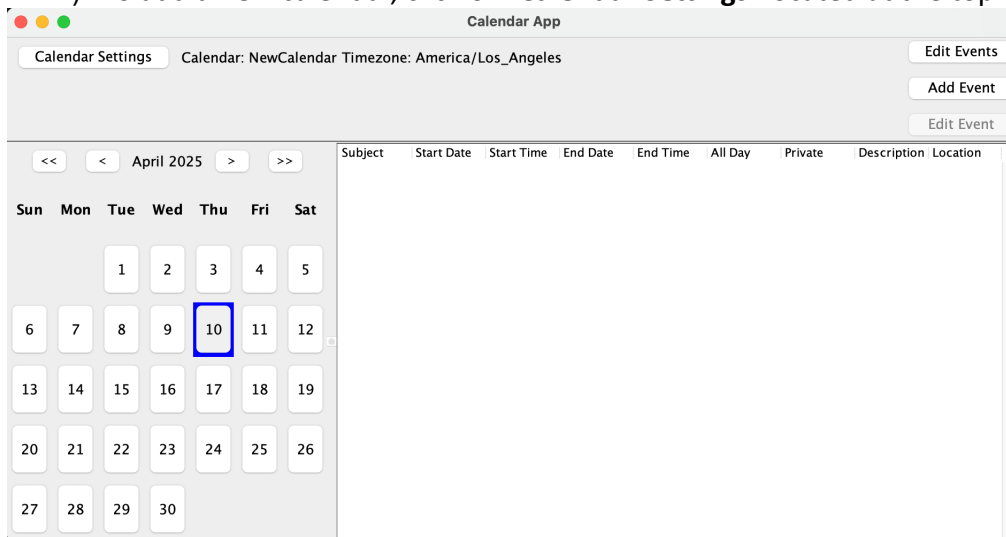## Adding new calendar
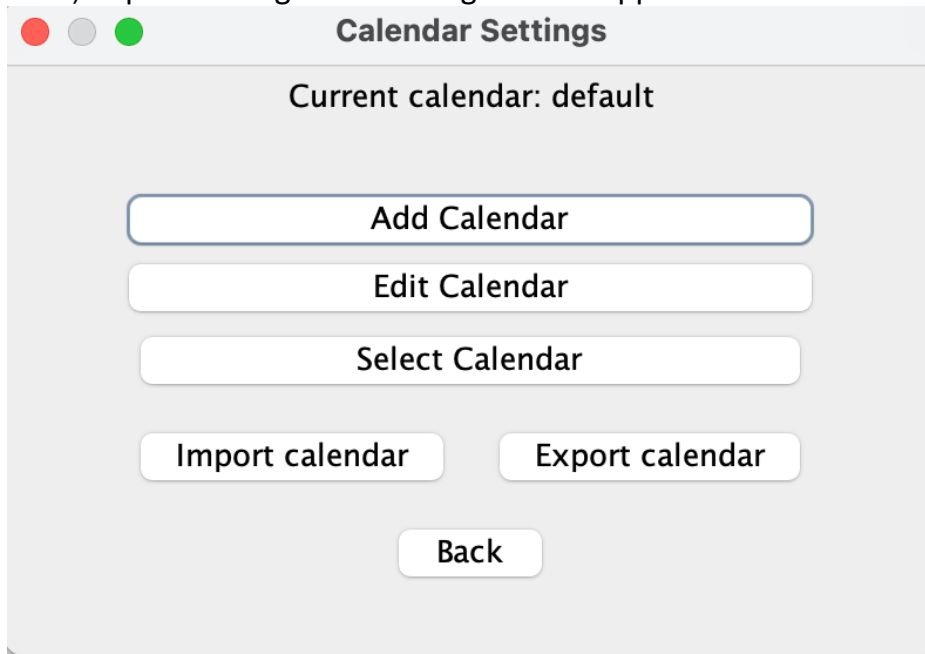
1) The Calendar app launches with a default calendar named **'default'** and timezone **America/New_York**.

Calendar: default Timezone: America/New_York

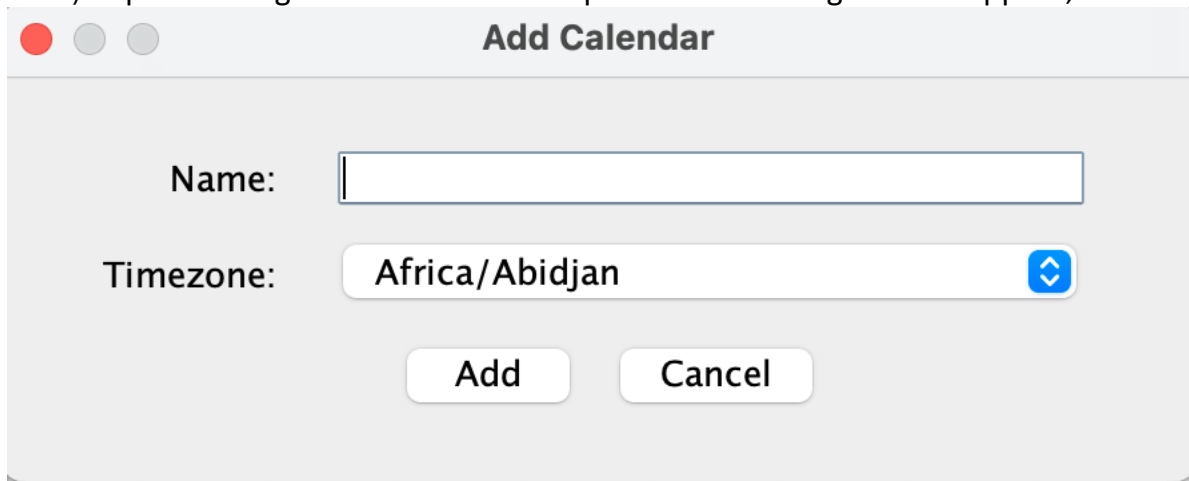2) To add a new calendar, click on **'Calendar Settings'** located at the top-left corner.

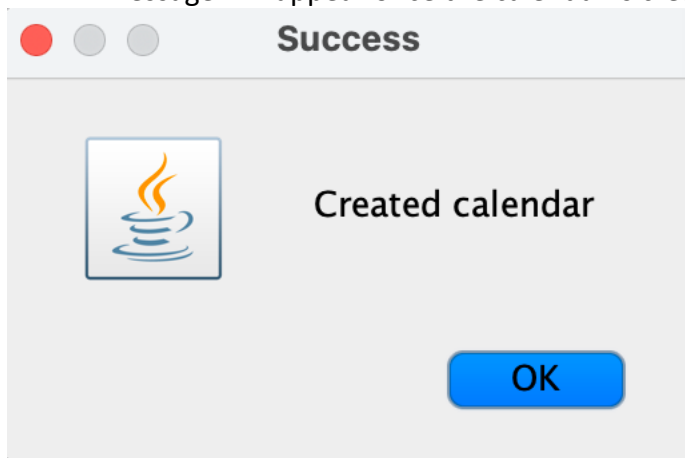3) Upon clicking a new dialog box will appear as shown in the image,

4) Upon clicking the 'Add calendar' option a new dialog box will appear,

Add Calendar

Name: [   ]

