



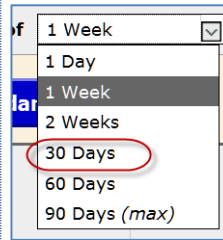
## How to work with your Calendar

With your calendar, you can select different events to view, specify the date range, and view event summaries. These instructions will guide you in these activities.

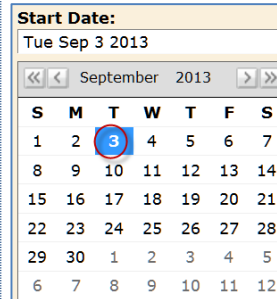
#	Steps	Illustrations
1.	From the Home page, <ul style="list-style-type: none"> <li>Click the <b>Calendar</b> tab</li> </ul>	
2.	Your calendar opens.	
3.	To view the events you requested, <ul style="list-style-type: none"> <li>Click the <b>Showing</b> down arrow</li> <li>Select <b>Events You Have Requested</b></li> </ul>	
4.	The <b>Dates</b> box defaults to a seven-day window. You can use the arrows in the <b>Dates</b> box, to select the appropriate seven-day range or you can specify a different date range.	
5.	To select a different date range, click the date range.	
6.	The calendar picker opens, you can specify a date range by clicking the down arrow in the <b>Enforce a Date Range Interval of</b> box.	



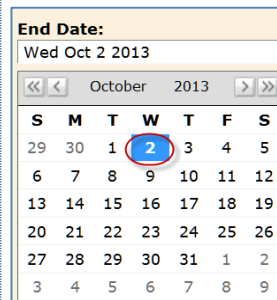
7. From the interval selection, choose the range you desire, such as 30 days.



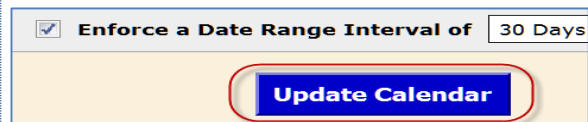
8. For the **Start Date** calendar, select your desired beginning date, such as *September 3*.



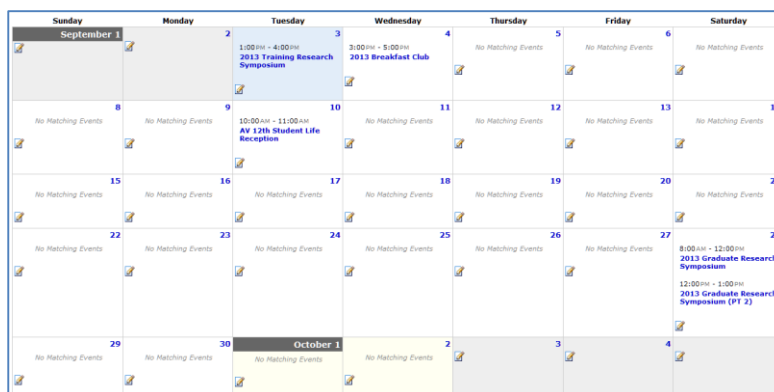
9. For the **End Date** calendar, select your desired beginning date, such as *October 2*.



10. In the **Enforce a Date Range Interval of** box, click the **Update Calendar** button.



11. Your calendar shows the events you chose to see for the selected date range. The calendar cells are in white for the selected date range.



*It is important to note that there may be events on the dates of the cells in gray. You will need to change your date range to see those events.*