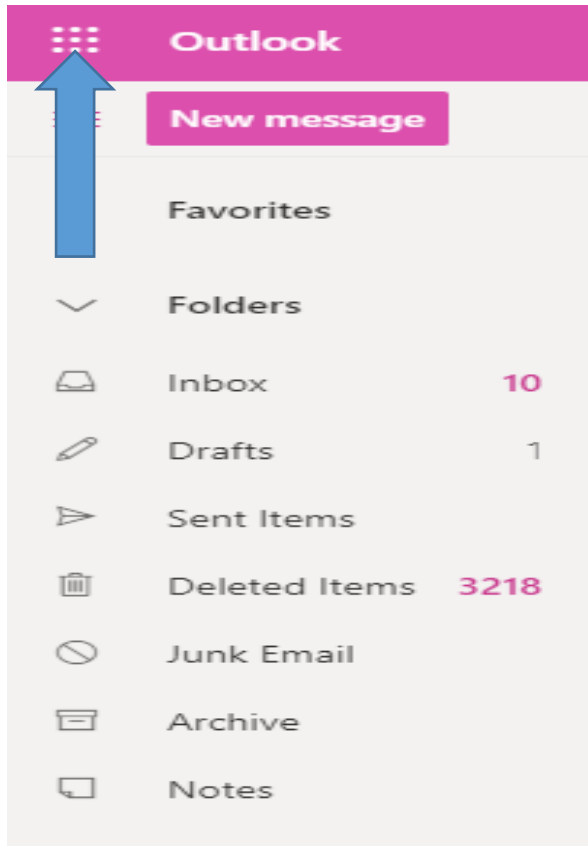


How To Add Events To Your School Calendar

With the development of the interactive lessons schedule, it is even more important to get yourself organised. A great way to do this would be to add all of your interactive lessons into your school email calendar.

Step 1: Open your email and click on the waffle. This is found on the left hand side, above 'New message', (shown below with blue arrow).



Step 2: Select calendar, (shown below with blue arrow).



Office 365 →

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class Notebook



Sway



Forms

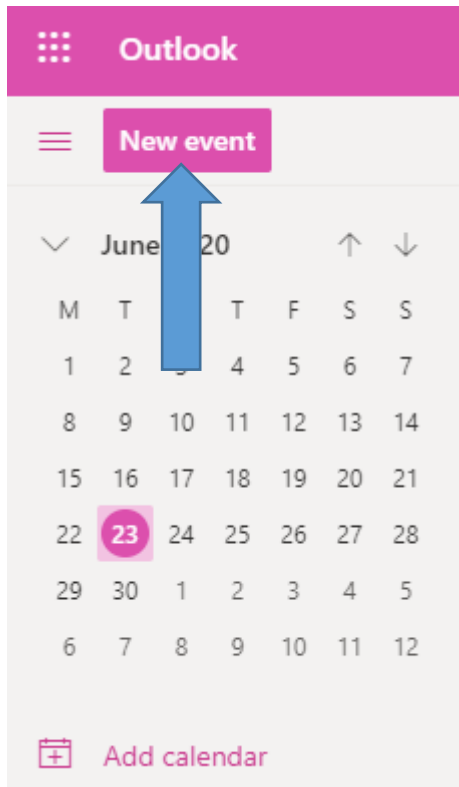


Calendar

All apps →



Step 3: Click on 'New event', (shown below with blue arrow).



Step 4: Enter details of your live lesson, including the lesson title, date and time, (shown below with blue arrows).

The screenshot shows a calendar application window titled "Calendar". The interface includes a top menu bar with options like "Save", "Discard", "Scheduling Assistant", "Busy", "Categorize", and "Response options". The main area is divided into two sections: a form on the left for entering meeting details and a calendar view on the right.

The form fields are as follows:

- Title:** "Add a title" (indicated by a blue arrow pointing up).
- Attendees:** "Invited attendees" (with an "Optional" label).
- Date:** "6/23/2020" (indicated by a blue arrow pointing up).
- Time:** "10:00 AM" to "10:30 AM" (indicated by a blue arrow pointing up).
- Repeat:** "Repeat: Never" (indicated by a blue arrow pointing up).
- Location:** "Search for a room or location" (with an "Add online meeting" option).
- Reminder:** "Remind me: 15 minutes before".
- Description:** "Add a description or attach documents" (with icons for attachments, images, emojis, and links).

The calendar view on the right shows a weekly grid for "Tue, June 23, 2020". A green bar highlights the time slot from 10:00 AM to 10:30 AM, with the text "10:00 AM - 10:30 AM You are available". Below this, a partially visible entry for "Canceled: Maths and Computing" is shown.

Step 5: Once you have entered this information, click save, (shown below with blue arrow). Repeat for all of your interactive lessons through the week.

The screenshot shows a calendar application interface. On the left, a meeting creation form is displayed with the following fields and options:

- Title:** "Webinar live lesson" (with a blue arrow pointing to the "Save" button).
- Attendees:** "Add attendees" (with an "Optional" link).
- Date:** "6/24/2020".
- Time:** "11:00 AM" to "12:00 PM".
- All day:** A toggle switch is currently turned off.
- Repeat:** "Repeat: Never".
- Location:** "Search for a room or location" (with an "Add online meeting" link).
- Reminder:** "Remind me: 15 minutes before".
- Description:** "Add a description or attach documents" (with icons for attachments, images, emojis, and links).

On the right, a calendar view for "Wed, June 24, 2020" is shown. A green meeting block is visible from 11:00 AM to 12:00 PM, labeled "11:00 AM - 12:00 PM" and "You are available". The time slots range from 11 AM to 10 PM.

Step 6: Once in your calendar, your event will pop up as a reminder in your email account 15 minutes before the event is to start. (shown below with blue arrow).