Timezone: Africa/Abidjan

Add   Cancel

5) Enter a name for the new calendar, choose a timezone, and press **'Add'**. A confirmation message will appear once the calendar is created successfully.
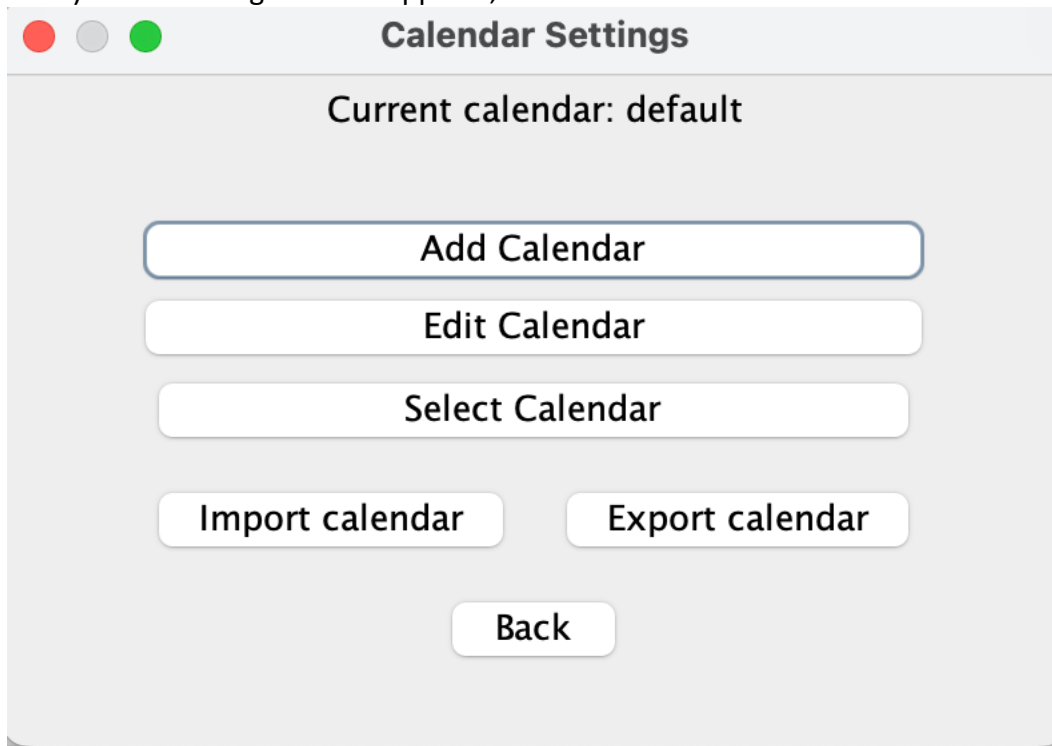
Success

Created calendar

OK

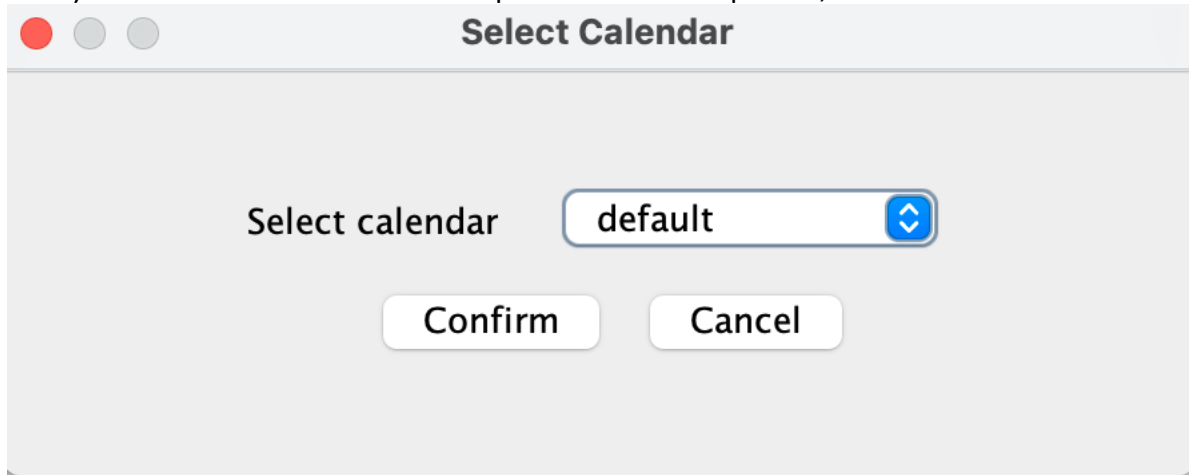## To select a calendar on which user wants to work

1) To switch to a different calendar, go to **'Calendar Settings'**.
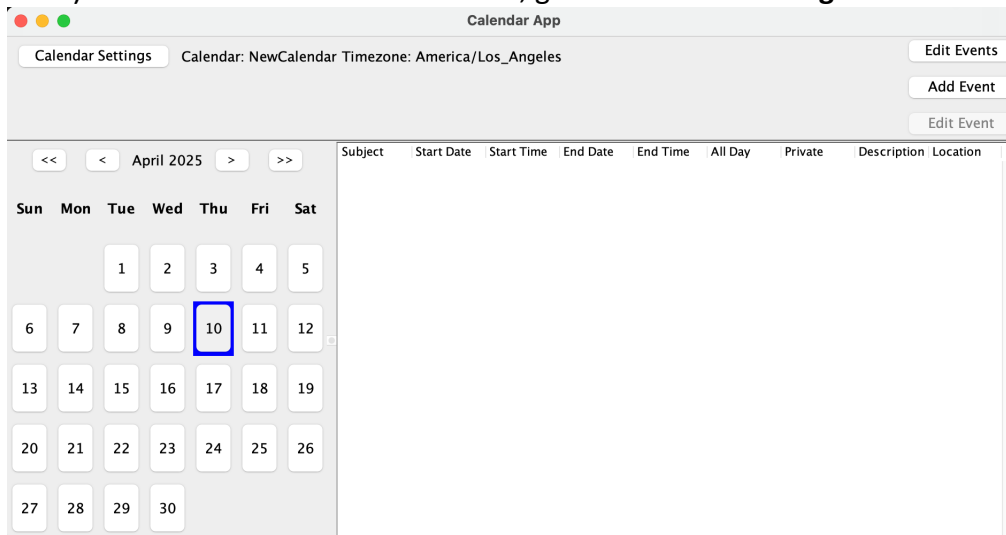
2) In the dialog box that appears, click **'Select Calendar'**.

3) A new selection window will open. From the dropdown, choose the desired calendar.

Select Calendar

Select calendar   default

Confirm   Cancel

4) From the dropdown list, select the required calendar and press 'confirm'.

Select Calendar

         Calendar1

Select calendar   ✓ default

Confirm   Cancel
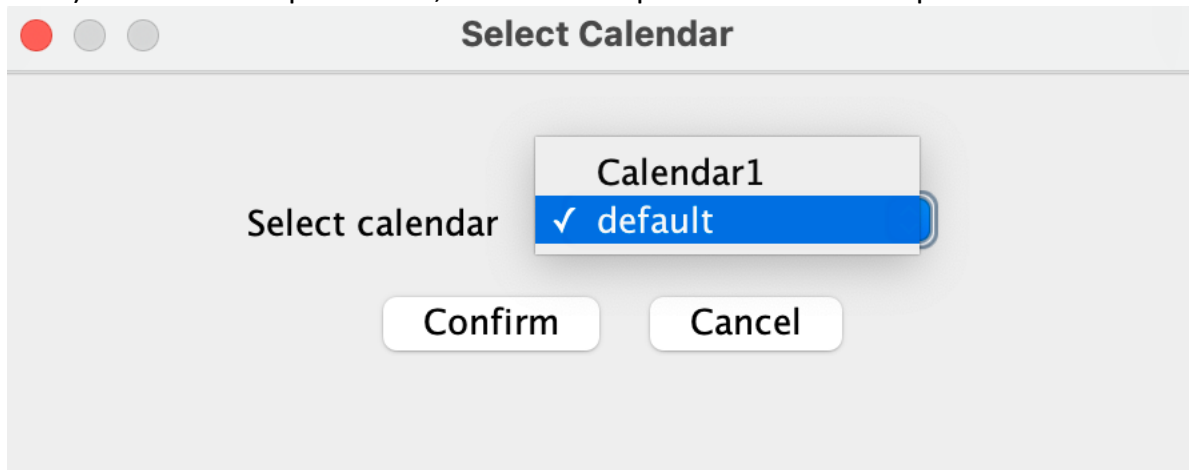
5) A confirmation message will notify you that the calendar has been switched.

