Tutorial - Institutes holyday and absence calendar

Opening the calendar

To access the calendar follow the link on the intranet-page and log in with your uzh mail login.

Opening the calendar means going to the intranet page and logging in with your uzh mail login. This will lead you directly to the calendar.

If the language settings are german go to the menu “Mehr” and “Vorgaben”, “International” and “Diese Sprache anzeigen”: Change the language to “English” and restart the calendar. On the left hand side, you will find different views.

Adding a new entry:

Select the menu “New” and choose a new “All Day Event”. Fill in the subject with your name and the reason for your absence, usually holyday. On the right hand side of the subject, you will find a menu for to setup the categories. Choose one of the reason “holyday institute” or “absence Institute.”
Setup the start of your absence and how many days it will repeat.

Close the entry by saving the tab.

**Deleting or change an entry**

Click on the selected entry and change the content, or delete the entry by pressing the delete button. If the entry has more than one day the system asks you whether your changes should affect only the particular day or the whole range.