



MY CALENDAR EVENTS

LP+365

HELP GUIDE  
VERSION 2.1

## 1. Overview.

**My Calendar Events** tile is located on the School Dashboard as shown in Figure 1.

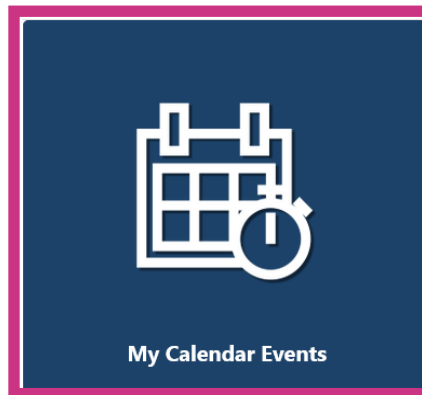


FIGURE 1. MY CALENDAR EVENTS TILE ON SCHOOL DASHBOARD

## 2. Viewing Calendar Events.

Clicking on the **My Calendar Events** tile rotates to display a preview of up to 5 of your most recent calendar events by date and title as shown in Figure 2. These can also include Assignment notifications that are created as a result of assignment creation. Events can be created and managed from your **Calendar** tile on your Microsoft Office 365 portal which can be accessed by clicking on the tile title.

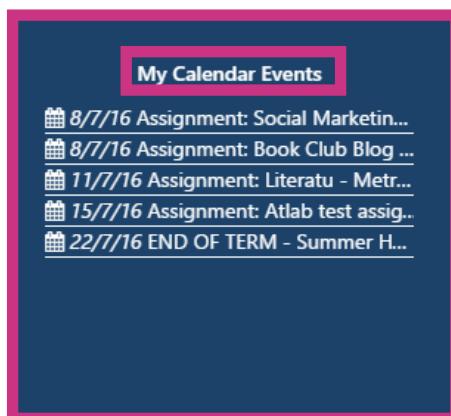


FIGURE 2. CALENDAR EVENT PREVIEW

### 3. Accessing your Calendar.

There are multiple ways a user can access their Outlook Web App Calendar on LP+365.

#### 3.1 My Calendar Events tile.

Clicking on the title of **My Calendar Events** tile will launch a new browser tab to display a monthly view of the calendar. Clicking on any of the individual calendar events opens the **Calendar Details** as shown in Figure 3, and then clicking on the **Open in Calendar** tab launches a new browser tab to open the item in the user’s Outlook Web App Calendar.

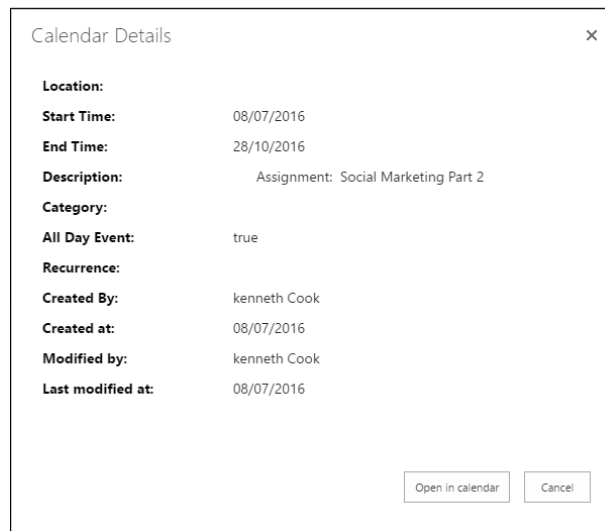


FIGURE 3. CALENDAR DETAILS



There are two calendar events types:

1. Standard calendar events, as shown below when opened in Outlook Web App Calendar as shown in Figure 4.

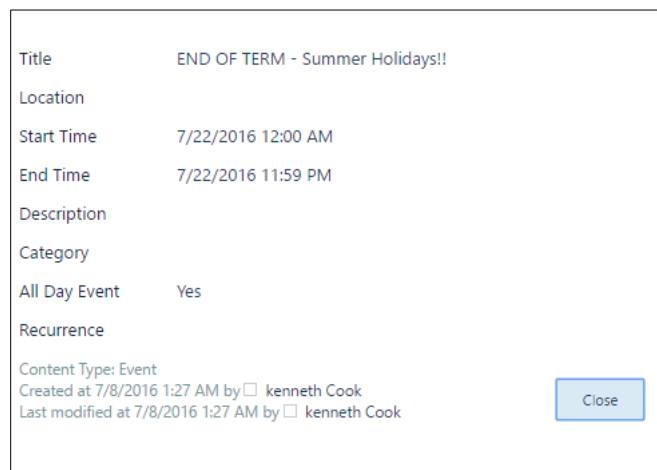


FIGURE 4. CALENDAR ITEM

You can add an event, edit or manage the event items from this view and the changes will appear on the **My Calendar Events** tile of your **School Dashboard**

2. Assignment Calendar notifications as shown below in Figure 5, when opened in Outlook Web App Calendar by clicking on the Assignment from the title in the tile.