Success

Current calendar: NewCalendar

OK
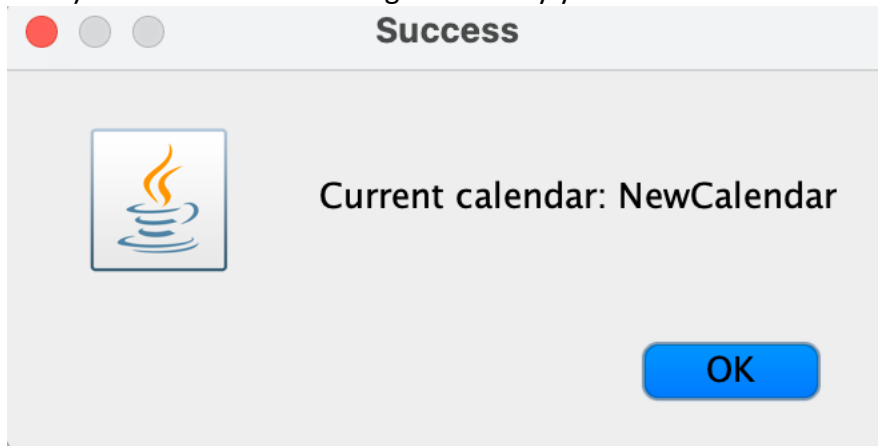
Creating an event

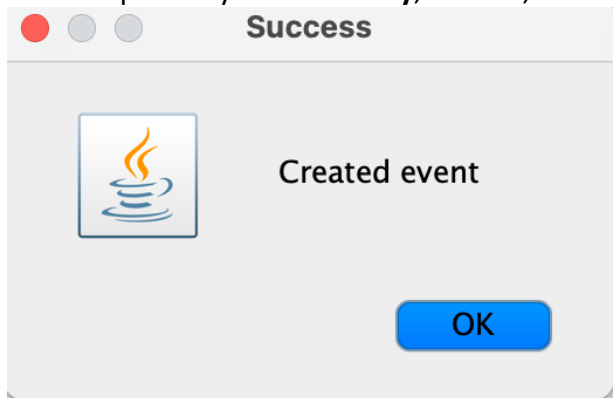1) To add an event to a specific date, click the **'Add Event'** button in the top-right corner of the calendar app.
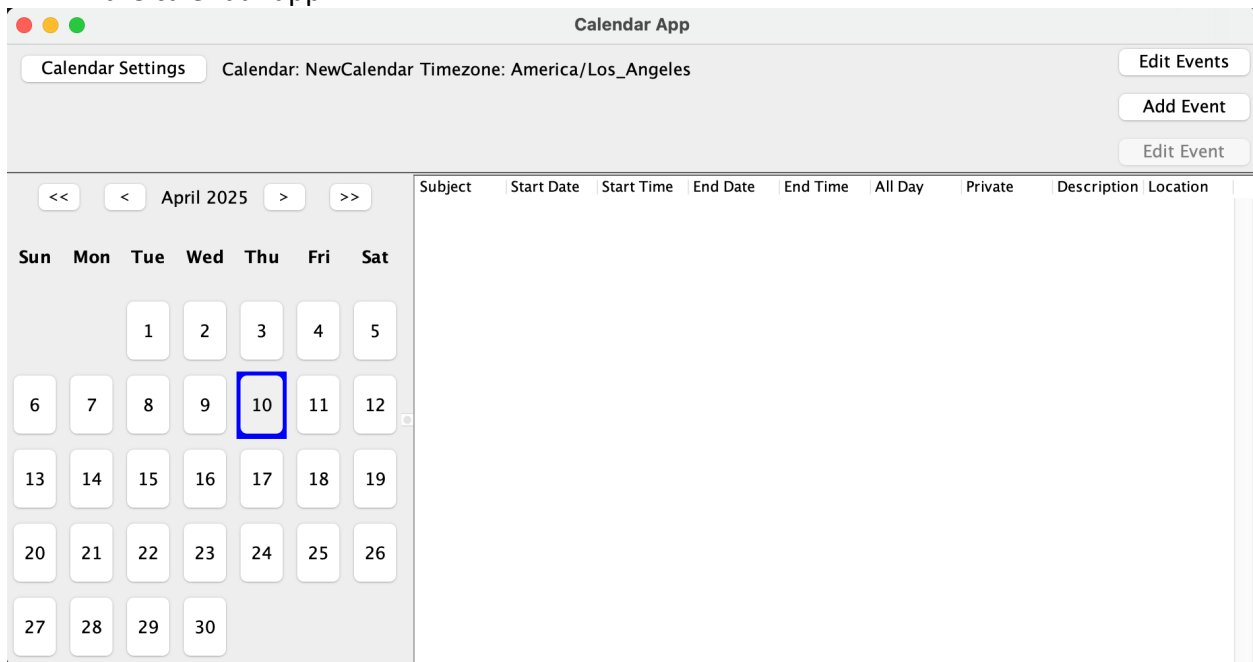
2) Upon clicking the 'Add Event' dialog box will appear,
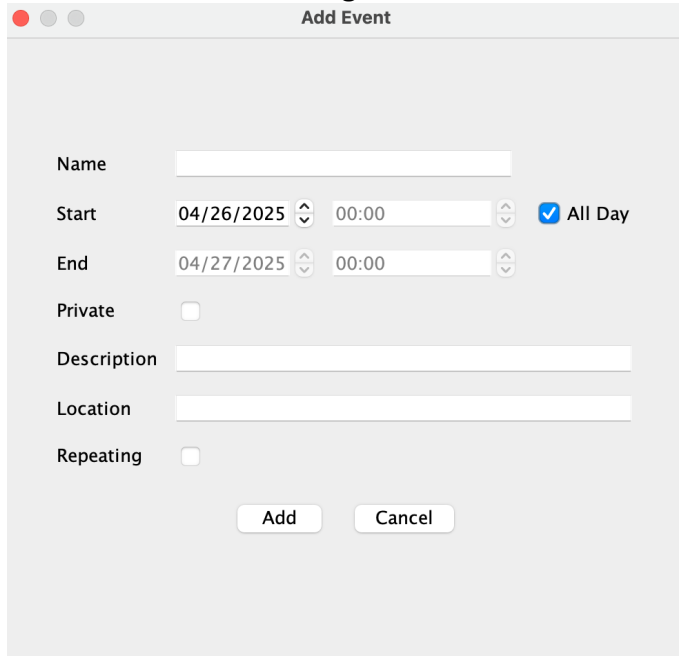
3) Fill in the necessary details such as **Name**, **Start/End Date**, **Start/End Time**, and optionally check **All Day**, **Private**, or fill in **Description**, **Location**. And press 'add'.

