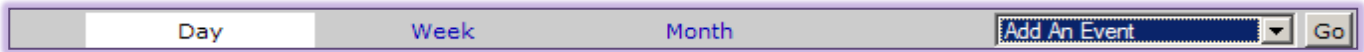


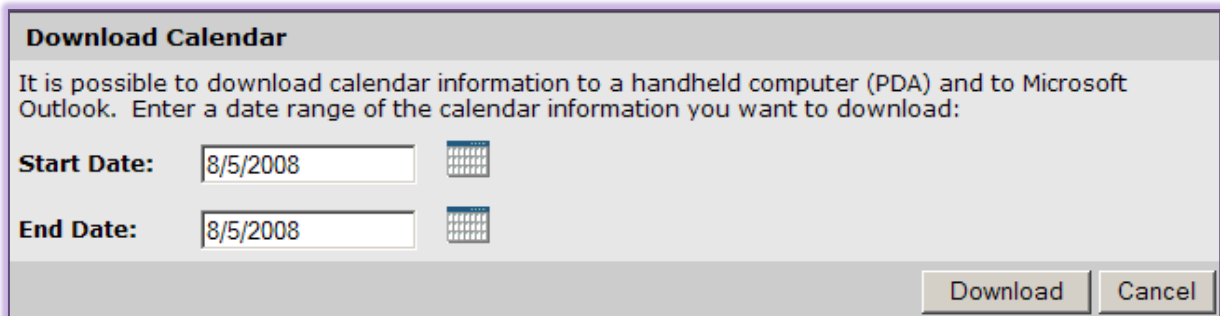
Download Calendar

Calendar events can be downloaded to Microsoft Outlook or to a hand-held device. This option makes the calendar available to instructors and students from virtually anywhere. The date range can be specified during the downloading process. In order to download the Calendar, Internet Explorer 4.0 or above or Netscape 6.0 or above must be used.

- ❖ Click the **Course Tab** in the **Navigation Tree**.
- ❖ Click **Calendar** under the **Course Home** button.
- ❖ From the **Add an Event** list, select **Download Calendar** (see illustration below).



- ❖ Click **Go**.
- ❖ The **Download Calendar** window will display (see illustration below).

A screenshot of a dialog box titled 'Download Calendar'. The text inside reads: 'It is possible to download calendar information to a handheld computer (PDA) and to Microsoft Outlook. Enter a date range of the calendar information you want to download:'. Below this text are two input fields. The first is labeled 'Start Date:' and contains the text '8/5/2008', with a small calendar icon to its right. The second is labeled 'End Date:' and also contains '8/5/2008', with a small calendar icon to its right. At the bottom right of the dialog box are two buttons: 'Download' and 'Cancel'.

- ❖ Do one of the following:
 - Select the date range for the download from the **Start/End Date** fields.
 - Click the small calendar icon and select the **Start** and **End Date** range for the download.
- ❖ Click **Download**.
 - Only events that fall within the selected range will download.
 - This includes the events in event categories that we've chosen to display on the Calendar.
 - Event categories and event reminders will not download.