

Accessing the LSTC Community Calendar

Outlook Access for members of the LSTC Staff and Faculty:

You can access the Community Calendar via Outlook (where you access your email). When you open Outlook, you should see a link for the Calendar on the lower left-hand side of the page. Click on that link. It will probably take you to your own Outlook calendar, which will be blank if you don't schedule things on it.

On the left side, you'll see a link labeled "Shared Calendars." Right-click on this and go to "Add Calendar" and then "Open Shared Calendar." Click on this, and type LSTC in the box that appears.

Now the LSTC Community Calendar should appear side-by-side with your calendar. To just see the LSTC Community Calendar, uncheck the box on the left marked "Calendar." Now the only calendar you should see is the LSTC Community Calendar.

On the top of the page, you can choose to view this in day, week, or month format. Please note that if you're looking at a whole month at a time, you may need to click on some individual days to see everything happening that day. You'll know this if you see a gray arrow in the bottom right corner of that day on the calendar.

Access for EVERYONE:

Everyone can access the LSTC Community Calendar via the portal on our website:

Go to www.lstc.edu

Click on "QUICKLINKS" -- bottom right of the page.

Click on "Access LSTCNet (Intranet)"

You DO NOT need to enter a user name or password; this calendar is viewable by the public, not just members of the LSTC community.

Click on "Full Size Calendar" on the bottom right side of the page.

You can choose to view this in day, week, month, or year format. Please note that if you're looking at a whole month, you may need to click on the blue "more" on some days to see all that day's activities.

You can also choose the Events List, which will show the events for whatever period you choose from the drop-down menu.

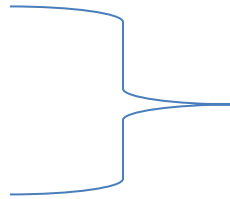
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Placing Events on the Community Calendar:

If you want to schedule an event, check the Community Calendar for a date and time that will not conflict with events already scheduled.

Once you've chosen a good date and time, send the following information to **Cheryl Hoth**: choth@lstc.edu

- ✓ Name of Event
- ✓ Date of Event
- ✓ Beginning and ending times for event
- ✓ Location of event
- ✓ Contact person for event



This information is required before the event will be put on the calendar.

Any additional details you can provide will be helpful for people reading about the event you're announcing. This will also provide details for an entry in the weekly *Dean's Report* published in the Dean's Office during the academic year and, in turn, may result in a mention in the student newspaper: *The Door*. **Give Cheryl as much detail as you can!**

Please remember that scheduling an event DOES NOT mean the room is reserved, or any other arrangements have been made.

- If you need to reserve a room and/or communicate set-up needs, contact the Front Desk at LSTC: Frontdesk@lstc.edu.
- If you need media (projector, laptop, microphone, etc.), contact the IT Department: support@lstc.edu.
- If you need to purchase catered food for your event, contact the Food Services Director: Jennifer.powell@lstc.edu or Refectory@lstc.edu