4) In case if you want to create all day event then mark the 'All Day' checkbox in the 'Add Event' dialog box and follow the steps mentioned in the above.
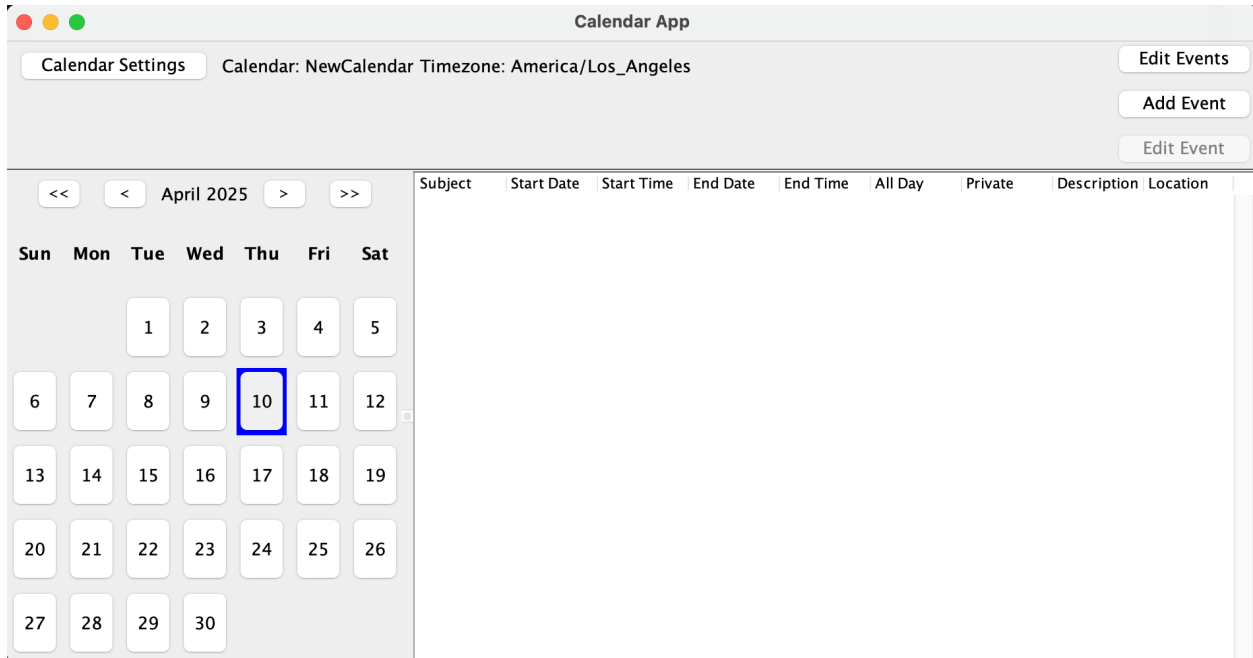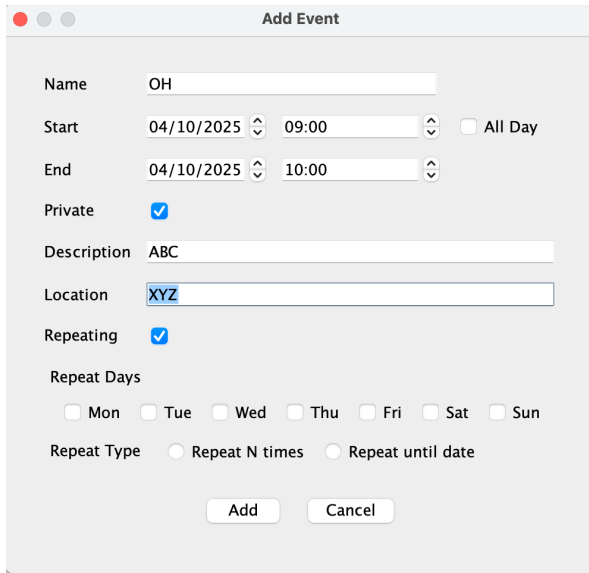
Creating recurring event

1) To create a recurring event press 'Add Event' button in the top right corner of the calendar app frame.

2) Upon clicking 'Add Event' dialog box will appear,

3) Provide the required details and mark the 'Repeating' checkbox.
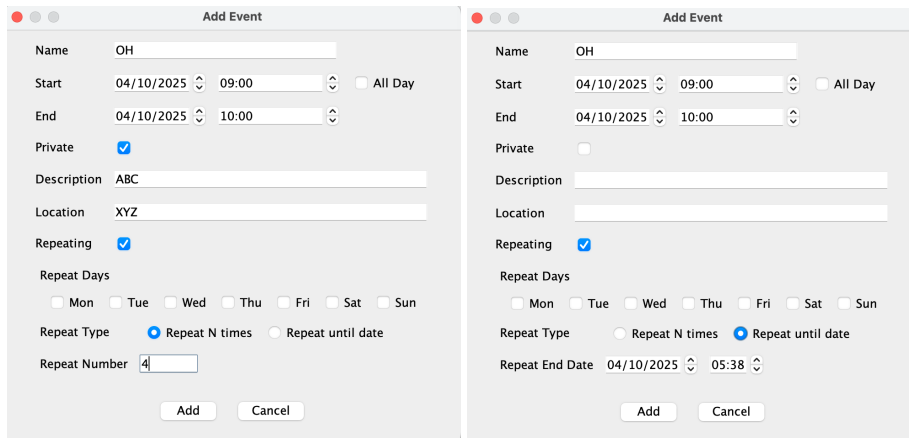
4) Select the required days of the week you want the event to reoccur.
5) If you want the event to occur for certain number of times the press 'Repeat N Times' and provide the number of frequency.
6) If you want the event to occur until certain date then select 'Repeat Until date' option and provide the required end date.

7) Press 'Add' button to create a reoccurring event after providing the required details.
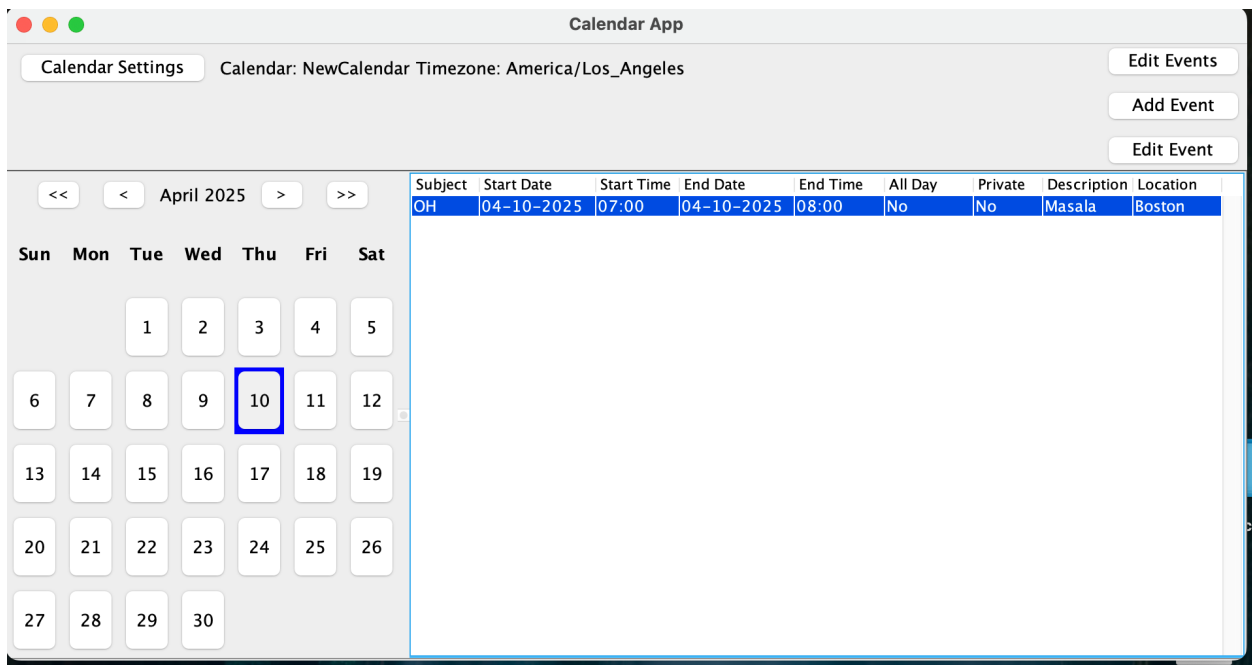
Editing an event

