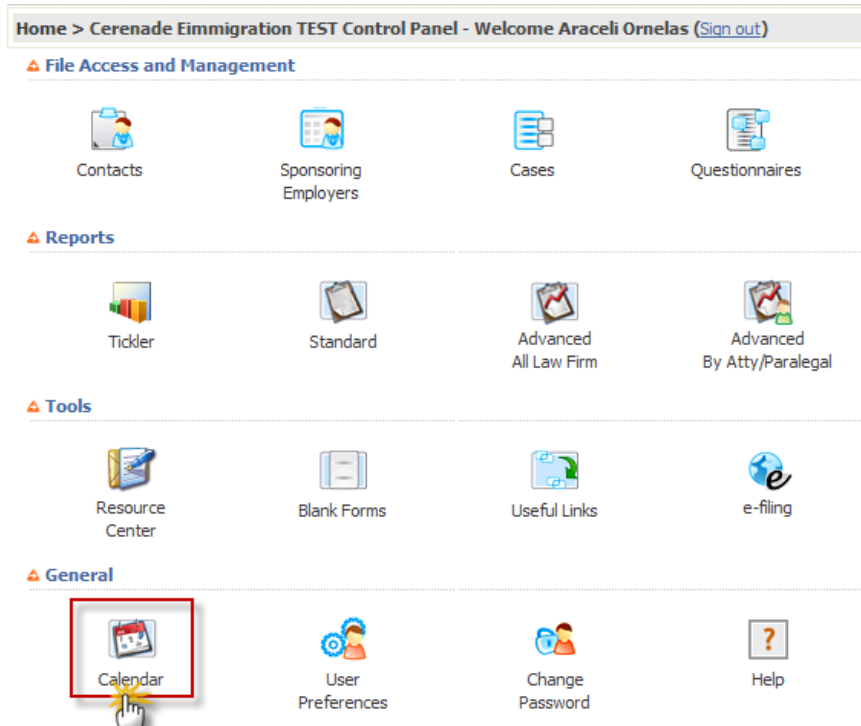


MANAGING MY CALENDAR IN EIMMIGRATION

1) Go to **Home** and click on **Calendar**.



2) In “My Calendar window” you can do the following:

- A) View calendar by year, month, week, or day
- B) Add Appointment
- C) View other users calendar Entries
- D) Share your calendar with other users

A) View calendar by year, month, week, or day - On the sub tab click the type of view you would like to display.

Home > My Calendar

My Calendar | Add Appointment | Other Users | Preferences

Year | Month | Week | Day

<< April 06 - April 12 Week 15 >>

add Monday, April 06	add Tuesday, 07	add Wednesday, 08
add Thursday, 09	add Friday, 10	add Saturday, 11
add Sunday, 12		

B) Add Appointment - Click on **Add Appointment** then enter appointment information. Click **Add** button when done.

Home > My Calendar

My Calendar | **Add Appointment** | Other Users | Preferences

Year | Month | Week | Day

Add

Add **Cancel**

Calendar for * Araceli Ornelas

Subject *

Location

Label None

Start Time * 8:00 am

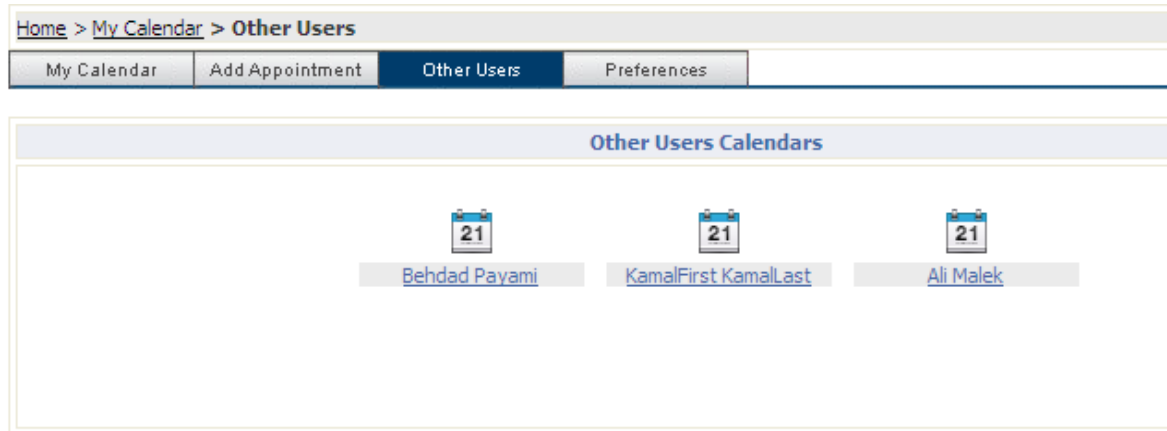
End Time * 8:00 am

Recurring None

Description *

C) View Other Users Calendar Entries - Click on **Other Users** tab. System will display calendars from those user(s) who share them with you.

