

MyPima Calendars

MyPima calendars help you keep track of personal, class and group events. Use of MyPima and the student email & calendar system must comply with PCC Student Rights and Responsibilities and Student Code of Conduct policies (<http://www.pima.edu/studentserv/studentrights/>).

To open your calendar ...

Click **Student Calendar** at the top of the

 student calendar, or click the link in the **My Calendar** channel on the **Home** tab.



To change your calendar display ...

Choose overview, day, week, month, year, or comparison on the right side of the screen.

To group your calendars (calendar sets) ...

You can see more than one calendar at once. To do this, create a **CALENDAR SET**.

- Access your calendar
- Click the **Calendar Sets** tab



- Click **New Set** 
- Supply a name for this set. Example: "Spring 07"
- At Calendar ID, use the **Quick Add** dropdown menu to select calendars, your course calendars, your group calendars, your personal calendar. You can only add calendars that you have access to.
- When you finish, click **OK**

☞**TIP:** Calendar Sets can display your course, group and personal calendar events on one calendar.

To create an event ...

After you open your calendar, choose **New Event**  or choose the + sign next to the day your event will be held. You will see four tabs:



1. Compose – make a new event

Fill out the form to create your event.

- **Event title** – this is what will show up on your calendar
- **Date and time** – note that you can click the calendar icon next to date to see a monthly calendar view
- **Location and description** – information about the event and where it will be held

☞**TIP:** If you don't want to invite anyone, click **OK** at the bottom of the page to put the event on your calendar.

Invite other people to your event or inform them about it

- Click **Search** to find their name
- Click **Invite** to ask them to attend, or click **Inform** to let them know it is happening (but not invite them)

☞**TIP:** You can search for a whole name, or just part of a name.

2. Reminders – send yourself a reminder about the event

You can send yourself an email about the event. This can be sent to any email account you want, not just your MyPima email account.

☞**TIP:** If you always want to send yourself reminders, first access your calendar, and then click **Options**. Check the box under "Event & Task Reminders."

3. Preview – see event before you send it

Click the **Preview** tab to see what the event will look like before you send it to yourself or anyone else. Click the other tabs to make any changes.

Whenever you are ready to send, click **OK** at the bottom of any tab.



To delete an event

Click on the delete icon  to delete an event.