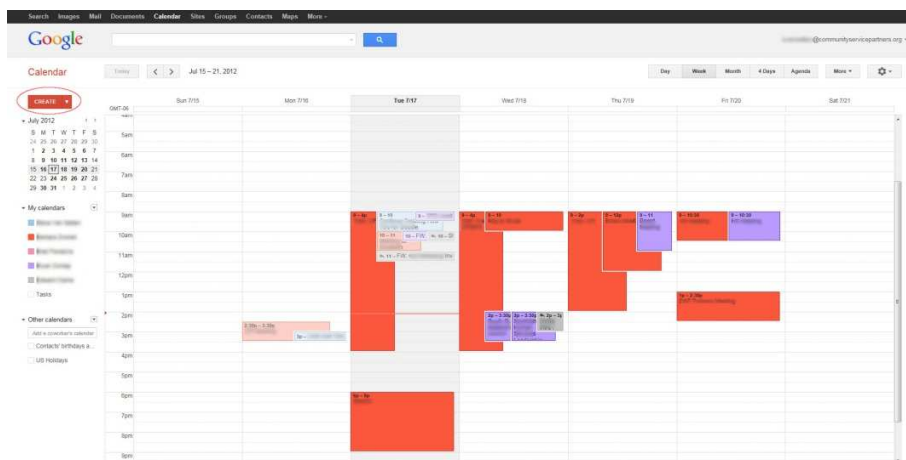1. Go to mail.yourdomain.com.



