## (9) CALENDAR ©

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For important PEACESAT dates and events please feel free to view the calendar by clicking here.


## I NSTRUCTI ONS FOR USI NG CALENDAR

The link will direct you to the PEACESAT Web Calendar.
The calendar will open to the present date in a month view. A month view displays an entire month, including appointments.


Moving around in Month view:
Click on the down arrow
to select the desired month and click


- To move to the next month, click the right arrow -
- To move to the previous month, click the left arrow -
- To return to today's date in Month view, click

```
                Today
```


## Moving around in Day view:

To display a view of a particular day, click the down arrow $\vee$ to select the date you desire as shown below.


Click on the down arrow $\vee$ and select Day. Click

November $\square$ Day
Week


Month
Year

The Day view is shown below.

| G1 peacesat:OR4 |  | (3) Help ${ }^{\text {close }}$ |  |
| :---: | :---: | :---: | :---: |
|  |  |  |  |
|  |  |  |  |
| (1) Calendar $\Delta$ Tuesday, November $08 \sim$ Week 45 November 2005 |  |  |  |
| Today's schedule and shown-through entries |  |  |  |
| Start End Description |  |  |  |
| I Return to top of page |  |  |  |

- To move to the next day, click the right arrow -
- To move to the previous day, click the left arrow $\Rightarrow$
- To return to today's date in Day view, click [ig̈ Today

Moving around in Week view:
To display a view of a particular week, click the down arrow $\vee$ to select the date you desire as shown below.


Click on the down arrow $\vee$ and select week. Click

```
GO
```

The week view is shown below.


- To move to the next week, click the right arrow -
- To move to the previous week, click the left arrow $\square$
- To return to today's date in week view, click [i巨] Today


## Moving around in Year view:

To display a view of a particular year, click the down arrow $\vee$ to select the date you desire as shown below.


Click on the down arrow $\vee$ and select year. Click
The year view is shown below.


- To move to the next year, click the right arrow
- To move to the previous year, click the left arrow $\downarrow$
- To return to today's date in year view, click [iฮ] Today


## CALENDAR