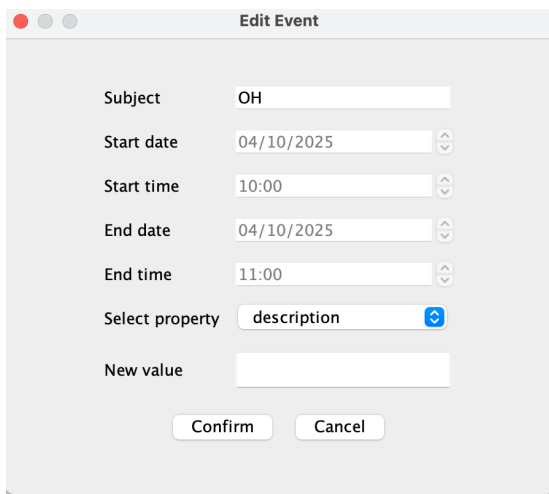1) The events are listed in the center pane of the Calendar app.
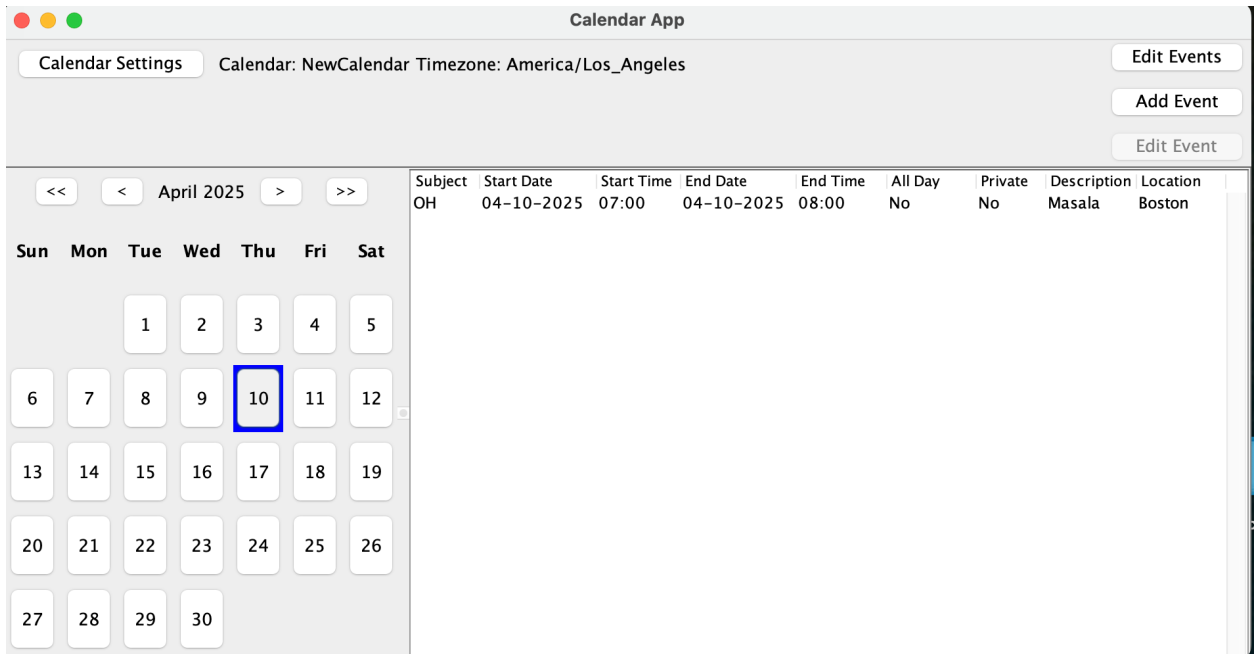
2) Select the required event you want to edit, and click 'Edit Event'.
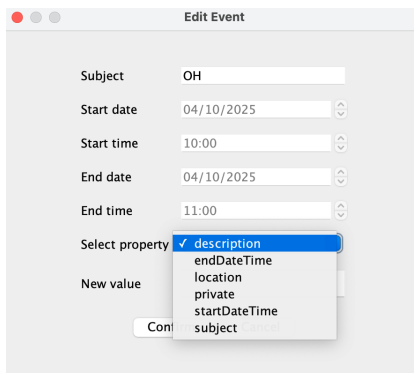
3) You can view the event details.

Subject	Start Date	Start Time	End Date	End Time	All Day	Private	Description	Location
OH2	04-26-2...	18:00	04-26-2...	19:00	No	No		

4) Upon clicking 'Edit event' dialog box will appear.

5) Select the required property you want to change from the 'Select property' dropdown.

6) Provide a new value for the selected property and press 'Confirm'.

Edit Event

Subject	OH
Start date	04/10/2025
Start time	10:00
End date	04/10/2025
End time	11:00
Select property	subject
New value	OfficeHours

Confirm   Cancel

Success

Edited event

OK

Editing multiple events with same Subjects

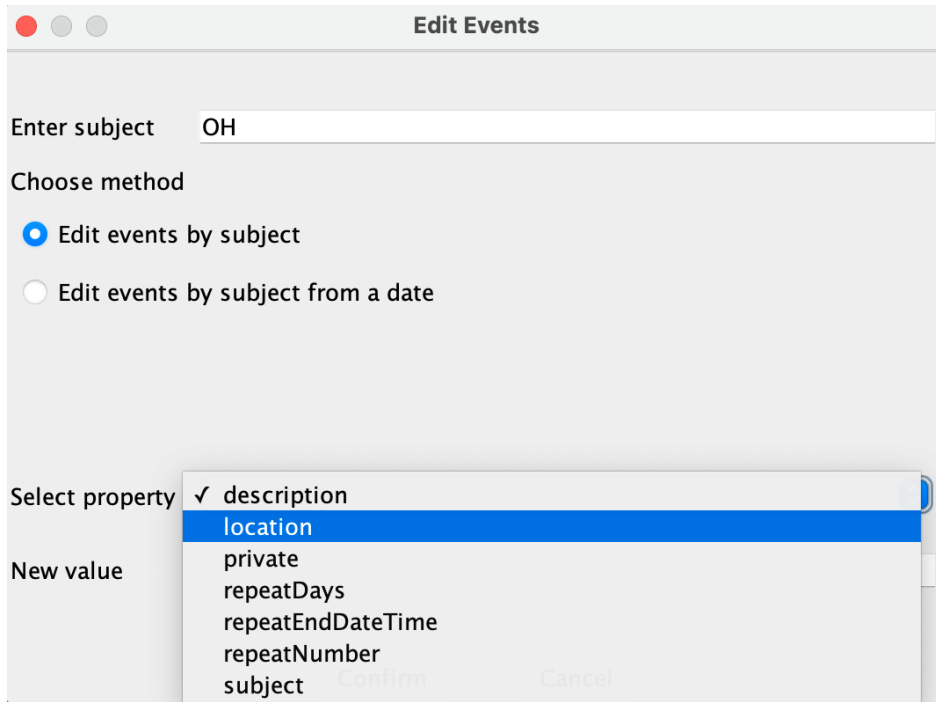1) To edit multiple events simultaneously click on 'Edit Events' button on the top right corner.
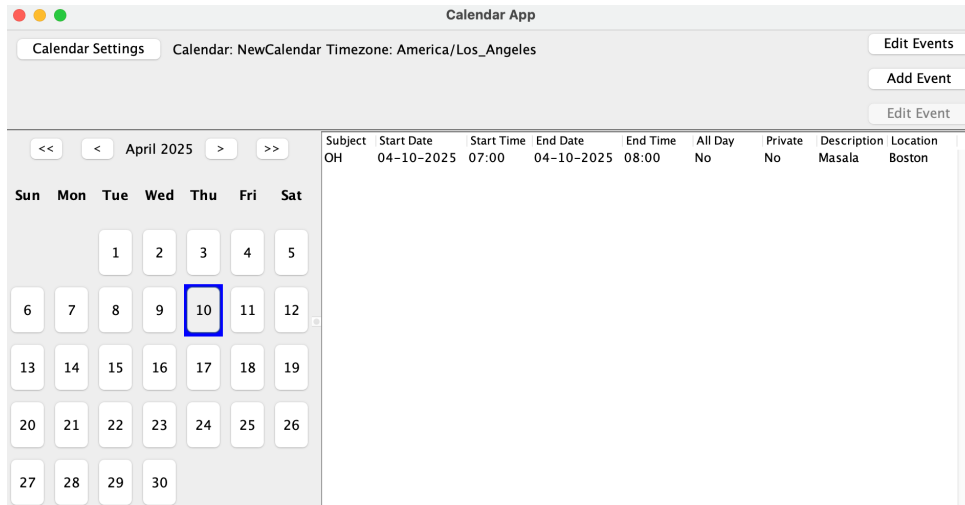
2) Provide the name of the events in the subject field. And choose one of the methods
   a) Edit events by subject- If you want to change any specific property for all the events with the same subject.
   b) Edit events by subject from a date- updates events from a specific start date.

