Adding Events to Your Calendar

Step 1. To begin Click on Calendar
Step 2. Click the Add symbol

Step 3. Type a Name for the new Event.
Step 4. The Event Name should look like the picture shown below.

Step 5. Type in a description.
Step 6. Your description should look like the picture below.

Step 7. You can use the date selection Calendar to set the dates and times for the event.
Step 8. Set the **Start Date** as shown the picture below.

![Calendar Image]

Step 9. Set the Event Times as shown the pictures below. First set the **Start time**, then the **End time**.

![Event Time Image]
Step 10. Click Done

Step 11. Click Save
Step 12. Your Calendar Event was successfully created.

Step 13. Scroll down to ICaendar
Step 14. Click Get External Calendar Link. (This generates a link so that you can import your calendar contents from Blackboard to another calendar application such as Google Calendar.)