A User's Guide to Clock

Contents

Chapter 1. Starting Clock

Windows has its own in built app "Clock" for setting alarms.

To start Clock:

1. Click the Start Menu.
2. Hit the Search button and type "Clock".
3. Open the Clock Application.

Signing In

You can also choose to sign in with your work/personal mail ID in order to sync your alarms with your work schedule.

1. Click on the Sign in icon on the left navigation bar.
2. Sign in using your Microsoft Work/School account.

Chapter 2. Features of Clock

Focus Sessions

Focus Sessions allow the user to set a specific time duration for work periods with timely break periods in between, thus improving productivity at work.

Ready, Set, Focus !

To enable Focus Sessions:

1. Click on the Focus Sessions ⊚ icon on the left navigation toolbar
2. Click "Get Started".
3. Under the **"Ready, Set, Focus"** section, Enter the number of minutes you have at your disposal.
4. If you do not want breaks, tick the checkbox next to "Skip Breaks".
5. Click on "Start Focus Section".
6. Your focus session begins.
7. The countdown time is tracked and at the end of it, you will receive a reminder asking you to take a 5 minute break from work.

Customize break period and focus period:

1. Click the "See More" ⋯ icon in the same section.
2. Click "View Settings".
3. Click on "Focus Periods".
4. Select the desired duration of Focus and break periods.
5. The changes made in this setting will be reflected when you return to the **"Ready, Set, Focus"** section.

Daily Progress

This section lets you know how much of your goal has been achieved.

To edit your daily goals:

1. Click the edit ✎ icon in the "Daily Progress" Section.
2. Set your daily goal duration.

3. Set the time of the day at which you want to clear records of daily progress and completed tasks everyday.
4. Tick the checkbox next to "Include weekends in streaks" if you want to include weekends as well.
5. Click Save.

Tasks

This section allows you to add tasks and assign them to your focus sessions throughout the day.

To add a task:

1. Click the Add ✛ button in the "Tasks" Section.
2. Enter the task title and hit the enter button.
3. Your task is saved.
4. You can save upto a couple of tasks and select/deselect them for your session.
5. Click the See more ⋯ icon in order to :
   ◦ Expand task list.
   ◦ Collapse task list.
   ◦ Choose a task list.

   From the existing task lists.

Spotify

Spotify is a digital music, podcast, and video service that gives you access to millions of songs and other content from creators all over the world.

You can use the Spotify app to enhance your focus sessions with music and podcasts.

Click on the **Install Spotify** Button if you wish to do so.

Click the See more ⋯ icon in order to :

• Hide Spotify
• View/Change Settings for Spotify

Timer

A timer is a specialized type of clock used for measuring specific time intervals.

Click on the ⧖ icon on the left navigation toolbar to open the Timer section.

1 minute, 3 minute, 5 minute, 10 minute timers would be present by default. These Timers can be started, reset and edited to customize user needs.
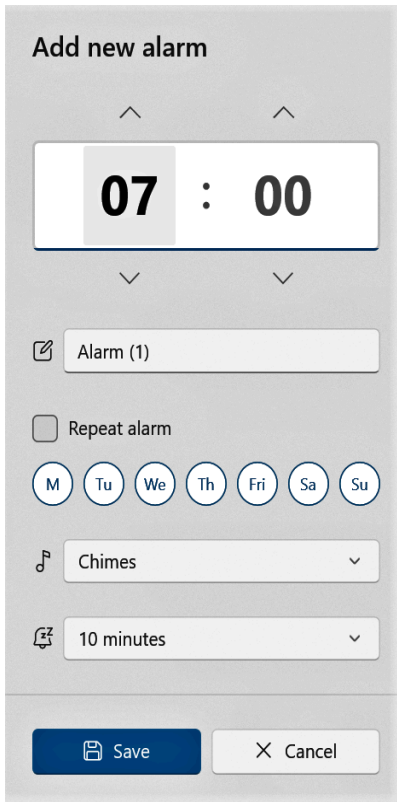
- Click the play icon ▶ to start the timer of your choice.

- Click the Reset icon ↺ to reset the timer.

- Click the Expand icon ↗ to expand the timer view.

- Click the Restore icon ↗ to minimize the expanded view.

- Click the Keep on Top 🗗 icon to pin the timer to the top of the screen.

- In order to edit any of the timers, right click your mouse button over the timer, select "Edit" ✎ and edit it as required.

- In order to delete a timer, right click your mouse button over the timer, select "Delete" 🗑 .

- In order to add a new timer, click the "Add timer" icon + on the bottom right of the window.

Alarm

Using Clock, you can set an alarm to remind you of important tasks throughout the week.

To set an alarm:

- Click on the Alarm icon $\bigcirc$ on the left navigation toolbar.
- Click the Add button $+$ to add a new alarm.

- Set the alarm time.
- Enter a name for the alarm.
- Tick the checkbox next to "Repeat Alarm", if you wish to Repeat the alarm on the specified day and time in the upcoming weeks.
- Select the days of the week on which you want the alarm to ring.
- Select your choice of alarm ringtone from the dropdown list.
- Select the alarm snooze time from the dropdown.
- Click the Save button to save the alarm.

To edit alarms:

- Click on the Edit icon $\diagup$ to edit alarms.
- Click on the alarm you wish to edit and make changes.

To delete alarms:

- Hover the mouse over the alarm card to be deleted and right click.
- Click on "Delete" 🗑 .
- Alternatively, you can click the Edit icon ✎ on the bottom right end of the window, and then click the Delete icon 🗑 over the alarm to be deleted.
- Click the Done icon ✓ once deleted.

Stopwatch

Stopwatch can be used to measure the amount of time that elapses between its activation and deactivation.

To start stopwatch:

- Click the Stopwatch icon ⏱ on the left navigation toolbar.
- Click the Start icon ▶ to start the stopwatch.
- Click the laps icon ⚐ to view the time laps/splits.
- Click the reset button ↺ to reset the stopwatch.
- Click the expand icon ↗ to expand the stopwatch.
- Click the Keep on Top icon ⧉ to keep the stopwatch In a movable mini window over your screen.

World Clock

You can use the World Clock to view the current time for various cities around the world.

To view World Clock:

1. Click on the World clock icon 🌐 on the left navigation bar.
2. Here, you can view the local time corresponding to your region.
3. Click on the Add icon ＋ to add more cities and view their respective timezones.
4. Enter the city name and click the Add button.
5. You can now view the current time zone of the selected city.
6. Click on the Edit button ✎ to delete any of the added cities.

7. Click the Done button once done with changes.

8. Click on the compare icon to compare the timezones of various cities in your list.

Chapter 3. Additional Settings

To view settings for Clock:

- Click on the Settings icon on the left navigation bar.

Account Settings:

- Click on Manage to manage your account.
- Click on Sign out to sign out of your account.

Focus Session Settings

Here you can find settings for:

- Focus period.
- Break period.
- Session sound.
- Spotify.
- To do.

General settings:

Here, you can find settings for :

- App Theme
- Notifications
- Privacy

Click on "*Send Feedback*" to send feedback about the Clock application.