3) Select the desired property you want to change.

4) Provide a new value for the selected property and click confirm.
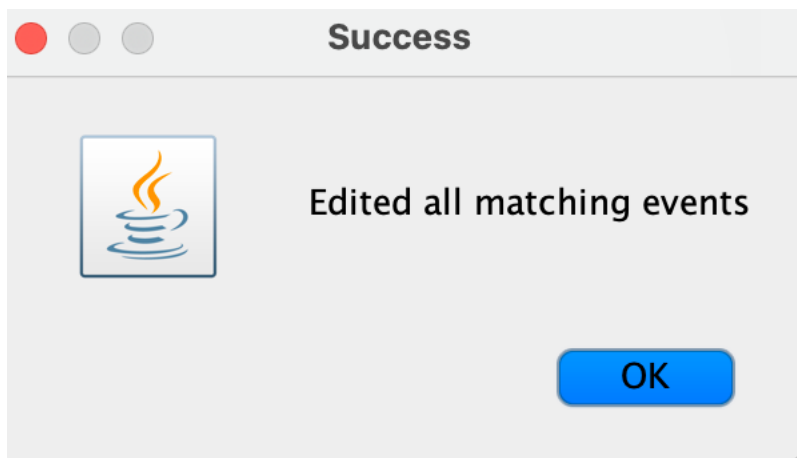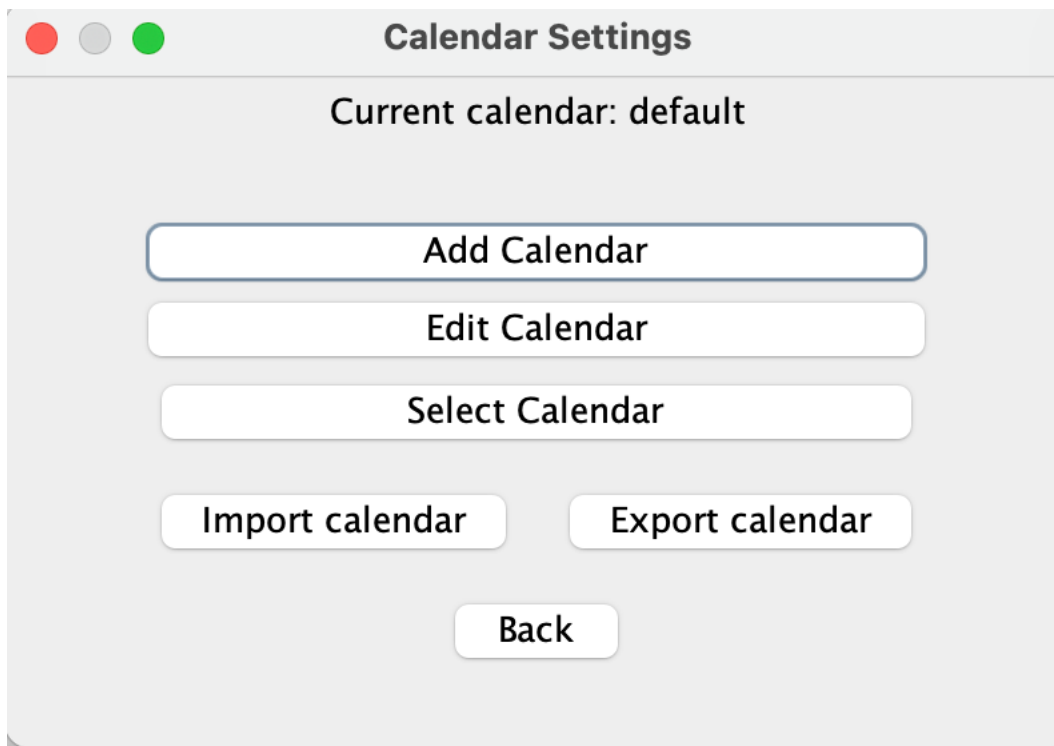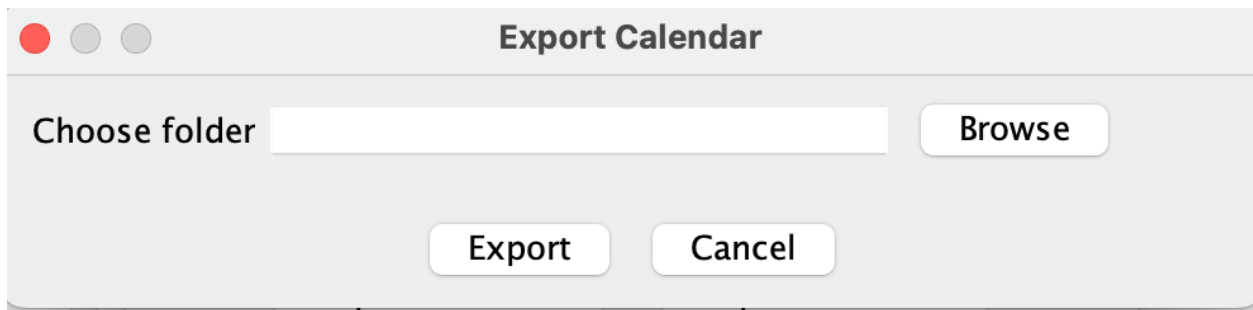
Exporting events from the GUI

