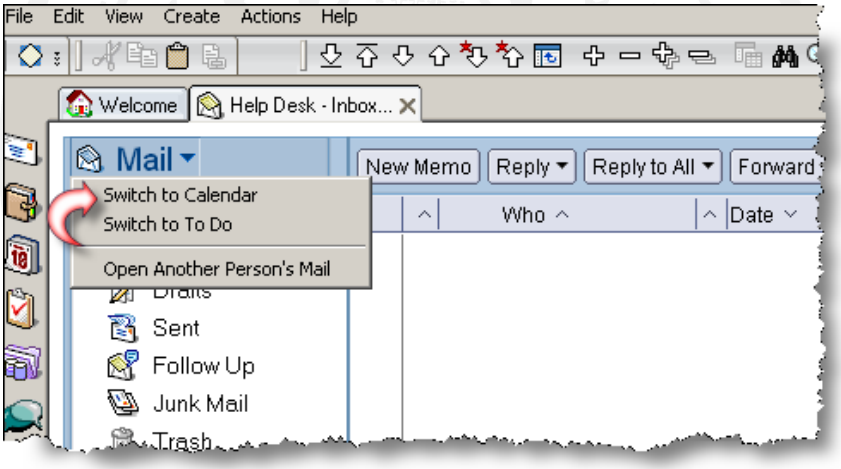
How To Enter Time Off and Meetings on Help Desk Calendar

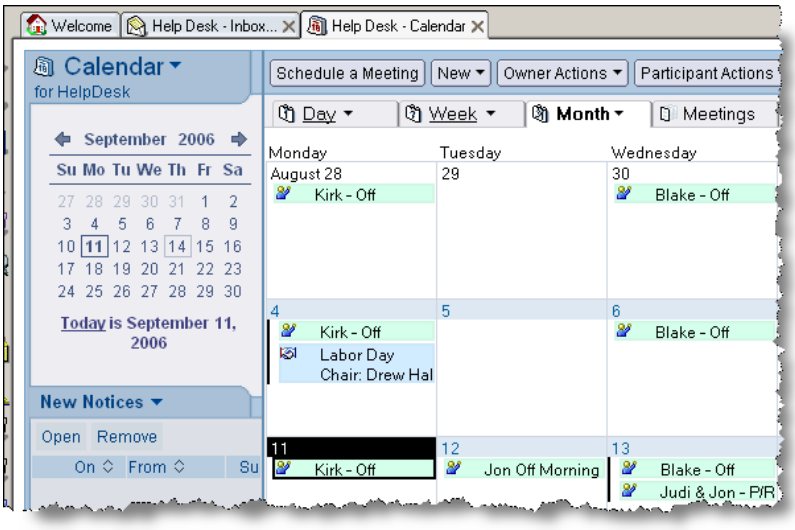
Lotus Notes

From the Help Desk Inbox tab, left-click “Mail” for dropdown menu
Left-click “Switch to Calendar”.

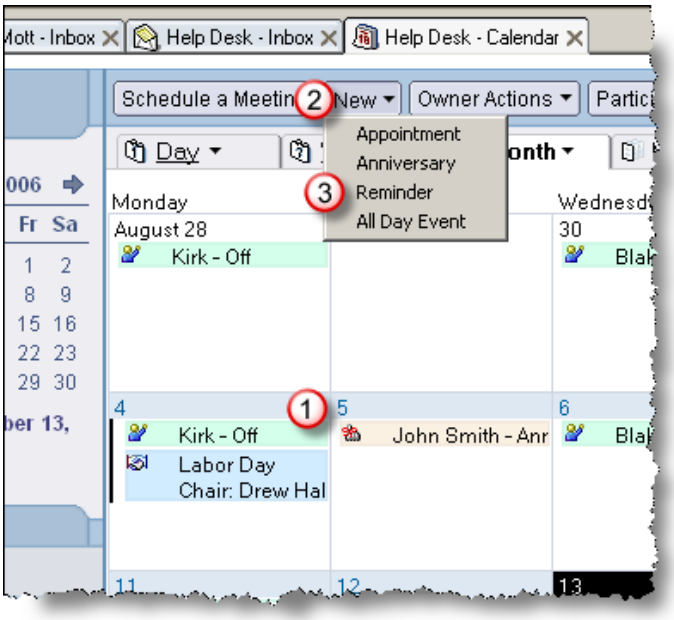


Questions or comments? Please contact the Helpdesk at
Helpdesk@OSF.OK.GOV or
521-2444 or
(866) 521-2444

The Help Desk Calendar will open:

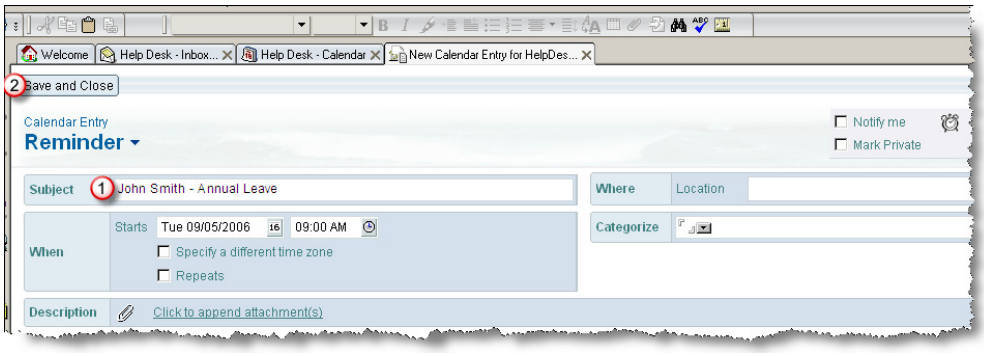
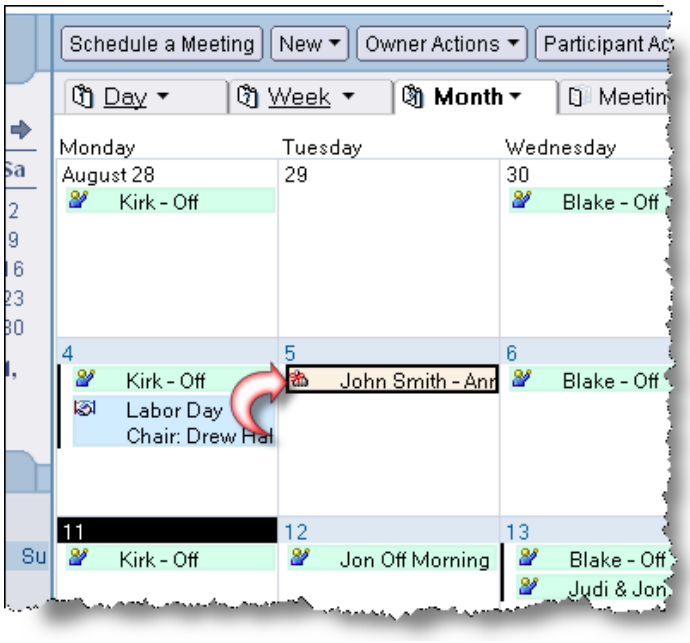


Left-click on the date (example is the 5th).
Left-click "New".
To enter Annual Leave, left-click "Reminder".



Comment [KH1]: This is 3 steps, need to have step 2 be on the "New" button and step 3 be on "Reminder"

Enter name and information in Subject line.
Left-click “Save and Close”.



Entry will appear as: