

Oracle Calendar Instructions

To use Oracle Calendar on the web:

1. Go to <https://calendar.umd.edu> and login (should be same User ID and password that you use to login to mail.umd.edu).
2. After logging in, you will be viewing your own personal calendar. Check the right hand side of the screen- it should say **Agenda of Your Name**.
3. To add the Sequencer calendars to your 'favorites', do the following:
 - a. You will see several different icons in the gray bar toward the top of the screen. Choose the **View Agendas** icon (the picture of a calendar with a person standing next to it).
 - b. Select: **Search for Resource** from the drop-down menu. Select the button next to **Resource Name** and type **LFSC** into the Resource Name search field. Click **Find**.
 - c. Scroll down through the resources that pop up in the window and select **LFSC 3730xl South**. Click **Add to Favorites**. Repeat this step for the **LFSC 3100 West**. Click **OK**.
4. Select the **3730xl South or 3100 West** calendar from the drop-down menu located just to the right of the View Agendas icon.
5. You should now be looking at the appropriate calendar. To make sure, check the right hand side of the screen- it should say **Viewing Agenda of LFSC 3730xl South or 3100 West**.
6. Click on the second icon from the left (weekly view) to view the agenda for the whole week.
7. If you do not see Saturday and Sunday displayed, click on the **Preferences** icon, then select **Display** and check the boxes next to Saturday and Sunday. Click **OK**.
8. If you have access rights to the calendar, you should see a (+) symbol in each time slot (if you don't see this symbol, contact Amy Beaven (abeaven@umd.edu)).
9. To schedule a time slot...
 - a. Select the desired time and click on the (+) sign.
 - b. Enter your **NAME** and **PHONE NUMBER** in the **Title** field, select the start time and enter in the number of hours.
 - c. Click **Create**.
10. When you login to Oracle Calendar in the future, you do not need to repeat step #3 above, simply select the LightCycler calendar from the drop menu.

To use Oracle Calendar Client Program:

1. If you do not already have the program, faculty and staff may purchase it through OIT. Go to (<http://www.oit.umd.edu/units/slic/products/oracle/corptime.html>).
2. Open Oracle Calendar and login. Go to **File ⇒ Agenda ⇒ Open**.
3. In the Open Agenda window, type in **r:lfsc** and click OK.
4. Choose **LFSC 3730xl South or LFSC 3100 West** from the list and click OK.
5. Choose a time slot and double click on it. Enter in the appropriate information to schedule time on the instrument.