2. Login as you normally would.
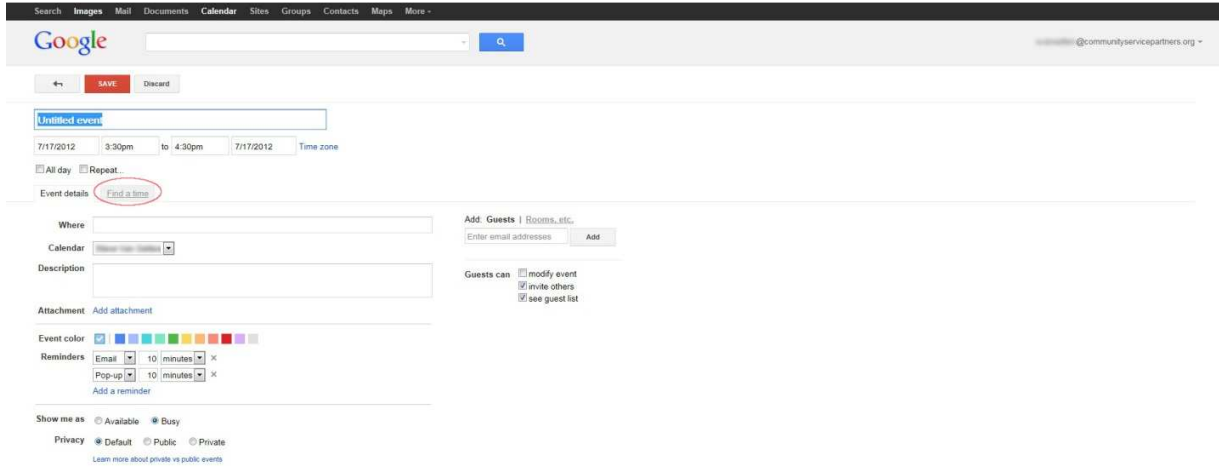


3. Select the "Calendar" tab from the bar at the top.
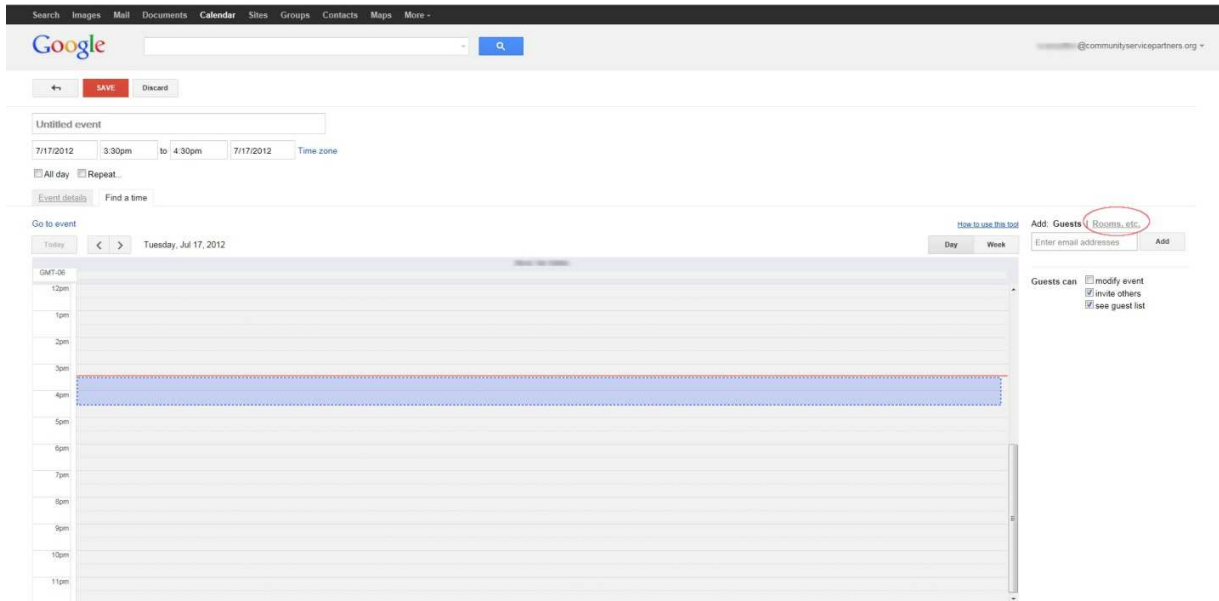


4. Click the "Create" button on the top left.

5. This will bring you to the "Create" screen where you can select your date, time, resource, and invitees for your event. You can schedule a resource by clicking on the "Find a time" tab.



6. Once on the "Find a time" tab, click on "Rooms, etc." in order to select a resource to schedule.

7. This will provide a list of schedulable resources provided by your company. These might include meeting rooms, laptops, projectors, etc. This list will appear to the directly under the "Rooms, etc." tab that you clicked.
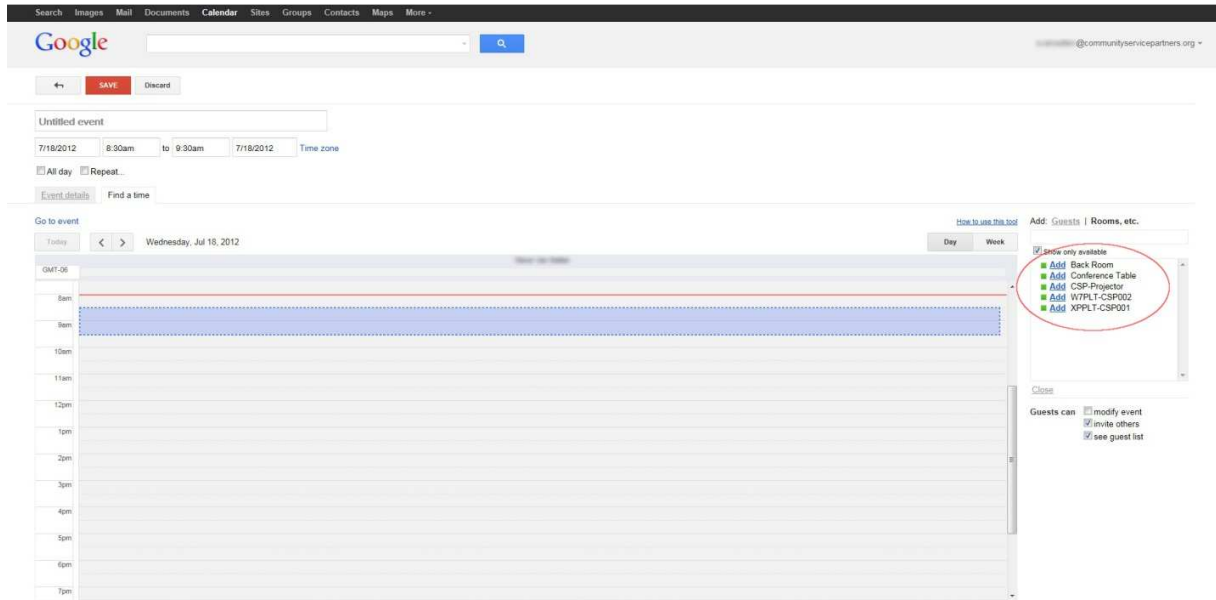


