

What is DOCS Calendar?

DOCS Calendar allows you to access and manage your calendars from a web browser. The Calendar tool is integrated with the College's administrative systems, which means that calendars will be automatically created each time you join a group or subscribe to a calendar.


How does the calendar work?

The calendar is a Web-based program. Using a Web browser (such as Netscape or Internet Explorer), you can:


- Use your calendar to record events and tasks
- Create and change calendars
- Make your calendars available to others
- Access other users' calendars (authorization required)
- Create a Calendar group

With the calendar, you can create or change events such as meetings, appointments and birthdays. You can create tasks and set timed deadlines for completion of these tasks, or create reminders and notifications for events and tasks.


Getting Started

1. Log into DOCS at <http://docs.neoucom.edu>
2. Click on the Calendar icon (upper right-hand corner of screen). 
3. By default, when you open the Calendar, you are viewing your personal calendar in Overview.
4. To change views, click on the appropriate viewing choices.
5. To view a different calendar, click on the Calendars tab at the top or click on the drop-down list box at the right and select the calendar you wish to view.

How do I create a task?

1. To create a new task, make sure you are viewing the calendar to which you wish to add the entry and click on the icon for New Task. 
2. Enter the appropriate information. If necessary, click on the additional tabs to enter more details.
3. Click OK to save the task to that particular calendar.

How do I add an event?

1. In the Calendars window, click the New Event icon. 
2. Fill in the event details. Invite others to the event if desired.
3. Click OK, to return to the Calendar window.

What if I created an event or task on the wrong calendar?

1. Click on the link for the event or task.
2. Click on the drop-down list of Calendars.
3. From the drop-down list, select the calendar the event or task should be on. Click OK.
4. The event is copied to the desired calendar and remains in its original calendar, as well. You must delete any entries you don't want.

Getting Help

Use the DOCS Help tool to get context-sensitive help with Calendars.

Contact the Help Desk at 330-325-6911 or help@neoucom.edu



Quick Start Guide for Calendars

Support and Help Information

Logging on to DOCS

<http://docs.neoucom.edu>

NEOUCOM Web Site

<http://www.neoucom.edu>

Help by E-mail

help@neoucom.edu

Help by Phone

330-325-6911

Other DOCS Guides Available Include:

- DOCS Quick Start Guide to Groups
- DOCS Quick Start Guide to E-mail

(Printable versions of these and other help tools are available at <http://docs.neoucom.edu> from the Tutorial channel)