

View and Add a New Event to the Daily Schedule

How to View or Add a New Event to the Daily Schedule:

1. Click the **Events** Big Menu, select the **Daily** in the **Views** column. (*The Daily schedule for your default calendar appears for the current date.*)
2. Click a date in the Calendar to display the schedule for a different date.
3. Double click the on the **Start Time** of the new event. Or from the **Event** Big Menu, click on **Event** in the **New** menu.
4. Select the additional calendars for staff attending the event in **Calendars** field.
5. Select the **Status** (e.g. Approved, Tentative, FYI, etc.) for the event.
6. Select the **End time** of the event including the time zone.
7. If appropriate, select the **Send Invite** option **NOTE: Please work with our Customer Service Center or your IT Consultant before selecting this option.**
8. Type the **Subject** of the Event (e.g. Breakfast Meeting with Budget Committee).
9. Add any additional **Notes** (e.g. directions to the event, POC, etc.).
10. For analytics and reporting features it is suggested to enter the Address, City, State and Zip Code for your events.
11. Click on the **Save and Synch** button to synchronize your IQ calendar events to Outlook. **NOTE: Please work with our Customer Service Center or your IT Consultant to configure IQ to Outlook Calendar Synchronization should you receive synching errors.**