8. Click "Add" next to the resource you would like to schedule and it will pop up the calendar for that resource so you can schedule your meeting for a time when that resource is available.
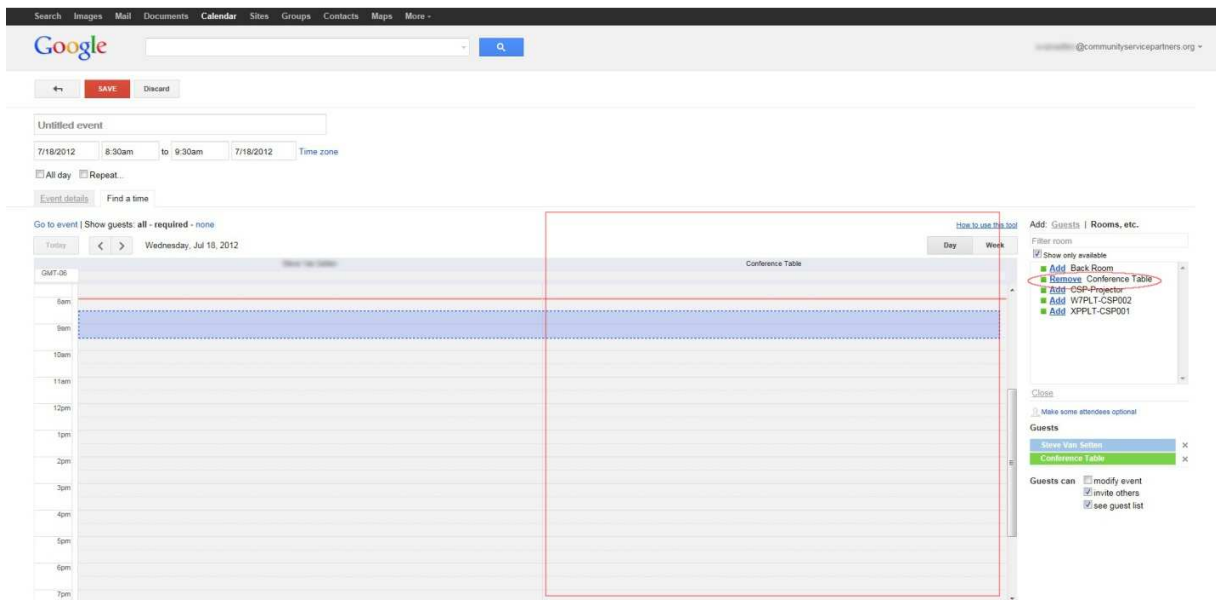


You can click "Remove" if you selected the wrong resource, or you can also "Add" multiple resources.

9. Once you've found a time to schedule your event and made sure to name it, you can click save in order to add the event to your calendar.
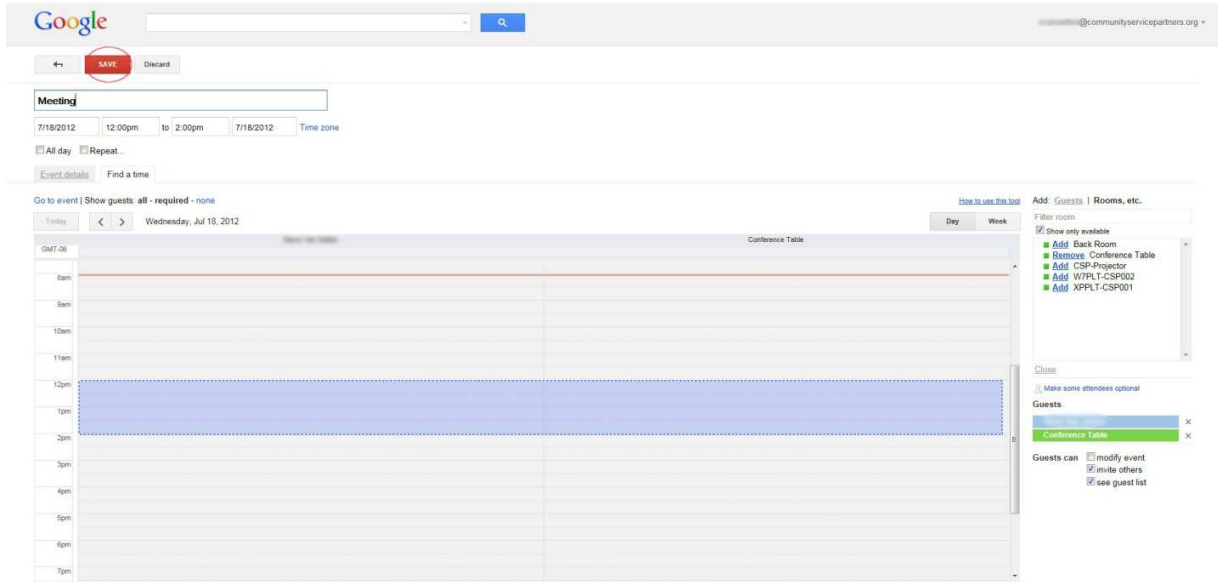


10. You can add guests to your event in a similar way. By clicking on the "Guests" tab and then typing out the name of the contact you wish to add (a search list will show up when you begin typing).
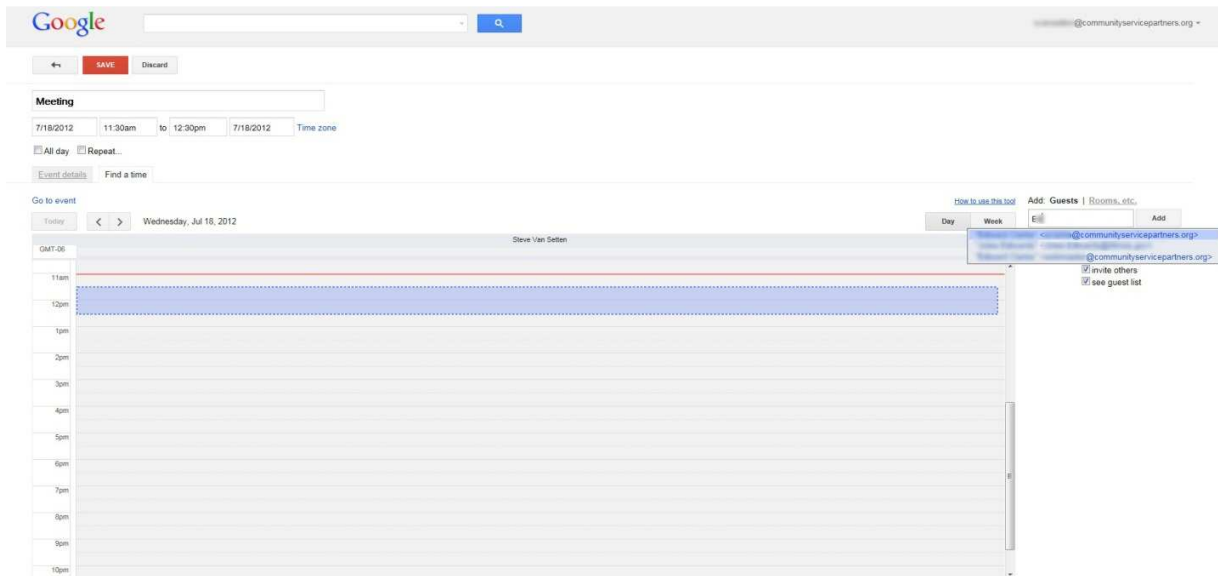
11. Once you have your guest and resource selected, you can make sure to schedule a time when all are available.
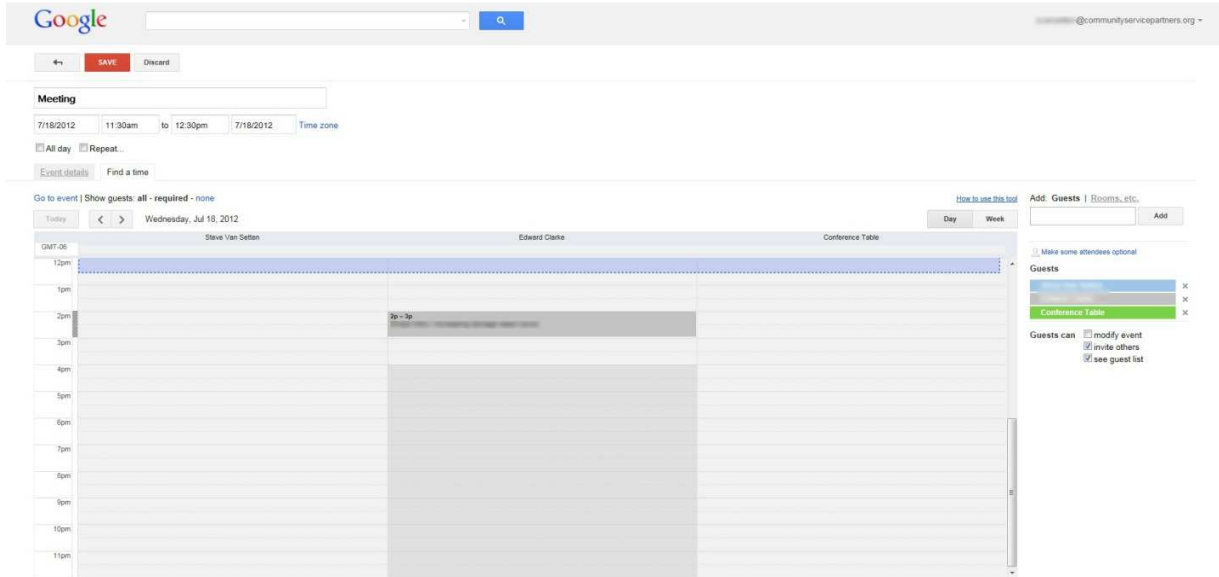