FIGURE 5. ASSIGNMENT NOTIFICATION

Clicking on the **Assignment** link opens the assignment in a new browser tab. As a teacher you are directed to the **Assignment Overview** and as a student you are directed to the **Learner Assignment Overview** as shown in Figure 6.

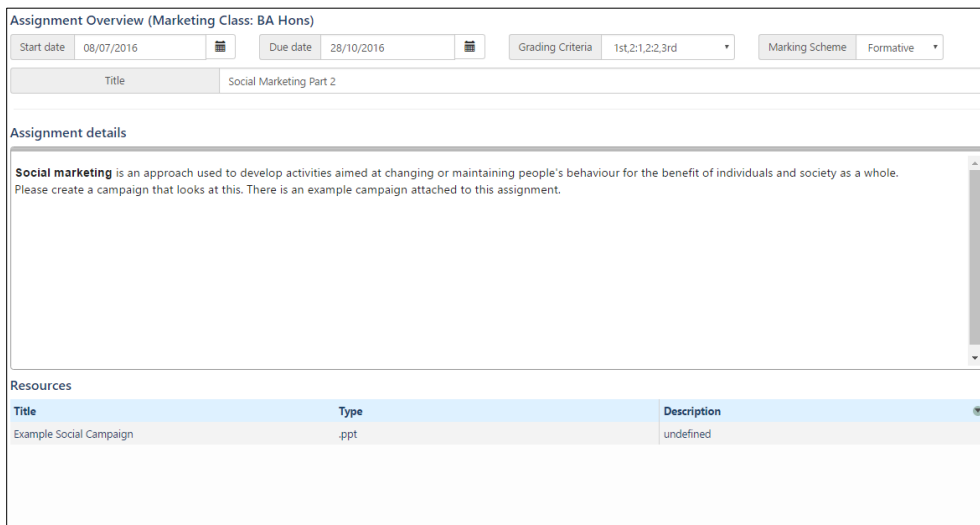


FIGURE 6. ASSIGNMENT OVERVIEW

### 3.2 The Calendar Notification Bar.

The Calendar Notification Bar, as shown in Figure 7, informs the user of any new notifications for both calendar event types as described above. The push notification displays a count of new and unread items. Clicking on the calendar notification icon provides a drop down showing a preview of up to 5 of your most recent calendar events in the future.

- Calendar events (clock icon) displaying the event name and start date. Clicking on this event launches the view as described in Figure 4.
- Assignments (book icon) displaying the assignment title and start date. Clicking on this event launches the view as described in Figure 5.

Clicking on **View All** link launches a new browser tab to open your Calendar on Microsoft Exchange Online.

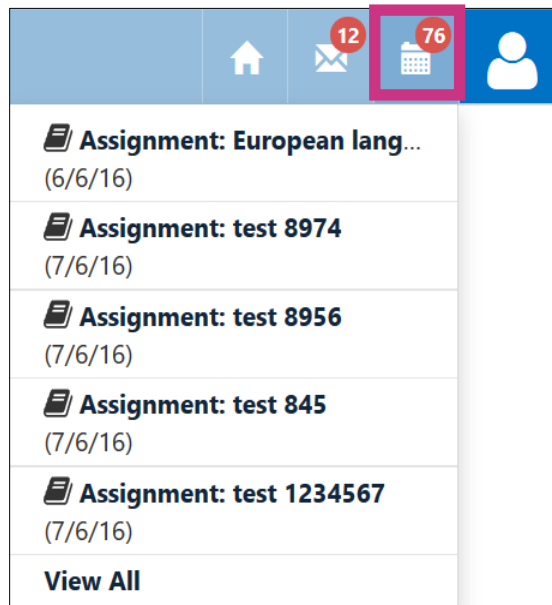


FIGURE 7. CALENDAR NOTIFICATION BAR

## 4. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Getting started in Outlook on the web for O365](#)
- [Calendar Overview](#)

**Free Online Support:** <http://lpplus.com/support-home>

**Get in touch by email:** [lp365support@lpplus.com](mailto:lp365support@lpplus.com)