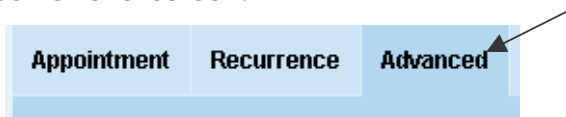


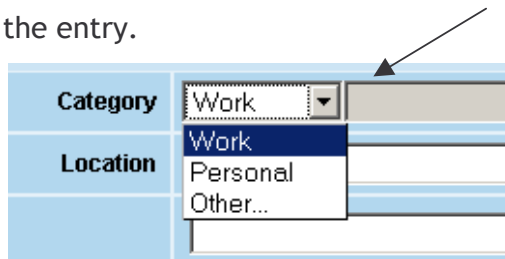
Using the calendar

Assigning other Digitalbrain accounts to an appointment

1. This option invites other Digitalbrain account holders to view the appointment that is being made.
2. On the new appointment screen, click the Advanced tab at the top of the 'edit appointment' screen.



3. Use the drop down menu to choose the category you would like to display with the entry.



4. Use the Location box to type a location for the appointment



5. Use the empty text box to add new recognised assignee usernames to the attendee box.



5. Click Add. This will add your appointment to the list of attendees.
- 6.
7. When the list of attendees is complete, tick the box next to 'show event in shared calendar' to make the entry appear in attendees' calendars



Using the calendar

8. Click Save to complete the process.