12. You can then go back to the "Event Details" tab if you have more information to input, there you can see that your guest and resource are added to the event, and you can click save in order to add it to your calendar.
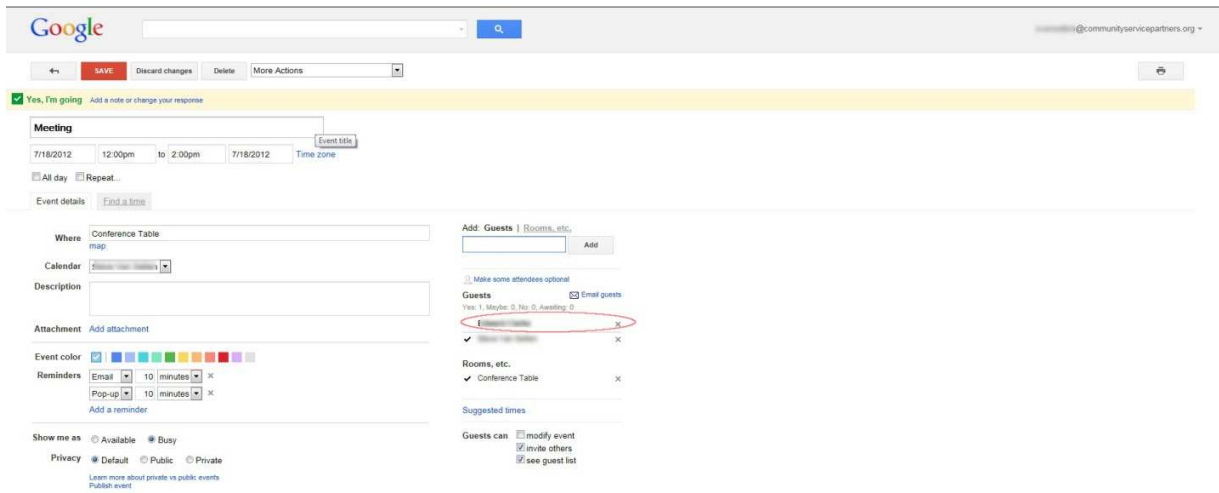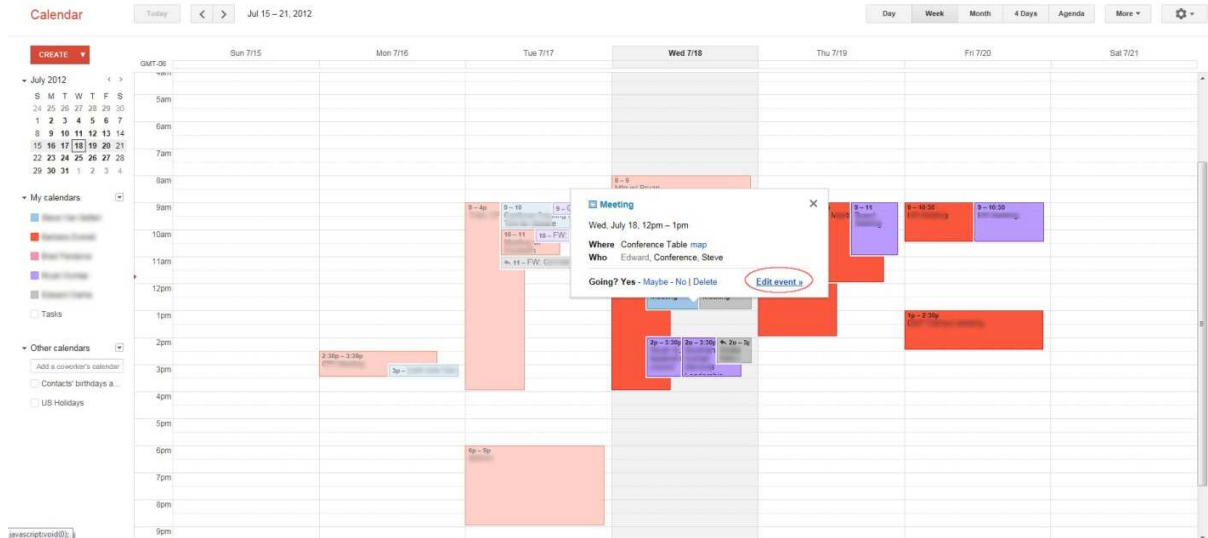
13. Saving an event with guests added will have a pop up asking if you want to send invitations to those invited. This will send an email to invited guests.
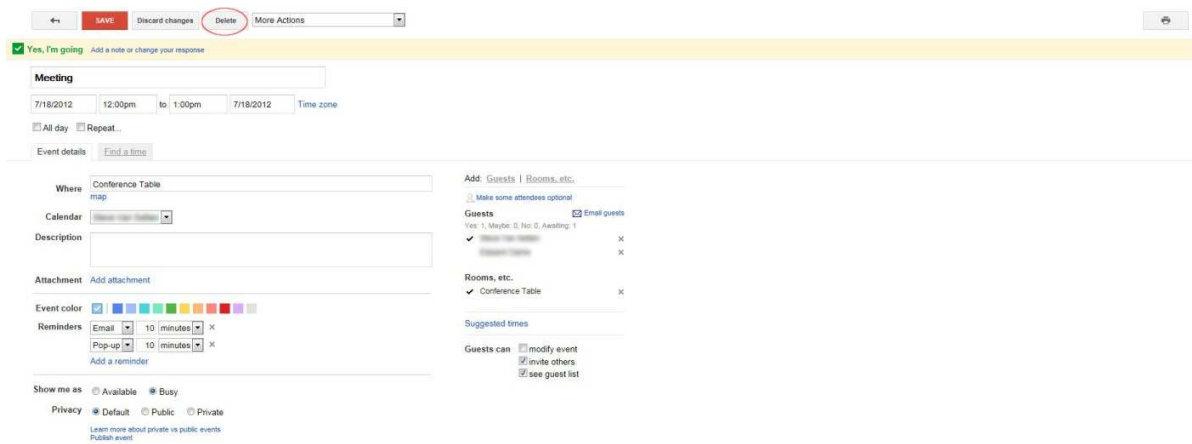


