

FirstClass Calendar

Creating a Calendar Event - To create a calendar event:

1. Open your FirstClass Calendar by double-clicking on the Calendar Icon.



2. Click on the New Event Icon.



3. Complete the Event Tab

- When completing the Event Tab there are several fields to enter text:

Description:

Location:

Category: Training,
Meeting, etc...

Starts at:

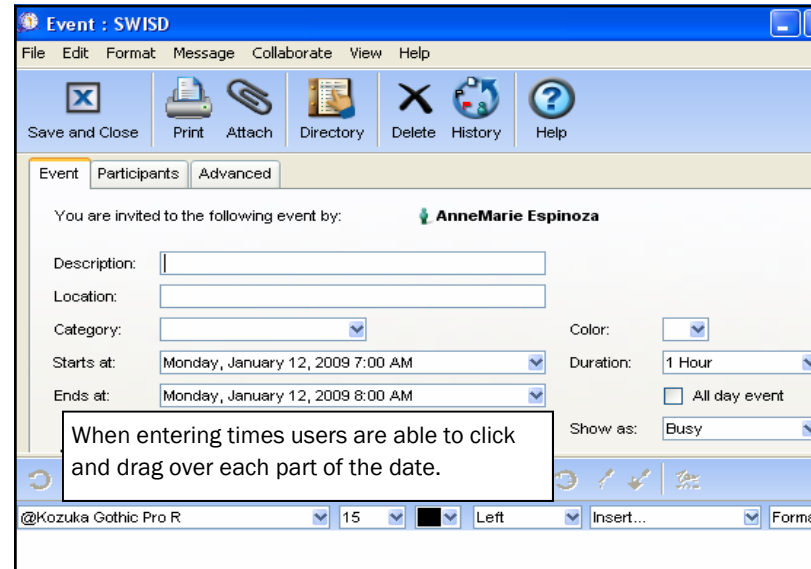
Ends at:

Color:

Duration:

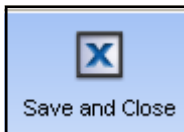
Show as:

Text Field:

A screenshot of the "Event : SWISD" window in FirstClass. The window has a menu bar (File, Edit, Format, Message, Collaborate, View, Help) and a toolbar with icons for Save and Close, Print, Attach, Directory, Delete, History, and Help. Below the toolbar are tabs for "Event", "Participants", and "Advanced". The "Event" tab is active, showing a form for creating an event. The form includes fields for Description, Location, Category, Starts at, Ends at, Color, Duration, and Show as. A text box with a white background and black border contains the text: "When entering times users are able to click and drag over each part of the date." The "Starts at" field is set to "Monday, January 12, 2009 7:00 AM" and the "Ends at" field is set to "Monday, January 12, 2009 8:00 AM". The "Duration" is set to "1 Hour" and "Show as" is set to "Busy". The window title bar says "Event : SWISD" and the status bar shows "@Kozuka Gothic Pro R", "15", "Left", "Insert...", and "Format".

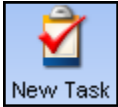
4. After you have entered all the text you

feel is necessary click on the Save and Close Icon to place the event on your FirstClass Calendar.



Notes

FirstClass Calendar



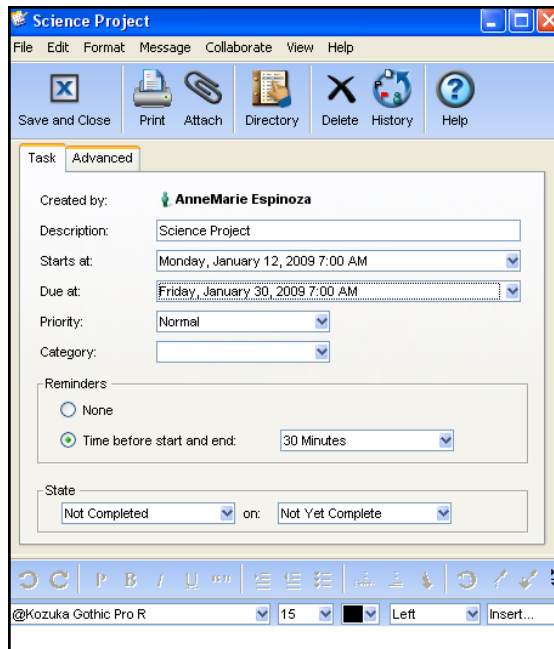
Creating Tasks - FirstClass allows users to create tasks in their FirstClass Calendar. Incomplete tasks move to Today's List on the set start date. These tasks will remain in the Today's List until completed. Once a task has been completed it will move to the date it was completed and display with a red line through the task.

To create a task:

1. Open your FirstClass Calendar by double-clicking on the Calendar Icon.
2. Click on the black arrow behind the New Icon
3. Select New Task
4. This will open a new Task Window.
Enter your task information.



5. Click on Save and Close



Notes