1) To export the events Click on the 'Calendar Settings' button on the top left corner of calendar app frame.
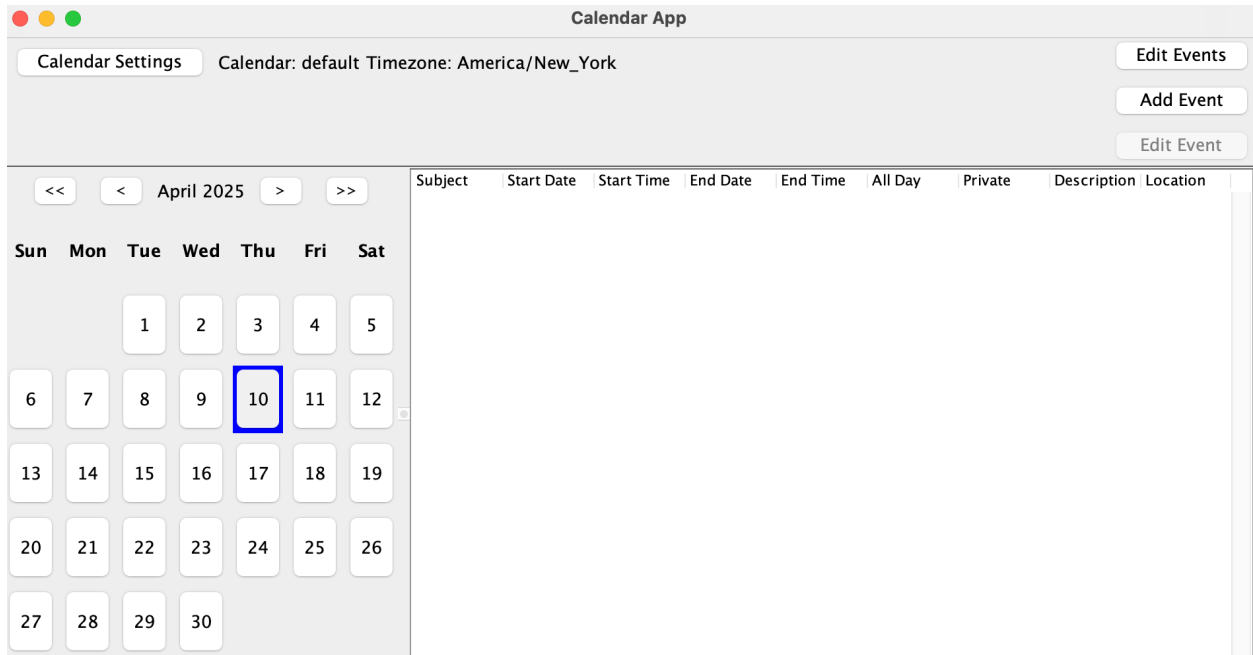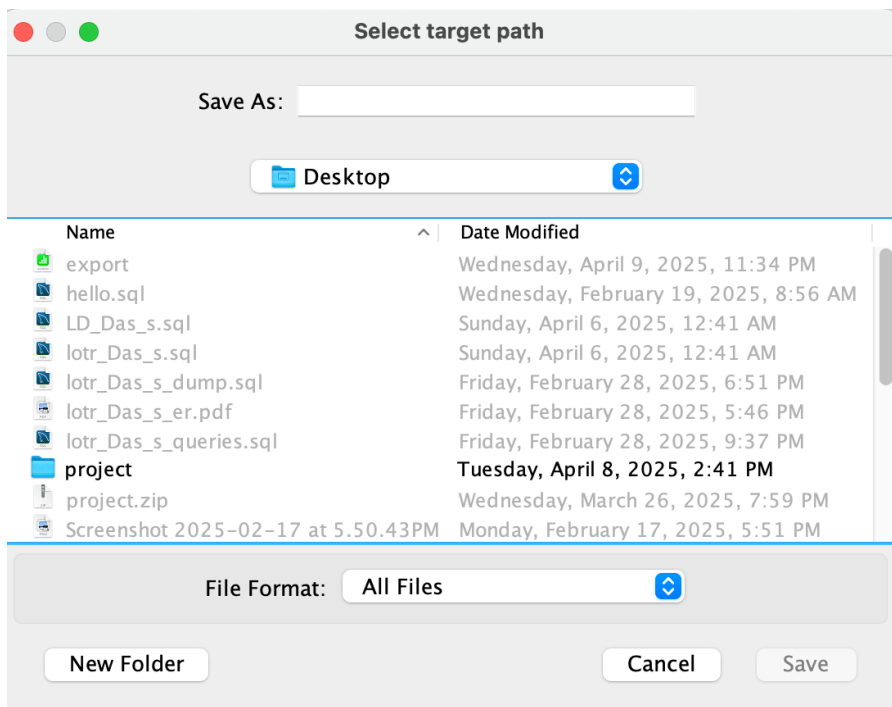

2) Upon clicking the below dialog box will appear.

3) Upon clicking the 'Export Calendar' button, the below dialog box will appear.
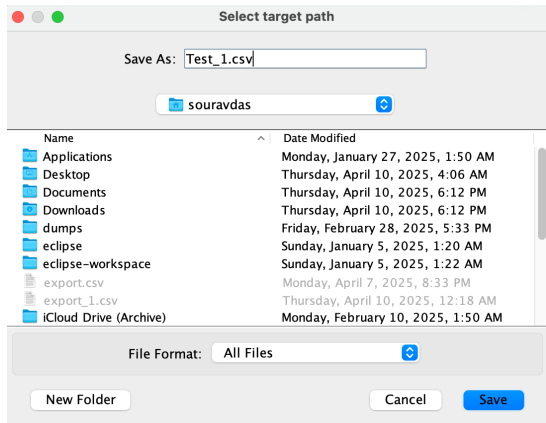

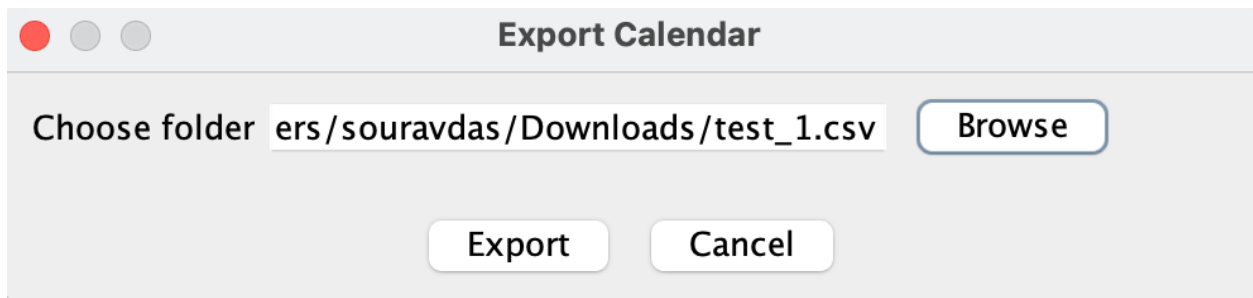4) Browse the folders to set the path in which you want to save the CSV file.

5) Once the folder is selected, provide the new filename with extension in the 'Save As:' field.

For eg:- 'Test.csv' or 'meeting.csv'

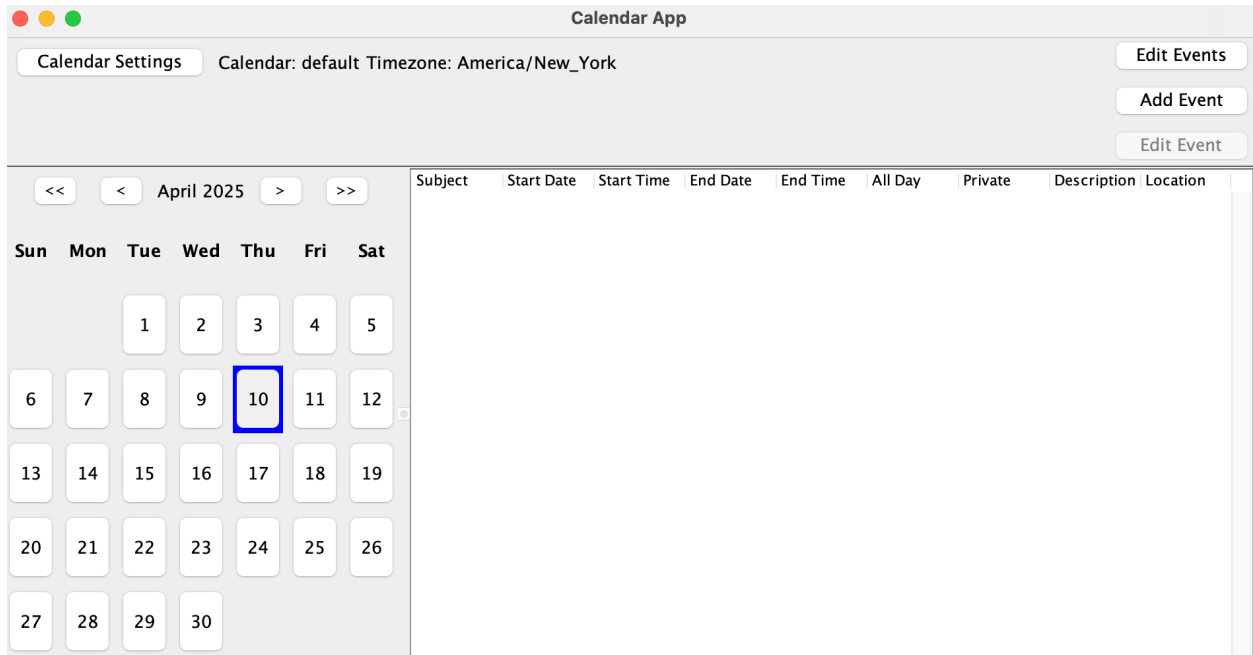6) Once the file name is provided then click on 'Save'. After that another dialog box will appear prompting to export.