14. Once the Event has been saved, it will show up in your calendar.
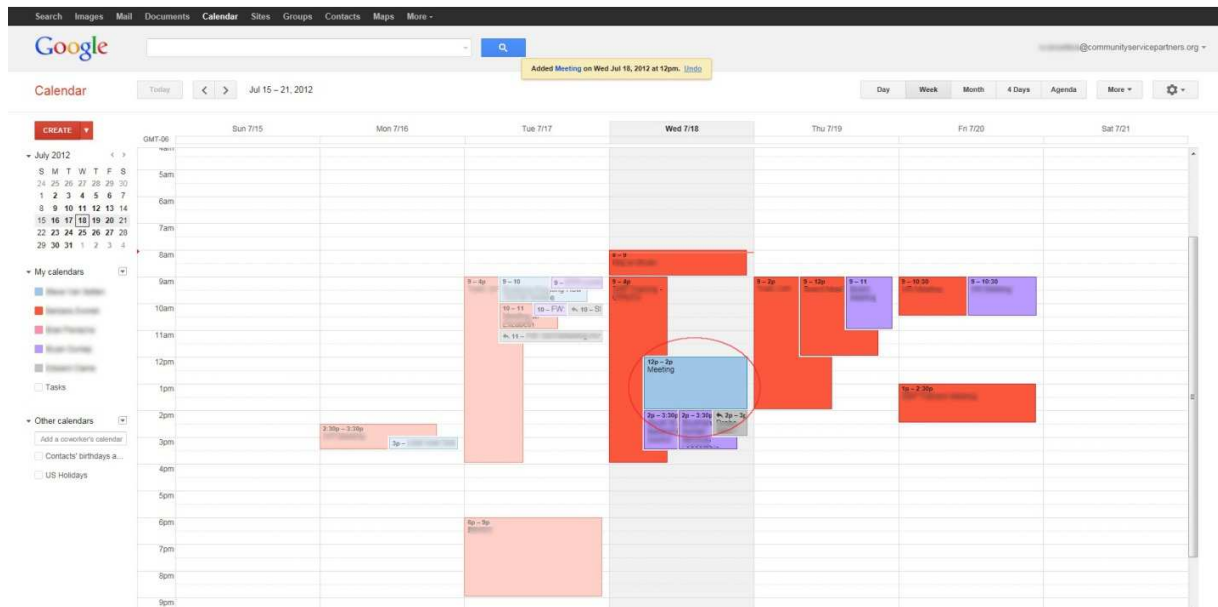
15. Should you need to edit or delete an event, you can click on the even in your calendar, then click the "Edit event" link.



16. From here you can make changes or click the "Delete" button.



17. For deleting an event you will receive a confirmation dialog asking if you wish to notify guests.