

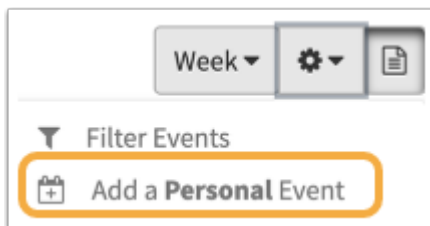


OwlMed: Add Personal Events

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OwlMed: Adding Personal Events

- The Calendar can also be used to keep track of your personal events, study group sessions, appointments and more. Utilize the calendar to manage your time by adding Personal Events.



- Add your own Personal Events to your calendar.

A screenshot of the 'Create Personal Event' form. The form has a dark green header with the title 'Create Personal Event' and a close button. The main content area includes:

- 'Event Name:' with a red asterisk and an empty text input field.
- 'Location:' with an empty text input field.
- 'All day' with a toggle switch currently turned off.
- 'Start:' and 'End:' fields, each with a red asterisk. Each field is split into 'Date' and 'Time' sub-fields. Below the time fields are examples: 'Ex. 03:08 PM'.
- 'Additional Details' section with a blue header and an upward arrow. It contains an 'Event Description:' label and a rich text editor with a toolbar (bold, italic, underline, strikethrough, font color, size, styles) and a large text area.

At the bottom left of the form is a 'Save' button with a white background and a blue border.

- Once the Personal Event has been saved, you can also invite others from your institution to the Event. Click on the Event which now appears on the Calendar.

The screenshot shows the LEO calendar interface. At the top, there is a navigation bar with the LEO logo, a 'Calendar' icon, and links for 'Courses' and 'Search'. Below the navigation bar, there are navigation controls for the calendar, including arrows and a 'Today' button. The main calendar view is for the week of December 18 to 22, 2023. The days of the week are labeled at the top: 'W 51', 'Mon 12/18', 'Tue 12/19', 'Wed 12/20', and 'Thu 12/21'. The time slots on the left range from 10am to 8pm. A 'Study Session' event is scheduled for Monday, December 18, from 4:15 pm to 6:00 pm. The event is highlighted with an orange border. A pop-up window is open over the event, displaying the following details:

Study Session	
Type	Personal
Date/Time	2023-12-18 @ 4:15 pm to 2023-12-18 @ 6:00 pm

- Once you are on the Personal Event page, complete the following steps to invite others to your event:
 - Click on **People**, then **Groups**
 - The **Assign Groups to a Personal Event Screen** will allow you to select the Users you wish to invite.
 - Click on the **Users** you would like to add to the Event from the **Available Groups** column. Once Users have been added to the **Assigned Groups** column, they will receive information about the Personal Event you created and invited them to join.