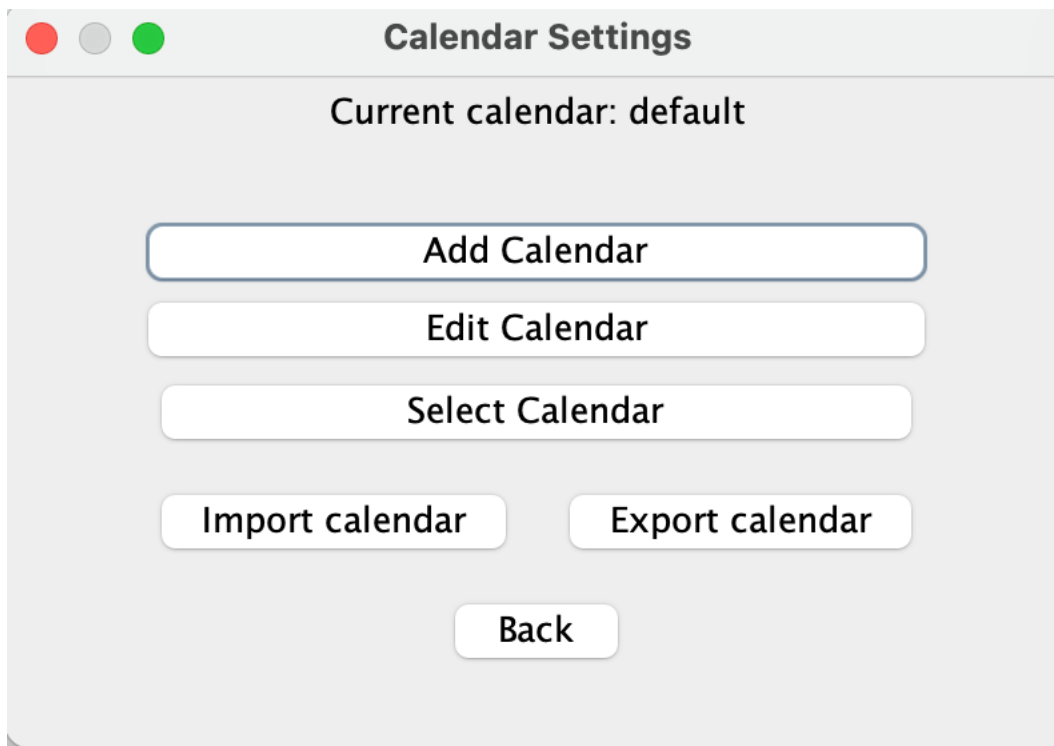7) By clicking on 'Export' button the file will be saved in the desired folder path.
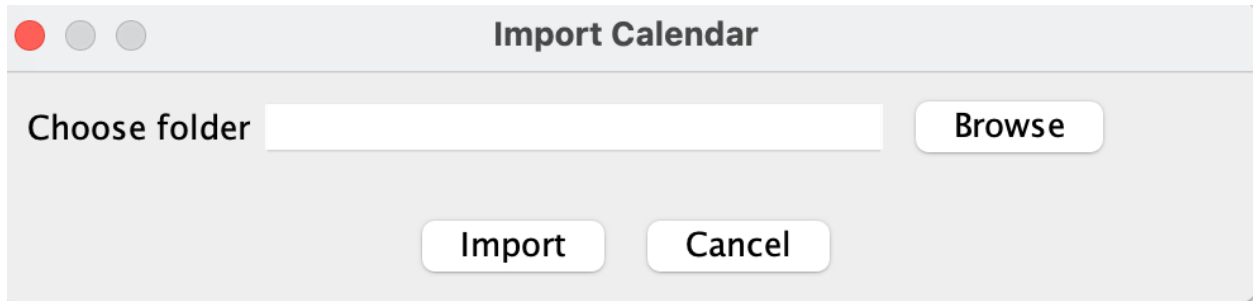
Import a CSV file of event list into GUI

1) To import the events Click on the 'Calendar Settings' button on the top left corner of calendar app frame.
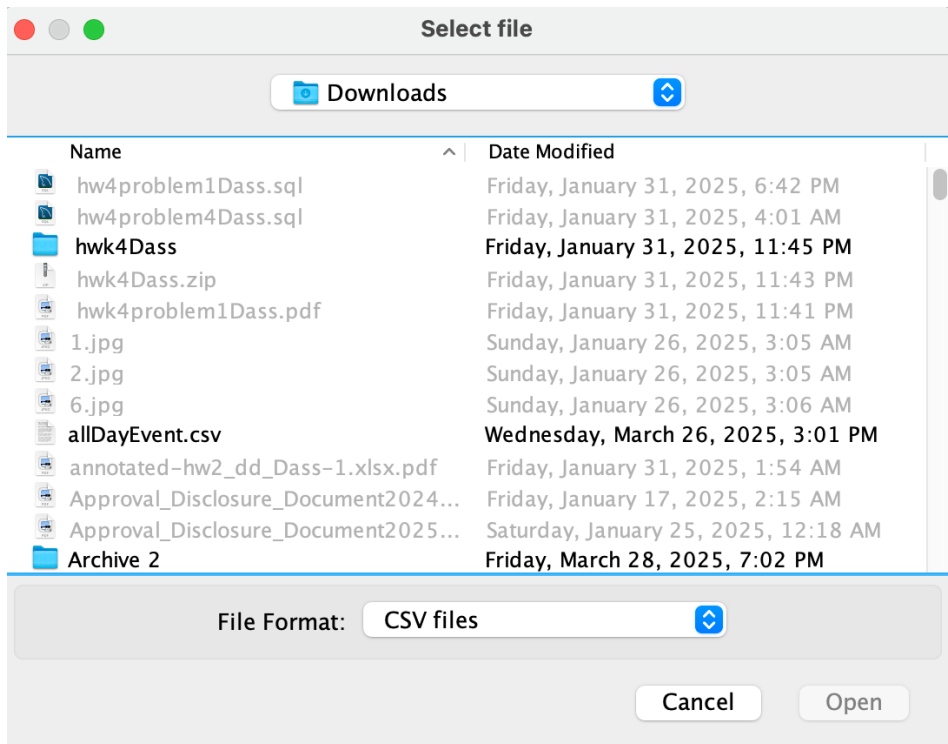

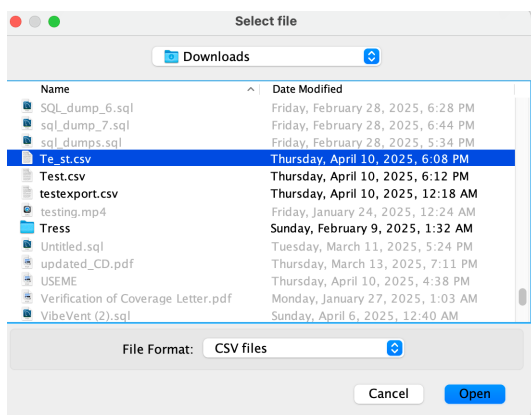2) Upon clicking the below dialog box will appear.

3) Upon clicking the 'Import Calendar' button, the below dialog box will appear.

4) Browse the folders to select the required csv file.

5) Once the file is selected, Click open

6) Once open is clicked all the files are imported.

Success

Finished importing events.

OK