

Open the program in
your web browser

Choose the
Month you
want

You can pick
the day view
or the week
view in this
state

If you choose
week event
you then
need to pick
day

If you choose
the day view
you are ready
to add event

In the add
event you
can choose
the time and
options of
repeat

with the
same
process you
can also
delete an
event from
the list

close the
program

