

Tips and Tricks: Calendar Setups

by Debbie Hauert

Once a client name has been added to the Calendar Server (Corporate Time) the following instructions can be used for further desktop setups. Please contact the help desk for any issues that may occur.

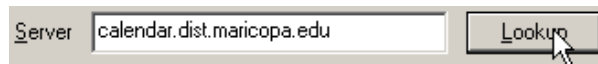
Start > Programs > Corporate Time >
Corporate Time....this should launch the product if you don't already have a shortcut on the desktop.



The CorporateTime window will appear. Under "connect to" it should say "off-line". Choose the "other" button and setup "new". The "connection Editor screen will appear. Type in "District Calendar" in the Connection Name.



Go down to the "server" box and type in calendar.dist.maricopa.edu and press the "lookup" button. The bottom of the screen should auto fill with information such as 2075. Once the auto fill complete press ok.



The Connection Manager box will now come back up. Highlight the "District Calendar" option and press ok.



You will now be at the CorporateTime dialog box again. Since we don't know exactly how your name will appear press the "lookup" button beside the user name box. Find your name and choose that option (pay attention to the login because the calendar product backfills with your initials, as well as you user name. You must have the initials properly noted for the login to complete.



Type in your password which should be the "same" as your MEMO account. You should create a shortcut for the product to make this easier in the future.

Good luck