If system displays blank it means that no Eimmigration user has shared his/her calendar with you.

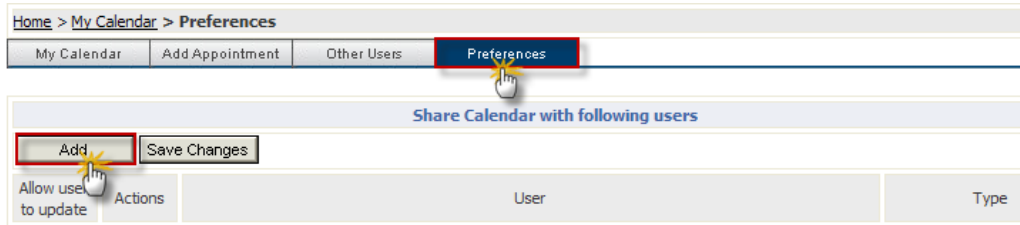


The screenshot shows a web interface for viewing other users' calendars. At the top, there is a breadcrumb trail: [Home](#) > [My Calendar](#) > **Other Users**. Below this is a navigation bar with four tabs: [My Calendar](#), [Add Appointment](#), **Other Users** (the active tab), and [Preferences](#). The main content area is titled "Other Users Calendars" and displays three calendar icons, each showing the date "21". Below each icon is a name: "Behdad Payami", "KamalFirst KamalLast", and "Ali Malek".

Tips:

★ Displays all calendars from users who share them with you

D) Share your Calendar with Other Users - Click on **Preferences** tab. Click **Add** button to select a user.



Home > My Calendar > Preferences

My Calendar | Add Appointment | Other Users | **Preferences**

Share Calendar with following users


Add | Save Changes

Allow user to update	Actions	User	Type
----------------------	---------	------	------

Tips:

* Update: If checkbox is checked the user will be able to 'add', 'update' and 'delete' appointments from your calendar.

- Select which user(s) you want to share your calendar with and click **Add** button.



Home > My Calendar > Preferences

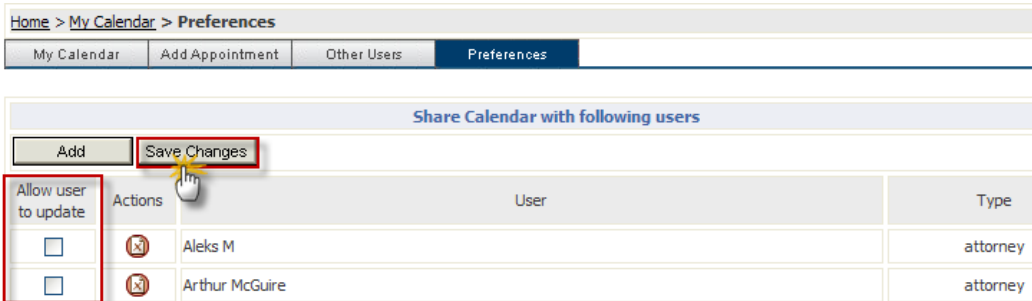
My Calendar | Add Appointment | Other Users | **Preferences**

Share Calendar with the following Users

Add | Cancel

	First Name	Last Name	Phone number	Type
<input type="checkbox"/>	Abdullah	Salim		attorney
<input checked="" type="checkbox"/>	Aleks	M		attorney
<input type="checkbox"/>	Ali	Malek	310-645-0598	attorney
<input type="checkbox"/>	Andrew	Lerner		attorney
<input checked="" type="checkbox"/>	Arthur	McGuire		attorney
<input type="checkbox"/>	Asha	Patel		paralegal
<input type="checkbox"/>	Att6	AttLast6	310-645-0598	attorney

- The following window will display the users that you are sharing the calendar with.



Home > My Calendar > Preferences

My Calendar | Add Appointment | Other Users | **Preferences**

Share Calendar with following users

Add | **Save Changes**

Allow user to update	Actions	User	Type
<input checked="" type="checkbox"/>		Aleks M	attorney
<input checked="" type="checkbox"/>		Arthur McGuire	attorney

Tips:

* Update: If checkbox is checked the user will be able to 'add', 'update' and 'delete' appointments from your calendar.

Note: You can allow these users to 'add', 'update' and 'delete' appointments from your calendar. To do this, set their "Allow User to Update" checkbox and click **Save Changes** button when done.

For more information and articles, please visit www.eimmigration.com