Organizing your schedule shouldn't be a burden. With MyLIU Google Calendar, it's easy to keep track of life's important events all in one place.

Accessing Calendar

From your MyLIU Student Portal

Click on the Calendar icon under MyLIU Links

MyLIU Links				8 -
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Mail	Documents	Calendar	Sites	Video
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My Center	Blackboard	Pay My Bill		
			31 Calendar	

From your email page

Click on Calendar in the main menu on top of the page

Mail	Calendar	Documents	Sites	Video	Contacts	More »
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Calendar Views

You can change the way you view your Calendar from the submenu.



Day View

Week View

Month View

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Agenda View

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Editing Calendar

Add an event:

Click on the day you want to create an event on and type an event name.

When:	Mon, I	November 7, 2011	
What:			
	e.g., 7p	m Dinner at Pancho's	
Create	event	Edit event »	

Choose **edit event** and set a reminder (via email or popup) so you can stay on schedule. Other options for your event are available here as well.

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Go to Dentist	Attachment Add attachment
Image: Second state Image: Second state Imag	Event color Reminders Email 10 minutes X Pop-up 10 minutes X Add a reminder
Where Calendar Jason ÷ Description	Show me as Available Busy Privacy Default Public Private Learn more about private vs public events

Share a calendar:

Click the arrow next to the calendar you want to share and choose Share this calendar and enter the person's email address in the box under Share with specific people.

Jason	
Tasks	Display only this Calendar
	Calendar settings
 Other calendars 	Create event on this calendar
Add a coworker's calenda	Share this Calendar
Contacts' birthdays a.	Notifications
US Holidays	